

# SCHOOL BOARD GOVERNANCE AND COMPANY MEMBERSHIP

---

---

# The Role of the Board

## St Paul's Anglican Grammar School

The role of the Board is to provide leadership, good governance, oversight and strategic guidance for the School to foster a culture of continuous improvement and to ensure effective oversight of the School's activities.

The Board is responsible for ensuring that the School's activities comply with the Constitution and with legal and regulatory requirements. The Board has overall responsibility to ensure that the School is well managed.

Directors do not participate in the day-to-day management; that is the role of the Principal.

Without limiting the generality of the Board's role, its principal functions include:

### Strategy, planning and stakeholders

- Approving policies.
- Setting goals and provide strategic direction.
- Determining key strategic policies, frameworks and strategies.
- Conducting a review of the Board's own performance.

### Management oversight

- Guiding and monitoring the management of the School in the achievement of strategic plans and desired culture, and adherence to the School's values, plans and policies.
- Appointing the Principal.
- Reviewing the performance of the Principal.
- Establishing and overseeing the powers and functions of Board Committees.
- Conducting an annual review of the School in meeting its objectives.

### Risk management

- Reviewing and endorsing the School's risk management strategy.
- Reviewing and monitoring the School's governance and legal compliance.
- Promoting ethical and responsible decision making and charging management with the responsibility for creating a culture of ethical and responsible behaviour at the School.
- Establishing, monitoring and promoting a Code of Conduct and related policies to guide the Board, management and employees in practices necessary to maintain confidence in the School's integrity (including

- encouraging the reporting of unlawful or unethical behaviour and protecting whistleblowers who report violations in good faith).
- Monitoring the effectiveness of the School's governance practices.

## Finance management, Governance and compliance

- Approving the annual budget and any long-term budget.
- Approving material expenditure outside the budget.
- Approving all items of major capital expenditure.

## Board Directors

Please refer to the School's website for information regarding our School Board Directors.

## Company Secretary

The School's Company Secretary can be contacted at:  
[companysecretary@stpaulsags.vic.edu.au](mailto:companysecretary@stpaulsags.vic.edu.au)

## Board Charter

Please refer to the School's website for a copy of the following documents:

- Company Membership Application Form
- School Company's Constitution
- Board Governance Charter

## Company Membership

As a parent or guardian of a student enrolled at the School, you are eligible for membership of the Company of St Paul's Anglican Grammar School Ltd. Please refer to Clause 4 of the Constitution for membership information.

A membership application form should be completed if you wish to apply for membership and with the application fee, be submitted to the Company Secretary for referral to the Board for approval.

The opportunities for involvement are:

- Attending meetings of members of the Company, (Annual General Meeting) and voting on such issues as:
  - Acceptance of Annual Financial Statements and Reports
  - Elections of Directors of the Company
  - Changes to the Constitution
  - Nominating and voting for candidates for the Board of Directors (annually).
- Consider making yourself available for the position of Director of the Company.



[stpaulsags.vic.edu.au](http://stpaulsags.vic.edu.au)