**2.11. Staff Trustee Reporting to Board**

**Parnell District School**

**The Staff Trustee’s role is outlined in the Governance handbook and also below.**

**Staff Trustee’s Role**

The Staff Trustee’s role involves the following:

* to be a trustee first and foremost, and to vote as such.
* to report the views of the staff on issues under discussion where appropriate.
* to work with the principal to ensure that there are no un-forseen issues or surprises at board meetings, and in reporting decisions to the staff.

**Responsibilities**

1. Be a full member of the Board of Trustees.
2. Abide by the Board of Trustees Code of Conduct.
3. As a full member of the Board be involved in all Board decision making except where his or her terms and conditions of employment are being discussed.
4. Support Board decisions.
5. Be clear about their role as a Board member.
6. Positively promote the school in the eyes of the community.
7. Ensure the staff understands the role and responsibilities of the Staff Trustee on the Board.
8. Keep all staff well informed about Board of Trustees activities and decisions or make the information readily available.
9. Keep the Board of Trustees informed about staff activities and viewpoints through the Principal.
10. Report the views of the staff on issues under discussion as well as canvass staff opinion on critical issues. Keep the Board informed of current union issues.

**Reporting to the Board**

The staff trustee will report to the board each meeting. The following information may be included in the report:

Significant professional development undertaken by the staff

Information about significant trips. Camps /experiences that have been undertaken

Syndicate reports (sometimes resented by teams in person)

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