



ALBANY PRIMARY SCHOOL
Where learning makes a difference ...

Procedures for Parents presenting items for the Board of Trustees (BOT) meeting.

1. Please contact the school office at least 7 days prior to the BOT meeting stating your request to be included on the BOT meeting agenda. Written confirmation detailing the item you wish to add to the meeting agenda must be received by the school office 7 days prior to the scheduled board meeting. This confirmation may be sent by email or letter, (to the front office). The email address is BOT@albany.school.nz.
2. The school will send out this procedures document to ensure you are aware of expectations.
3. The Board is notified of the agenda item and what the item is.

Please Note:

For both written and presented items, the chairperson may communicate that further information or clarification needs to be gathered, or refer the issue on to a sub-committee for investigation prior to presenting to the BOT.

Requests to speak:

- If a parent wishes to present their item personally please indicate this at the time of this initial request.
- A maximum of 5 Minutes will be allocated to each attendee to present their item during the appropriate section of the meeting

Board Meeting

The board will acknowledge the agenda item and may enter into a discussion for the allocated time of 10 minutes. In most instances a response in writing direct to the parent will follow after the meeting.