

# *Board Responsibilities Statement*



ST ANDREWS  
CHRISTIAN COLLEGE

INSPIRED BY  
FAITH

DISTINGUISHED BY  
CHARACTER

LEADERS BY  
INFLUENCE



# Board Responsibilities Statement

## PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

*“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”*

## POLICY DOCUMENT INFORMATION

<b>TITLE:</b>	Board Responsibilities Statement
<b>AUTHORS:</b>	Sharon Rowland
<b>ACKNOWLEDGEMENTS:</b>	College Board
<b>PURPOSE:</b>	To provide policy and direction for the Board in meeting their obligations to the College and its Community.

### RELATED DOCUMENTS:

## KEY DATES

<b>ISSUE DATE:</b>	May 2019
<b>VERSION:</b>	VERSION 1.2
<b>REVIEWED AND APPROVED:</b>	August 2022
<b>SCHEDULED REVIEW DATE:</b>	April 2024



## 1. BOARD RESPONSIBILITIES

As the governing body of the College, the Board's primary role is to establish vision and strategic direction of the school and appoint the Principal. The Board must also ensure compliance with legal obligations, monitor adherence to systems of risk management, assist in reviewing and approving expansion and growth of the College, and undertake periodic performance reviews. The Board reviews, approves and monitors the College's finances and budget.

Members of the Board act in a voluntary capacity, however their responsibilities are the same as if they were being paid.

Under the *Education Training and Reform Act 2006* and *Education Training and Reform Regulations 2017 Corporations Act 2001*, *Australian Charities and Not-for-profits Commission Act 2012* and other laws, Directors are required to:

- act in good faith, in the best interests of the College and for a proper purpose;
- exercise care, skill and diligence;
- avoid conflicts between the interests of the College and your personal interests;
- prevent the College trading whilst insolvent (i.e. while it is unable to pay its debts as and when they fall due).

## 2. COMPOSITION OF THE BOARD

The Board consists of between 9 and 12 Directors.

Board members serve three-year terms and are eligible for renomination at the end of each term. Approximately one third of the Board members are appointed each year.

The Principal and Business Manager are not Board members, but are entitled to attend Board meetings and general meetings, if so directed by the Board from time to time.

## 3. NOMINATING FOR A POSITION ON THE BOARD

Candidates for Board roles can be nominated by either the Presbytery of the bounds (Maroondah), by existing Board members, or by the Associates (comprising the parents and guardians of College students who are admitted by the Company) and Members in accordance with clauses 7.1 of the Constitution.

To be nominated for a position on the Board, potential candidates **must** meet the requirements set out in clause 6.3 of the Company Constitution, including to be of a **Christian faith** and a member of a church which is aligned to the College's Statement of Belief.

Potential candidates must also meet the following criteria:

- Provide a short recent CV
- Participate in an interview with one or two existing Board members
- Willing to engage fully in Board activities.
- Demonstrate a clear understanding of the legal and personal implications of Board membership.
- Display a heart for the College.



- Be a member of good standing of a Presbyterian Church (only if being nominated by the Presbytery)
- Successful reference check
- Hold a valid Working With Children Check (WWCC)
- Be willing to undertake a minimum of 2 hours per annum of relevant director training
- Be willing to sign declarations contained in the following documents:
  - o The College Statement of Belief
  - o The College Child Safety Policy
  - o The VQRA Fit and Proper Person Declaration

Candidates are then appointed by the General Assembly or the delegated commission. Candidates can expect a request for an interview by a panel of members of the General Assembly of the Presbyterian Church of Victoria or their delegated commission as a part of this selection process.

If you are interested in finding out more, or in being nominated to the Board, please contact the Principal's Office (via [tdekker@standrews.vic.edu.au](mailto:tdekker@standrews.vic.edu.au)) and you will be put in touch with either the Board Chair or Board Secretary.