



Have you visited the online Board of Trustees Handbook site?

An online version of the BOT handbook is available from the [handbook site](#). The online version has been updated to reflect the enactment of the Education and Training Act 2020. This handbook is intended to help Boards of Trustees focus on those aspects of a state- integrated school that differ from a non-integrated state school.

The print version of the 2020 Board of Trustees (BOT) Handbook is currently being updated and will be printed in 2023.

This is what you need to know:

- The documents and resources from the appendices of previous handbooks can be downloaded and printed as required. Visit the online [handbook site](#) to do this. Save the web address in your favourites tab for easy access.
- Each section of the handbook is also available for download and print from the Handbook site along with the documents from the appendices.
- Each section from the printed handbook can be found on the left hand side of the homepage on the [handbook site](#).
- Over time the sections of the handbook will be updated and revised. The website will contain the most up to date information and reference for school boards.
- Scroll to the bottom of the handbook site homepage to [download](#) a pdf copy of the handbook.

Mobile access:

You don't need an app to access the Handbook site on your phone or tablet. The Handbook website is mobile friendly and it's easy to load a shortcut on your device's home screen, which will take you directly to the website whenever you need to access it.



1. Go to www.nzceohandbook.org.nz on your device and navigate to the page you want the shortcut to open, i.e. the page you are most likely to visit, such as the homepage.
2. Click the menu icon in your browser.

On Apple devices the menu icon appears at bottom, centre of the screen.



On Android devices, the menu icon generally appears in the top right corner of the screen.



3. Find and select the 'Add to Home screen' option from your menu (you may need to scroll to find this).
4. Once you've selected this option, you will be prompted to add the shortcut. The title of the page that you're on will show, however you can adjust this before clicking 'Add' (depending on your device settings, the text you type here will show near the icon once on your homescreen).