



**THE GREEK ORTHODOX COMMUNITY
OF OAKLEIGH AND DISTRICT INC.**
GREEK ORTHODOX ARCHDIOCESE OF AUSTRALIA

CELEBRATING - 60 YEARS - ESTABLISHED 1963



**OAKLEIGH
GRAMMAR**

OAKLEIGH GRAMMAR

BOARD OF MANAGEMENT CHARTER

The School

Oakleigh Grammar is a business operating within the Greek Orthodox Community of Oakleigh and Districts Incorporated under the *Associations Incorporation Reform Act 1981 2012 (Victoria)* Registration No. A0016292C.

Oakleigh Grammar also operates an Early Learning Centre (ELC) which is a feeder for enrolments to the School. A proportion of funds raised or fees collected by the School may be used to support the operation of the ELC.

Key Values

The School has determined that its key values are Humility, Aspiration, Respect and Kindness (HARK), supporting the motto of "Faith and Wisdom".

Ethos

The School's ethos can best be summarised as being the pursuit for excellence in all our endeavours as we grow in knowledge and understanding and in all our potential, based on the teachings of the Orthodox Christian Faith. We learn wisdom through acceptance of ourselves as children of a great heritage who bring positive and valuable contribution to the contemporary multi-cultural society and to the vision of our nation's future.

The Board of Management

The Board of Management (otherwise known as the Management Committee or the Board) is elected pursuant to the Constitution of the Incorporated Association. The Principal, Business Manager and Parish Priest are ex officio members of the Board of Management and attend all Board meetings. Their attendance at the meetings is limited to the discussion of School Business and does not include the other enterprises in which the Association is involved in.

The Role of the Board of Management

The Board of Management ensures that the School's fundamental principles embodied in its Key Values and Ethos are implemented and preserved.

In accordance with the *Education and Training Reform Regulations 2017* the Board of Management is responsible for the strategic direction, financial management and legal obligations of the School.

The Guidelines to the Minimum Standards and Requirements for School Registration (Guidelines) explain these responsibilities and outline the evidence requirements schools must meet to demonstrate compliance with the governance standard.

Oakleigh Grammar is committed to child safety. All students have a right to feel safe and to be safe. We want our students to be safe, happy and empowered. We support and respect all children, as well as our teachers, non-teaching staff, and volunteers. The Board of Management is committed to the safety, participation and empowerment of all children.

The Board of Management has zero tolerance for child abuse as evidenced by the Schools strong Policies on Mandatory Reporting and Child Safety. These ensure that all allegations and safety concerns will be treated seriously and consistently.

The Board of Management, Principal, Teachers and all employees of the School, have a legal and moral responsibility to respond to situations involving:

- Child abuse;
- Allegations of child abuse;
- Concern of potential child abuse;
- Managing the risk of child abuse;
- Providing support to a child at risk of child abuse and to actively maintain a safe School Environment both during School hours and outside the School day.

The above Child safe principles are to be applied not only with current Staff, but also to be adhered to for the selection and induction practices for all Staff, Volunteers and Contractors.

With the updated Guidelines taking effect on 1 July 2019, there will be adherence to new evidence requirements, including maintaining a conflict of interest register for all 'responsible persons' and an explanation of how any conflict will be managed.

The Board of Management has the ultimate responsibility for all matters relating to the running of the School. Its role is to govern the School and not to be involved in its day-to-day management.

It is senior management's role to manage the School in accordance with the strategic goals set by the Board of Management and under its direction. The Board of Management does not have a management function.

The Board of Management is responsible for and should determine all matters relating to policy and practice. It has overall responsibility to ensure that the School is well-managed and that its operations are successful. It must ensure the programs of and teaching support and promote the principles and practice of Australian democracy, including a commitment to:

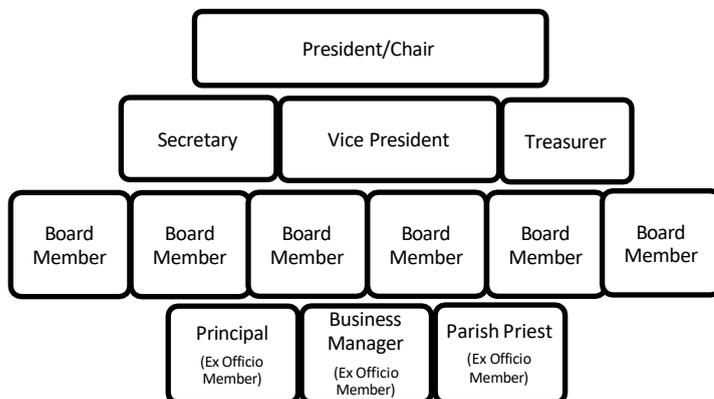
- a. elected government; and
- b. the rule of the law; and
- c. equal rights for all before the law; and
- d. freedom of religion; and
- e. freedom of speech and association; and
- f. the values of openness and tolerance.

It must do all things necessary to ensure that the School meets the goals and objectives determined at the time of foundation. Without limiting the generality of the Board of Management's role, its principle functions in relation to the School are to:

- Set goals and provide strategic direction;
- Act as an interface between the School and various members of the School's constituency;
- Appoint the Principal;
- Determine policies governing the operations;
- Approve the annual budget and any long-term budget;
- Approve material expenditure outside of budget;
- Approve all items of capital expenditure in excess of \$10,000;
- Conduct an annual review of the Board of Management's own performance;
- Conduct an annual review of the Chair and Principal; and
- Establish and oversee the powers and functions of sub-committees such as the Audit, Finance and any other sub-committee established.
- Support school functions and events through active attendance and participation.

Board of Management Structure and Appointment

The Incorporated Association has documented in its Constitution details associated with the size and structure of the Board of Management.



A copy of the Constitution is contained in Appendix 1.

The appointment of members to the Board of Management will be in accordance with the Board of Management policy that addresses induction, review and professional development of members.

Board of Management Members' Code of Conduct

Board of Management members are expected to comply with the spirit, as well as the letter, of the law and with the overall Values and Ethos of the School. Board of Management members will ensure that in the fulfilling their duties they:

- Act for the benefit of the School;
- Act with skill, care, and diligence;
- Demonstrate commercial reasonableness in their decisions;
- Discharge their duties in good faith and honesty;
- Do not allow the interests of their associates conflict with those of the School;
- Do not engage in conduct likely to discredit the School;
- Do not make improper use of information gained as a Board of Management member;
- Fulfil their fiduciary duty to the School;
- Give of their expertise generously to the School;
- Make appropriate enquires to ensure the School is operating efficiently and legally to achieve its goals;
- Undertake diligent analysis of all proposals placed before the Board of Management; and
- Use the powers of their office for a proper purpose.

The role of the Chair

The Chair plays a key role in the School. The chair is considered the captain of the team and should use skills and leadership abilities to ensure that the Board of Management is effective in observing sound governance principles.

The Principal

The Principal is appointed by the Board of Management. The Principal is responsible for the ongoing management of the School in accordance with the strategy, policies, and programs approved by the Board of Management. He/she shall always manage the School to achieve the goals agreed and endorsed by the Board of Management having regard to the Key Values and the School Ethos.

Meetings

Regular Board of Management meetings and the preparation and distribution of an agenda are fundamental to good governance. The Principal must attend all meetings except where the Board of Management meets to discuss the performance of the Principal.

These meetings are critical as it is the main opportunity for Board of Management members to:

- Obtain and exchange information with the Principal and other management who may be present; and
- Obtain and exchange information with each other; and make decisions.

The agenda is important as it shapes the information flow and subsequent discussion. The papers should be presented to the members in good time and contain all relevant information in an easy to read and understandable form to enable the Board of Management to make informed decisions.

Finance Sub-Committee

The role of the Finance Sub-Committee is to recommend and advise the Board on any matters.

The Sub-Committee includes the President/Chair, Vice President, Treasurer, Secretary, Principal and Business Manager.

The Sub-Committee meets at least three times a year, with additional meetings scheduled as needed, and at the direction of the Chair.

Board of Management Process

Board of Management members will act in a manner to enable the conduct of the meetings to be informed, productive and result oriented. To this end they will:

- Accord other Board of Management members and their views respect;
- Act in a business-like manner;
- Act in accordance with the Founding Principles;
- Raise and address issues in a confident and firm, yet friendly manner;
- Minimize chatter and irrelevant remarks;
- Refrain from interruption or interjection; and
- Use good judgment, common sense and tact when discussing issues.

Meeting Frequency and time

The Board of Management will meet at least once per month. The Chair and Principal should present a calendar of meeting dates for each year in January of such year. In so far as possible all meetings should be physical meetings. It may, however, be necessary to meet electronically or pass resolutions by circular resolution if this is permitted. Meetings will generally commence at 7:00pm.

Reports

If the Finance Sub-Committee has met since the last meeting, the minutes of such meeting should be attached to the papers for noting. If there are any matters or recommendations which such Committee wishes to make, these should be contained in a formal report for consideration.

Minutes

Minutes should be circulated where possible within two days of the meeting for consideration by the members and must be approved at the next meeting.

Board of Management Members' Protection

As a rule, a member is entitled to information relevant to the School and is to be protected against the specific risks of being a member.

Protocol for seeking information

When seeking information, a Board of Management member should follow this protocol:

- In the first instance request the Principal to provide the information through the Secretary;
- If the information is not forthcoming, approach the Chair;
- If it is still not forthcoming write a letter to all Board of Management members and the Principal detailing the information required and the purpose for seeking the information.

Access to papers

The complete set of papers is held by the Secretary on behalf of each member (individually) for a period of at least seven years from the time that the member ceases to serve on the Board of Management. In the event of any legal action, investigation or enquiry by a regulatory authority, each member is entitled to access the papers and any other relevant records of the School for the period during which they were a member even if they have ceased to be a Board of Management member.

Board of Management and Principal Evaluation

It is the School's policy to foster the development of each member and the Board of Management as a whole. Each year the Board of Management will conduct an evaluation of its performance with a view to providing best practice governance and delivering the performance of an effective Board of Management.

It is also the School's policy to measure the Principal's performance against Key Performance Indicators agreed between the Principal and the Board of Management each year.

Review of the Charter

An update was carried out to this Charter due to the need to reflect the Incorporation Reform Act 2012 (Vic).

The Board of Management shall review this Charter every four years, next review due 2027.

President/Chair: Chris Damatopoulos

Signature:



Date: 25 March 2026