



Chairo  
Christian School

# Board Charter

*Last Revision: August 2019*



## **1. INTRODUCTION**

1. This *Board Charter* (the Charter) has been adopted by the Board of the Warragul District Parent Controlled Christian School Association (the Association), which operates Chairo Christian School (Chairo).
2. Chairo is a multi-campus independent Christian school affiliated with Christian Education National.
3. The purpose of the Charter is to outline many of the functions and responsibilities of the Board, and to assist the Board in the performance of its various responsibilities.
4. The Board is subject to the Association's *Statement of Rules* (the Rules), which is a document that guides how the Association operates, sets out the purposes of the Association, serves as a contract between the Association and its members, and lists the rights and responsibilities of members and office bearers.
5. The Charter and all policies are additional to the Rules and not intended to change or interpret any laws or the application of the Rules.

## **2. MISSION, VALUES AND VISION**

1. Chairo's mission is 'to provide excellence in Christ-centred education, in partnership with families, within a caring Christian community'.
2. Chairo's values are as follows:
  - Christ-like character: We are being transformed daily through God's word and Spirit, as both individuals and as a community.
  - Biblical foundation: We maintain an uncompromising biblical foundation in all that we think, do and say.
  - Partnership: We partner with parents as they seek to fulfil their God-given responsibility for the nurture and education of their children.
  - Relationship: We grow relationships that express the love and rule of Christ.
  - Achievement: We provide an educational environment in which students and staff members are nurtured toward reaching their potential through and for Christ.
  - Uniqueness: We celebrate and respond to the uniqueness of each individual as an image-bearer of God.

- Stewardship: We steward wisely all that God has given us for the cause of Christian education.
- 3. Chairor's vision is 'to see Christ's redemptive impact in the world through the capability, character and commitment of our students'.

### **3. BOARD RESPONSIBILITIES**

1. It is the responsibility of the Board to control and manage the business and affairs of the Association in a manner consistent with the Rules and policies of the Association.
2. The Board functions at a governance level and is responsible for making decisions in relation to defining expectations, setting future direction, establishing financial objectives, managing risks, delegating authority and appraising performance.
3. The Board has a responsibility to guard the mission, values and vision of the Association, and to strive to preserve the reputation of the school by ensuring that the mission, values and vision are reflected at all levels of governance and operations.
4. Notwithstanding the delegation of day-to-day or operational management to the Executive Principal, and to the Business Manager in some areas, the Board remains ultimately responsible, on behalf of Association members, for each area of the school's operations.
5. Specific Board responsibilities include the following:
  - Overseeing policy development and review as per the *Policy Development & Review Policy*
  - Developing, implementing, monitoring and reviewing strategic plans
  - Establishing, periodically reviewing and consistently promoting the school's mission, values and vision
  - Managing and overseeing all financial activities of the Association as per the *Finance Policy*
  - Undertaking and/or initiating reviews of the school's performance (both overall and in specific areas)
  - Monitoring legal and regulatory compliance in a broad range of areas
  - Establishing and reviewing systems of enterprise risk management

- Appointing the Executive Principal and other members of the Executive Leadership Team
  - Conducting performance and salary reviews of the Executive Principal and Business Manager
  - Considering and making decisions in relation to applications for full membership of the Association
  - Reviewing the full membership status of all nominees for election to serve on the Board
  - Considering nominations for election to serve on the Board as prescribed in the Rules
  - Appointing or co-opting new Board members as per provisions within the Rules
  - Convening general meetings of the Association as required by the Rules
  - Seeking to maintain and further develop a healthy Association full membership base
  - Periodically reviewing the Rules and recommending proposed changes at Association general meetings
  - Ensuring that position descriptions are current for the Chairman, Vice Chair, Secretary and Treasurer
  - Ensuring that Terms of Reference documents are current for all committees of the Board
6. Responsibilities of the Board in conjunction with the Board Development Committee include:
- identifying potential new Board members (whether via election, appointment or co-option);
  - informing potential new Board members about Board roles and responsibilities;
  - providing induction and initial training for new Board members;
  - providing ongoing training and professional development for Board members;
  - periodically reviewing the composition of the Board in relation to skills, knowledge and experience; and
  - undertaking an annual Board evaluation process, which shall include self-evaluation by Board members.

#### **4. BOARD MEMBERSHIP**

1. Board members are required to be members of the Association and are primarily elected from and by the full members of the Association in accordance with the Rules.



2. In addition to the election of eligible full members of the Association to serve as Board members, the Board may also appoint and/or co-opt associate and graduate members of the Association to serve on the Board in accordance with the Rules.
3. The Executive Principal and Business Manager both serve as non-voting, ex-officio members of the Board.

## **5. BOARD INTEGRITY**

1. The integrity of the Board is paramount to effective governance of the Association and all business must therefore be conducted in an open, honest and fair manner.
2. Board members must maintain the confidentiality of sensitive, confidential information, not disclose non-public information unless authorised to do so, and not use such information for an improper purpose.
3. Board members are required to declare actual, possible and perceived conflicts of interest, whether financial or other.
4. The Board is required to ensure that Board members are fit and proper persons, and that they are capable of undertaking their duties.

## **6. BOARD MEMBER REQUIREMENTS**

1. The Board consists of individuals who are required to work together to undertake the responsibility of managing the Association's business and affairs. As far as is reasonably possible, the Board should have a balance of appropriate skills and experience.
2. In relation to Board meetings, Board members are expected to be prepared, punctual, respectful, concise, relevant and attentive. Refer to the *Board Conduct & Professional Practice Policy* for more details.
3. Board members are required to:
  - comply with the Rules and all policies;
  - be diligent in prayer for the Board and school;
  - commit the necessary time to their responsibilities;
  - seek to apply appropriate governance practices;
  - be public and private advocates for the school; and
  - represent the whole school community.
4. Board members should seek to be well-equipped for their leadership role by:
  - being familiar with and reliant upon the scriptures;

- applying a biblical perspective in all decision-making;
  - reading as widely as possible in relation to Christian education;
  - participating in training and development opportunities as provided; and
  - having a sound knowledge of relevant documentation.
5. The *Board Conduct & Professional Practice Policy* includes sections relating to ethics, meeting conduct, responsibilities, annual declarations and conflict resolution.

## **7. BOARD MEETINGS**

1. The Board should meet on at least eight occasions per year (and must meet at least every second month) at such times and places as the Board may determine.
2. The agenda for Board meetings and other Board-related documentation should generally be distributed at least one week prior to Board meetings to give adequate time for preparation by Board members.
3. Board meetings should commence with prayer and a Bible reading and/or devotion, and the agenda for Board meeting should generally include approval of previous minutes, correspondence, business arising from previous minutes, reports (including from the Executive Principal, Business Manager and Board committees) and other business items (including strategic planning and policy review and development).
4. Various non-regular items of business for inclusion on Board meeting agendas for particular meetings are recorded in the Board annual timeline document.
5. Matters that Board members wish to be considered by the Board must be raised with the Chairman, who will determine the necessity, timing and means of such matters being brought to the Board's attention.
6. Minutes of Board meetings must include details of items of business, resolutions and actions arising, together with the names of those present.

## **8. BOARD COMMITTEES**

1. The Board may call into being any number of committees and panels (both ongoing and ad-hoc), and delegate tasks to them. All committees and panels established by the

Board must have a full member or graduate member as convenor or chairman.

2. Committees established by the Board operate in accordance with Board-approved Terms of Reference and have no authority to implement their own recommendations, nor to share their findings with anyone other than the Board (unless specifically approved to do so by the Board).
3. The ongoing committees of the Board include the following:
  - Board Development Committee
  - Board Education Committee
  - Board Executive Committee
  - Full Membership Committee
  - Finance Committee

## **9. BOARD CHAIRMAN**

1. The Board Chairman presides over meetings of the Board and Association, and should use his or her skills and experience in order to ensure that the Board is effective and observes good governance principles.
2. The responsibilities of the Board Chairman are detailed in the position description for Board Chairman.

## **10. EXECUTIVE PRINCIPAL**

1. The Executive Principal acts as the Board's representative to the staff and as the staff's representative to the Board, and has the primary and special task of leading and managing the school in conjunction with and under the direction of the Board.
2. The Executive Principal should generally be integrally involved in assisting and advising the Board as it develops its plans and policies, and should be responsible for implementing the strategic plan and policies within the school community.

## **11. DELEGATIONS**

1. The Executive Principal is the chief educational and administrative executive of the school. He/she serves as the Board's executive officer and oversees the management of all aspects of the school's day-to-day operations.
2. The *Executive Members Delegation, Decision-Making and Freedom Framework* document provides guidance for

decision-making for members of the Board, executive and senior management. All financial functions are delegated in accordance with the *Financial Operational Delegations* table.

## **12. BOARD POLICIES**

1. The policies most directly related to the work of the Board include:

- *Board Conduct & Professional Practice Policy*
- *Board Conflict of Interest Policy*
- *Board Expenses Policy*
- *Board Responsibilities Policy*
- *Finance Policy*
- *Fit and Proper Person Policy*
- *Policy Development & Review Policy*
- *Risk Management Policy*