

THE FUNCTIONS OF THE BOARD OF GOVERNORS OF HALE SCHOOL



The role of the Board of Governors of Hale School is to ensure that the School is an environment that promotes learning, teaching, and broader educational excellence through fulfilling the following functions:

1 Composition and Operation of the Board

- 1.1 On an annual basis, elect the Chairman of the Board from amongst its members, appoint the Chairman and members of each of its Committees and approve the terms of reference of each Committee. On a needs basis, appoint a Chairman and members to Taskgroups for task driven, time specific matters;
- 1.2 Ensure that Board members understand their role and actively participate in the operations of the Board;
- 1.3 Regularly review its own processes and effectiveness and the balance of competencies on the Board; and
- 1.4 Adopt formal processes to ensure that high calibre candidates are put up for consideration by the bodies that are responsible for the selection of new members of the Board.

2 Appointment of Key Personnel

- 2.1 Appoint a Headmaster with appropriate skills and attributes, and set a remuneration package commensurate with these skills, provide counsel and support, and evaluate performance; and
- 2.2 Together with the Headmaster, appoint a Director of Finance & Governance with appropriate skills and attributes and set a remuneration package commensurate with these skills and evaluate performance.

3 Strategic Focus and Policies of the Board

- 3.1 Regularly review and document the strategic direction for the School and ensure that it reflects the School's vision for the future and values;
- 3.2 Adopt and regularly review the School's strategic plan, and monitor the systems and performance indicators that measure the achievement of the outcomes stated in the strategic plan;
- 3.3 Ensure the establishment of policies within a framework of ethical behaviour to ensure that the School achieves its stated Aims and Objectives, complies with the law, and fulfils its duty of care;
- 3.4 Maintain the ongoing financial viability of the School; and
- 3.5 Maintain an awareness of educational trends and needs.

4 Financial Management and Stewardship of Assets

- 4.1 Adopt an annual budget for the operation of the School, regularly monitor the results and ensure that processes exist to protect the School's short and long-term financial viability and its ability to meet its debts and other obligations as and when they fall due;
- 4.2 Ensure that the School's surplus funds are invested and managed in a prudent and responsible manner;
- 4.3 Ensure that the School's financial accounts conform with Australian Accounting Standards, and that an external audit is undertaken annually of the School's financial affairs;
- 4.4 Ensure the School's physical assets are effectively utilised and adequately maintained to maximise their service potential, consistent with the School's Objectives; and
- 4.5 Ensure that the School's Operations (educational, financial, operational and marketing) are cost effective and efficient.

5 Controls and Monitoring of Compliance

- 5.1 Ensure that the School's Operations (educational, financial, operational and marketing), have internal controls to monitor compliance with the School's policies.

6 Delegations of Authority

- 6.1 Adopt clearly defined levels of delegated authority from the Board to the Headmaster, the Director of Finance & Governance and the Director of Operations in order to facilitate the effective management of the School's operations.

7 Communication with the School Community

- 7.1 Ensure that the activities of the Board are appropriately communicated to the School Community.