

COLLEGE GOVERNANCE POLICY

College Governance Framework

The college is a non-profit company that provides education to young people. Our governance is built on a foundation of sound corporate principles, ensuring we operate effectively and ethically. The College Board is committed to upholding good governance practices, which provide the structure for our vision, define responsibilities, and guide our day-to-day operations.

We follow governance principles that align with the Australian Standard AS8000-2003, adapted for the college's size and nature. These principles include:

- **Establishing a strong foundation** for oversight and management.
- **Structuring the Board** to provide maximum value.
- **Promoting ethical and responsible** decision-making.
- **Ensuring the integrity** of financial reporting.
- **Providing timely and transparent** communication to all stakeholders.
- **Complying with all relevant** laws and regulations.
- **Actively managing and mitigating** risk.
- **Providing fair and responsible** compensation.

Our governance model is a collaborative structure where the College's members appoint a Board with a diverse set of skills. The Board, in turn, oversees governance and employs the Principal as the Chief Executive Officer. With the Board's support, the Principal is responsible for developing strategies, managing resources, and running the college to achieve its objectives.

Core Values and Board Role

Our values are at the heart of our culture and guide all our decisions and interactions. We are **Visionary**, focusing on being a forward-thinking, student-centred learning community. We are **Inclusive**, creating a strong sense of connection and belonging for everyone. We are **Authentic**, acting with genuine intentions and earning trust through our actions.

The College Board's primary role is to ensure the college is well-managed and governed.

This involves understanding and fulfilling our duties under the Corporations Act, common law, and all relevant state and federal education legislation.

The key functions of the Board include:

- Maintaining a diverse and skilled Board.
- Appointing, supporting, and evaluating the Principal and leadership team.
- Approving and monitoring the college's strategic direction, values, and objectives.
- Reviewing and approving business and financial plans.
- Ensuring an effective risk management framework is in place.
- Maintaining compliance with all regulatory requirements.
- Prioritising the delivery of quality educational outcomes for students.
- Providing guidance on policies that support student engagement and progress.
- Advocating for the college and building strong relationships with key external partners.

Board Composition and Development

The Board's composition and tenure are set by the college's constitution. We do not appoint anyone to the Board who is disqualified under relevant legislation. All new Board members receive a comprehensive induction within three months of their appointment. This includes access to key documents, meetings with the Principal and Chair, and an overview of their governance responsibilities.

To ensure the Board remains effective, members receive ongoing professional development. The Principal provides regular updates on changes to laws and policies that affect the college, and professional development sessions are held at least once a year during a Board meeting.

The Board is responsible for managing the renewal of a Director's tenure. At least three months before a Director's term expires, the Chairperson will confirm their intention to either retire or seek renewal. If a Director wishes to renew, the Board will vote on the request.

Management and Student Safety

The Board focuses on governance, while the Principal and management team are responsible for the college's daily operations. Management works within the strategies, delegations, and policies approved by the Board. The Board ensures that all necessary and appropriate delegations are in place to empower the leadership team to meet their responsibilities.

We are deeply committed to **student safety** and have policies in place to protect students from abuse, manage risks, and respond to allegations. The Board leads this commitment by:

- Creating a culture where student safety is a key priority and a specific performance indicator for the Principal.
- Making student safety a standing agenda item at the beginning of each school year to ensure all policies are current and effective.

Financial Integrity and Conflicts of Interest

The college is committed to ensuring all funds and property are used solely for the purpose of running the school. We have strict guidelines for agreements with for-profit businesses or related parties. All such transactions must be for necessary goods or services, and payments must be reasonable and documented to be "at arm's length"—meaning the terms are what would be agreed upon between unrelated parties in a fair negotiation.

To manage this, we have a **Purchasing Policy** and a **Related Party Transactions Register**.

A **conflict of interest** exists when a person's personal interests could influence their decisions at the college. All employees, directors, and volunteers must act in the college's best interest. To manage conflicts, all "responsible persons" must complete a confidential **Conflict of Interest Disclosure Statement** when they start their role and update it annually. The Board also has a standing agenda item at every meeting for members to declare any new conflicts.

Communication and Transparency

Effective communication with our stakeholders—including students, parents, staff, industry partners, and government—is critical to our success. We ensure transparency and provide timely information through:

- Online information for students and parents.
 - Regular updates to the college website.
 - An annual report that meets all regulatory requirements.
 - Regular communication with our industry partners.
 - Appointing a staff member to be responsible for all government reporting.
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