

Governance and Accountability Policy

1.1 Introduction

Banksia Montessori School Council has particular function in setting and monitoring the School's direction. In the School's Rules of Association, the relationship and delegations between the School Council and the Principal are separately defined and provide the internal controls between School Governance and Management.

1.2 Governance structure

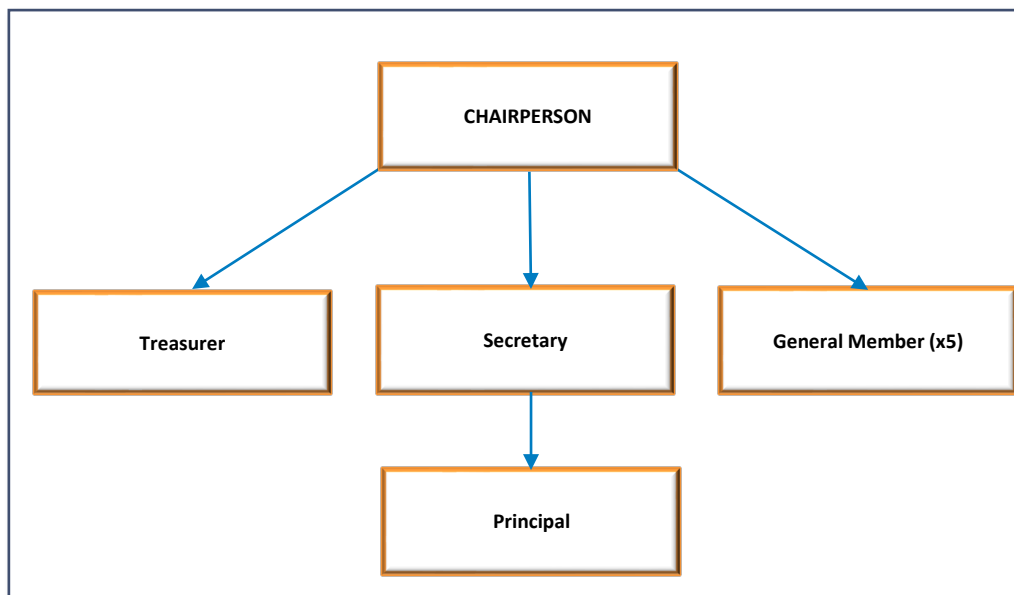


Figure 1: Governance structure

1.3 School Council's responsibility and accountability

In the context of the Council's responsibility for the governance and strategic planning of the School, the Council has the following functions and accountabilities:

- involve the School community in the governance of the School by:
 - providing a focus and a forum for the involvement of parents and the School community;
 - ascertaining the educational needs of the local community and the attitude of the local community to educational developments within the School; and
 - ensuring that the cultural and social diversity of the community is considered and particular needs are appropriately identified.

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- set the broad direction and vision of the School
 - undertake strategic planning for the School including:
 - developing, monitoring and reviewing the objectives and targets of the strategic plan; and
 - considering, approving and monitoring human resource and asset management plans.
 - determine policies for the School including policies for the safety, welfare and discipline of students
 - determine the application of the total financial resources available to the School including the regular review of the budget
 - determine and implement all expenditure on capital projects
 - report to the School community at the annual general meeting and at such other time as required on:
 - the strategic plan;
 - the finances of the School;
 - operational plans and the Council's operations.
 - be responsible for the employment, disciplining and dismissal of the Principal
 - be responsible for overseeing the proper care and maintenance of any property owned by the Council
 - may perform such functions as necessary to establish and conduct, or arrange for the conduct of facilities and services to enhance the education, development, care, safety, health or welfare of children and students
 - may raise money for School related purposes
 - may do all those acts and things incidental to the exercise of these functions
 - ensure the Council's functions are exercised in accordance with legislation, administrative instructions and these Rules
 - is accountable for maintaining a satisfactory standard of education and level of care for students
 - is accountable for the quality of the educational programs of the School
 - is accountable for ensuring the development and implementation of effective processes to plan, monitor and achieve improvements in student learning
 - is accountable for the use of public funds received
 - is accountable for risk management of the School; (e.g. financial, operational, reputational, student welfare and wellbeing)
 - is accountable for legal compliance by the School

1.4 Principal's responsibility and accountability

In the context of the Principal's responsibility for the management of the School, the Principal has the following functions and accountabilities:

- The Principal of the School shall be responsible for the educational affairs of the School, the day to day management of the School and the implementation of the School's strategic direction.
- The Principal will operate the School within budgets and guidelines set out and approved by the Council.

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- The Principal will hire, manage, dismiss, program and roster educational staff and administrative staff
 - The Principal will develop and implement Educational Staff Professional Development.
 - The Principal is accountable to the Council for providing educational leadership in the School, the day to day running of the School and for other general responsibilities associated with running a School,
 - The Principal shall be an ex-officio member of the Council and will have no voting rights at Council meetings.
 - The Principal must:
 - implement the educational plans and School policies;
 - provide accurate and timely reports, information and advice relevant to the Council's functions;
 - report to Council on learning, care, training and participation outcomes and any other aspect of the School as required;
 - supervise and promote the development of staff employed by the Association;
 - be responsible for the human resource management of the School;
 - chair the first meeting of the Council held for the purpose of receiving nominations from members, the direct appointment of councillors by the Council and the election of office holders;
 - contribute to the formulation of the agenda of Council meetings.

1.5 Conflict of interest

Any interaction between the School Council and Principal raises the potential for conflicts of interest. The riskiest areas for conflicts of interest are:

- recruitment and selection activities
- procurement activities
- funding allocation activities
- previous associations
- gifts, benefits and hospitality
- using contractors for private works

Conflicts of interest might include:

- family or friendship relationships
- close working relationships
- a hostile relationship

Within the Rules of Association the Proceedings of Council describe the procedure that is followed in the event of a Conflict of Interest. These are:

- (1) A question arising at a Council meeting, requiring a vote, must be decided by a majority of votes. If there is no majority, the person presiding at the Council meeting will have a casting vote in addition to his or her deliberative vote.

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- (2) When the administration of the business of the Association requires, the Chairperson may propose a resolution by email to all Council members and upon receipt of clear agreement from the majority of those Council members eligible to vote, the Chairperson shall declare the resolution passed with the same effect as if Council had met in person.
 - (3) At a Council meeting three (3) voting Council members constitute a quorum.
 - (4) Subject to these rules, the procedure and order of business to be followed at a Council meeting must be determined by the Council members present at the Council meeting.
 - (5) As required under sections 42 and 43 of the Act, a Council member having any direct or indirect pecuniary interest in a contract, or proposed contract, made by, or in the contemplation of, the Council (except if that pecuniary interest exists only by virtue of the fact that the member of the Council is a member of a class of persons for whose benefit the Association is established), must -
 - (a) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Council; and
 - (b) not take part in any deliberations or decision of the Council with respect to that contract.
 - (6) Sub-rule (5)(a) does not apply with respect to a pecuniary interest that exists only by virtue of the fact that the member of the Council is an employee of the Association.
 - (7) The Secretary must cause every disclosure made under sub-rule (5)(a) by a member of the Council to be recorded in the minutes of the meeting of the Council at which it is made.

Revision Notice

This is a managed document. All copies of this document once revised are obsolete and shall be destroyed.

This document is:

- Version 2
- Dated

This document was compiled using Microsoft Word 2016.

Revision History:

Version Number	Date	Modification	Author
1.0	6 March 2018	Final copy made	Fleur van Butzelaar
1.0	8 September 2020	No changes made	Banksia School Council

The Codes of Conduct for Banksia Montessori School will be reviewed annually.

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Signed by Chairperson:	Council Approval Date: 22 June 2022
	Council Review Date: June 2023