



ST. ANDREW'S GRAMMAR

GOVERNANCE POLICY

<i>Date</i>	<i>Modified By</i>	<i>Ratified</i>	<i>Review</i>
March 2006	Principal	-	2007
November 2006	Board	2006	2007
November 2007	Board	2007	2008
November 2008	Board	2008	2009
February 2009	Board	2009	2010
February 2010	No change	2010	2011
March 2014	Principal	2014	2015



ST. ANDREW'S GRAMMAR

Governance Policy

INTRODUCTION

St. Andrew's Grammar is a Kindergarten to Year 12 Greek Orthodox Day School under the control of St. Andrew's Grammar Inc (SAG Inc). The members of SAG Inc are also the members of the Hellenic Community of Western Australia Management Committee. The School is located on 4 Hellenic Drive Dianella, Western Australia.

The curriculum offered at the School encompasses all the expected and usual areas of study with the addition of a comprehensive and varied programme of study in Modern Greek language and culture as well as the Greek Orthodox faith.

SCHOOL BOARD

The governing body of St. Andrew's Grammar, the School Board, comprises ten nominated members and the Principal as an ex officio member.

Four members are nominated by the Hellenic Community of WA (HCWA), one representative of the President of the Hellenic Community of WA, one by the Archdiocese of the Greek Orthodox Church, one by the Consul for Greece, the President of the Parents and Friends Association (P&F) and one parent from the Parents and Friends Association. The Chairperson is elected annually from the members of the Board. The SAG Inc specifies those members which can hold the position of Chairperson.

The School Board's role is to govern the School, while it is the function of the Principal and the Management Team to manage the organisation in accordance with the policies and directions of the School Board.

The Principal is accountable for the implementation of the values and policy set by the governing body. The School Board and the Principal work in a partnership to achieve the purpose or mission of the School.

Roles and Responsibilities of the Board

- The Board is responsible for establishing the policies under which the Principal will manage the School.
- The Board is responsible for selecting a new Principal when required; and for appraising the performance of the Principal during his/her term of office. The Board can seek specialist input in this process, such as a company with performance management and education expertise.
- The Board has responsibility for the fiscal affairs of the School.
- The Board will adopt an annual budget for the operation of the School and ensure that the School's financial accounts conform to Australian Accounting Standards.

- The Board, in collaboration with the Principal, is responsible for preparing a clear statement of the School's objectives and for ensuring that appropriate strategic planning takes place in the School.
- The Board may establish working committees and ensure that members are actively involved in relevant committee assignments.
- The Board should conduct an annual self-evaluation.
- The Board is responsible for keeping full and accurate minutes of its meetings and those of its committees.
- The Board should maintain an appropriate level of communication with other members of the School community.
- The Principal is responsible to the School Board for the management of the School, including curriculum, discipline, learning, teaching and staffing of the School.
- The School and Board will maintain a Policy File so that governing decisions made over a period of years may be readily available to subsequent members and school administrators.
- Contact between the School community and the Board will be made through the Principal.

Role of the Chairperson

- Acts as the formal chairperson of all Board meetings.
- Provides leadership to the governing body in its policy-making, strategic and financial planning.
- Helps guide and direct the Board's actions in relation to organisational priorities and governance concerns.
- Builds up the Board team to work effectively to achieve the corporate goals and mission of the organisation.
- Leads the evaluation of both Principal and Board performance.
- Serves ex officio as member of Board sub-committees and attend meetings when required.
- Provides ongoing support, counsel and encouragement to the Principal, acting as a 'sounding board'.

Role of the Board Members

The role of a Board member is to:

- keep informed of all the matters tabled at Board meetings and contribute to the effective decision making of the Board;
- avoid being involved in decisions where there is a conflict of interest;
- attend the Board and related committee meetings as required;
- provide their expertise and particular skills and abilities for the Board to make decisions and formulate the strategic settings of the School;
- comply with the School Boards policies;
- maintain Board confidentiality.

The Relationship between the Chairperson and the Principal

No matter what the ethos of the School, there is no more important factor in the success of a School than the relationship between the Chairperson and the Principal. These two partners have both formal and informal roles as well as shared and separate responsibilities.

The Board is responsible for the overall policy of the School and for establishing principles expressing the School's aim. The Principal is responsible for implementing that policy and those principles.

The Principal is seen as the embodiment of the School and has to have the ability to serve and satisfy students, staff, parents, the Board, the general public, the church authorities and government. The role can be exposed and lonely without the right support from the Chairperson.

Critical to the relationship between the Chairperson and Principal is the ability to establish a solid and mutually supportive relationship of candor, trust and confidence. The relationship must be open and frank with high levels of communication.

The Principal's Expectations of the Board

A good working relationship between members of the Board and the Principal is vital to the smooth running of the School. The Principal and Board are entitled to certain expectations of each other to ensure maintenance of the good working relationship.

It is the Principal's role to ensure that the policies of the Board are put into operation and to exercise his professional judgement in doing so. It is the responsibility of the Board to give the Principal their full support and backing but not to interfere in the process. If problems emerge they should be resolved through the Chairperson of the Board.

While the Principal is granted autonomy to implement policy in order to run the School, the Board can provide valuable advice from their insights into the issues and the School community. This advice should be detached, objective and constructive and given in an appropriate forum, which will normally be at a meeting of the Board.

The Principal has a right to expect that all members of the Board have a sound understanding of the School's ethos and policies, both financial and educational. This is essential at all times but particularly when the Principal requires their support in making difficult decisions.

The Principal has a right to expect that all members of the Board will remember that they are part of a team. This is essential if the Board and Principal are to work effectively together. The Board is more than a collection of individuals with their own agendas. There must only be one agenda – furthering the goals of the School.

CODE OF CONDUCT FOR BOARD MEMBERS

The Code of Conduct below sets out the duties and responsibilities of the School Board members. It should be read in conjunction with the HCWA and St. Andrew's Grammar Inc. Constitutions.

- A Board member's first obligation is to become informed about the School's history, goals, current operations and concerns.
- A member should come to meetings prepared, having read the minutes of previous meetings and other pertinent material, and should participate in the consideration of all matters before the Board. Only through the sharing of diverse opinions can constructive decisions be reached. Members have an obligation to participate in debates on issues before the Board.
- A member should not hesitate to ask questions. A full understanding of the issues is a prerequisite to casting an informed vote.
- The Board as a whole sets policy. An individual member should never seek to impose a personal agenda on the Board or the Principal. Members who are parents must take particular care to separate the interests of the School from those of their child.
- Board members may not become involved in the operations of the School unless requested to do so by the Principal or School Board.
- Members have an absolute duty of confidentiality with regard to Board and school affairs.
- All members must support resolutions passed by the Board and may not express views outside Board meetings. No member may discuss with an outside party differing views that may have been expressed at Board meetings nor who expressed them.

- A Board member must work collaboratively with fellow Board members in a spirit of harmony and cooperation despite differences of opinion that may arise.
- Members sit on the Board as individuals charged with furthering the interests of the School as a whole and not those of any particular section of the School community. In particular, parent members sit on the Board in order to ensure that a parental view may be expressed during discussions on issues. Such members are not present as representatives of any parent body and are prohibited from communicating Board matters back to any parent body or parents generally. This is the role of the Principal.
- Board members must accept that their membership places special constraints on them as a member of the School community. Members must, in particular, exercise caution in conversations with others regarding School affairs, being ready to listen to opinions but not to offer them unless they are in line with resolved board opinions. Members may not engage in gossip, lobbying or other activities that could be seen as indicating a different view to that of the Board or the Principal.
- Board members have a responsibility to support the Board and the Principal actively and to demonstrate that support within the School community.
- A Board member must refer any matter of internal School administration to the Principal and not become involved in matters outside the jurisdiction of a Board Member. A Board member, unless directed by the Board, must not attempt to deal with such situations nor canvass such issues with other parties.
- Board members must at all times ensure that their decisions are consistent with the ethos of the School.