



## PP101 GOVERNING BODY POLICY AND PROCEDURE

### SCOPE

St Thomas Aquinas College is a public company limited by guarantee run by a group of Directors who oversee the operations of the company. This Policy applies to the governance of St Thomas Aquinas College and the conduct and general business of the Board of Directors.

### POLICY STATEMENT

The College Board's role is to review, approve and monitor systems and processes. The principal will present to the board a strategic plan which the board will review, approve and monitor including the purpose, values, goals and objectives of the College. The board oversees risk and performance expectations and monitors achievement against the strategic goals.

The College Board is made up of a minimum of five or more Directors who serve as members of the Board. The role of the College Board is to be responsible for reviewing, approving and monitoring policies and procedures in the five broad areas. The College Board is responsible for establishing, implementing and monitoring policy in relation to each of these areas:

- College Development including Strategic Planning
- Provision of facilities and resources
- Risk Management and Compliance
- Financial Leadership and Management
- Community & Stakeholder Engagement

The College Board is also charged with reviewing, approving and monitoring the teaching and learning programs and operational practices of St Thomas Aquinas College.

The College Board will at all times support and promote the principles and practice of Australian democracy including a commitment to:

- The elected Governments of Australia;
- The rule of law;
- Equal right for all before the law;
- Freedom of religion;
- Freedom of speech and association; and
- The values of openness and tolerance.

The College Board will ensure the principles and practice of Australian democracy are communicated through all levels of staff, students and stakeholders by freely advertising the principles and practice through induction, newsletters, bulletins, policies, handbooks and its website.

## FUNCTIONS OF THE BOARD

The functions of the College Board:

**1. College Board-Principal relationships**

The Principal is responsible to the College Board as a whole. The College Board delegates to the Principal its duties and powers with regard to discipline, courses of study, selection and management of staff (with the exception of the Business Manager and Assistant Principal) and College operations generally.

**2. Provision of facilities and resources**

This includes buildings and plant and equipment. Policies in this area relate to ensuring that the College is well provided in facilities and staffing to carry out its mission and achieve its goals. The College Board is responsible for reviewing, approving and monitoring from time-to-time strategic directions and policies for the College in planning its resources. The College Board will periodically review, approve and monitor the update of the master plan to give a future framework for the physical development of the College.

**3. Compliance**

The College Board review, approve and monitor all relevant school policies to ensure that they are compliant and abreast with all current government regulations.

## FUNCTIONS OF THE BOARD (Cont...)

### 4. Financial Leadership and Risk Management

Policies in this area set out the degree of control the College Board exercises over the operations of the College. Policies in this area relate to ensuring the College is being run as planned and within the legal and legislative frameworks that apply. The policies relate to the means employed by the Principal and staff to achieve the ends established by the College Board and set within the relevant legislative framework. The Board will approve a College Budget at an agreed point prior to the start of each College year. It will require regular reports on the financial status of the College from the Principal and Business Manager. All major financial commitments (eg leases, significant capital purchases) will need to be approved by the Board. However, the day-to-day financial management of the College remains the responsibility of the Principal and his delegate (ie the Business Manager).

The College Board will review, approve and monitor all risk management policies presented by the College and ensure appropriate systems are in place to mitigate those risks.

### 5. Community & Stakeholder Engagement

The Board encourages the relationships of the College with key community groups. This area will be the focus of an *ad hoc* Committee of the Principal.

## THE St Thomas Aquinas College BOARD

### Current Board Membership

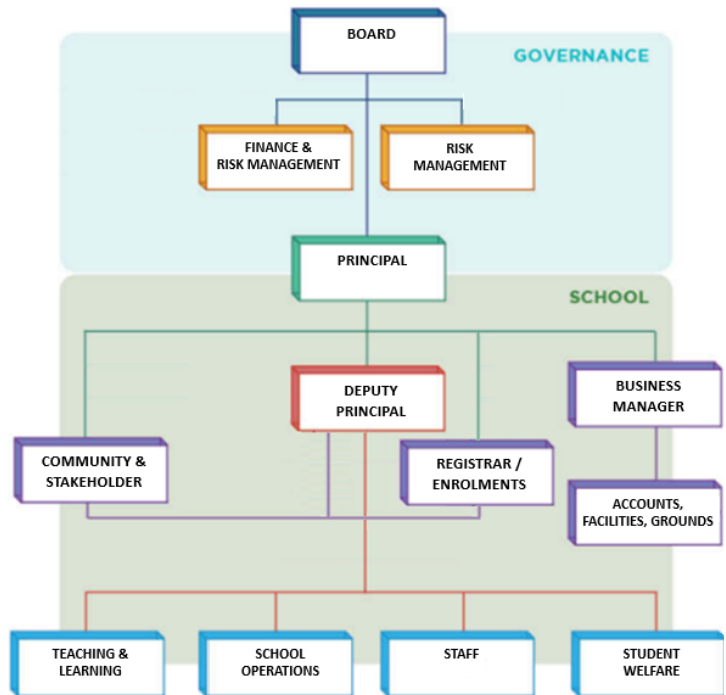
The current membership of the Board (2019) is:

- Father Daniel Themann (Chair)
- Father Michael Delsorte (Deputy Chair)
- Fr Anthony McNamara (Treasurer)
- Father Sayed Elias
- Father Andrew Cranshaw (Principal)
- Bishop Bernard Fellay

The Company's Secretary is:

- Father Andrew Cranshaw

### Corporate Structure (2019-2024)



### Sub-Committee Membership (2019)

The composition of the St Thomas Aquinas College sub-Committees can be found in the membership section of the sub-Committee registrar.

### RELATED DOCUMENTS

- This document forms part of the Policy and Procedure Framework of St Thomas Aquinas College. It should be read in conjunction with other documents in the framework.
- Other policies in this Section of the framework are also relevant.

### LEGISLATIVE CONTEXT

Public Corporations are required to comply with Corporation Act 2001.

Schools are obligated to comply with other Legislation, including:

- Equal Opportunity Act 1995 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Children's Services and Education Legislation (Anaphylaxis Management) Amendment Act 2008
- Income Tax Assessment Act 1936 and 1997 (Cth)
- Trade Practices Act 1974 (Cth)
- Privacy Act 1988 (Cth.)
- Privacy Amendment (Private Sector) Act 2000 (Cth.)
- Fair Trading Act 1999 (Vic) • Environmental Protection Act 1970 (Vic)
- Whistleblowers Protection Act 2001
- Superannuation Legislation.

### RESPONSIBILITIES

The Board Members must:

- Implement this policy and procedure
- Monitor the implementation of this policy and procedure

### MONITORING AND EVALUATION

The Board will be responsible for ensuring that this policy and procedure is monitored and evaluated throughout the Policy lifecycle.

### VERSION

Authorised by	St Thomas Aquinas College Board
Effective date	June 2021
Version	1.3
Review date	June 2023