



THE GREEK ORTHODOX COMMUNITY
OF OAKLEIGH AND DISTRICT INC.
GREEK ORTHODOX ARCHDIOCESE OF AUSTRALIA

STs ANARGIRI GREEK ORTHODOX CHURCH • OAKLEIGH GRAMMAR • COMMUNITY CENTRE • GREEK LANGUAGE SCHOOL

OAKLEIGH GRAMMAR

MANAGEMENT COMMITTEE CHARTER

The School

Oakleigh Grammar is a business operating within the Greek Orthodox Community of Oakleigh and Districts Incorporated under the *Associations Incorporation Act 1981 (Victoria)* Registration No. A0016292C.

Key Values

The School has determined that its key values are “Faith and Wisdom”.

Ethos

The School’s ethos can best be summarised as being the pursuit for excellence in all our endeavours as we grow in knowledge and understanding and in all our potential, based on the teachings of the Orthodox Christian Faith. We learn wisdom through acceptance of ourselves as children of a great heritage who bring positive and valuable contribution to the contemporary multi-cultural society and to the vision of our nation’s future.

The Committee of Management

The Committee of Management (otherwise known as the Management Committee) is elected pursuant to the Constitution of the Incorporated Association. The Principal and the Finance Manager are ex officio members of the Management Committee and attend all Board meetings. Their attendance at the meetings is limited to the discussion of School Business and does not include the other enterprises in which the Association is involved in.

The Role of the Management Committee

The first and primary duty of the Management Committee is to ensure that the School’s fundamental principles embodied in its Key Values and Ethos are carried out and implemented.

The Management Committee has the ultimate responsibility for all matters relating to the running of the School. Its role is to govern the School and not to be involved in its day-to-day management.

It is senior management’s role to manage the School in accordance with the strategic goals set by the Committee and under its direction. The Management Committee does not have a management function.

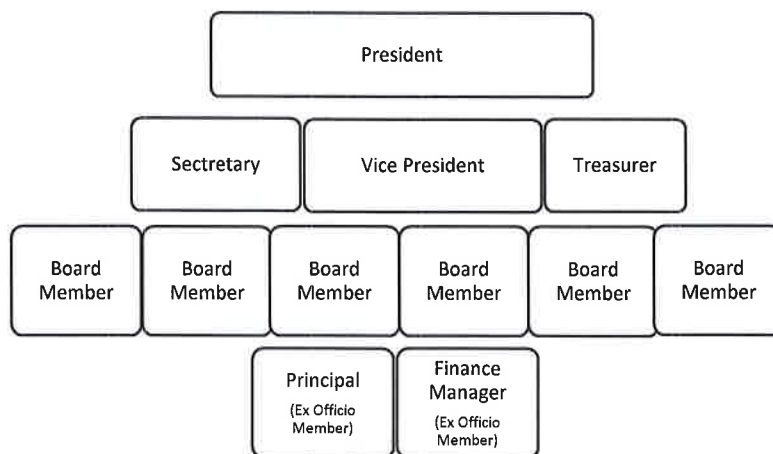
The Management Committee is responsible for and should determine all matters relating to policy and practice. It has overall responsibility to ensure that the School is well-managed and that its operations are successful. It must do all things

necessary to ensure that the School meets the goals and objectives determined at the time of foundation. Without limiting the generality of the Management Committee's role, its principle functions in relation to the School are to:

- Set goals and provide strategic direction;
- Act as an interface between the School and various members of the School's constituency;
- Appoint the Principal;
- Determine policies governing the operations;
- Approve the annual budget and any long-term budget;
- Approve material expenditure outside of budget;
- Approve all items of capital expenditure in excess of \$10,000;
- Conduct an annual review of the Committee's own performance;
- Conduct an annual review of the Chair and Principal; and
- Establish and oversee the powers and functions of sub-committees such as the Audit, Finance and any other sub-committee established.

Management Committee Structure and Appointment

The Management Committee of the Incorporated Association has documented in its Constitution details associated with the size and structure of the Management Committee.



A copy of the Constitution is contained in Appendix 1.

Management Committee Members' Code of Conduct

Management Committee Members are expected to comply with the spirit, as well as the letter, of the law and with the overall Values and Ethos of the School. Management Committee Members will ensure that in the fulfilling their duties they:

- Act for the benefit of the School;
- Act with skill, care and diligence;
- Demonstrate commercial reasonableness in their decisions;
- Discharge their duties in good faith and honesty;
- Do not allow the interests of their associates conflict with those of the School;
- Do not engage in conduct likely to discredit the School;
- Do not make improper use of information gained as a Management Committee Member;
- Fulfil their fiduciary duty to the School;
- Give of their expertise generously to the School;
- Make appropriate enquires to ensure the School is operating efficiently and legally to achieve its goals;
- Undertake diligent analysis of all proposals placed before the Management Committee; and
- Use the powers of their office for a proper purpose.

The role of the Chair

The Chair plays a key role in the School. The chair is considered the captain of the team and should use skills and leadership abilities to ensure that the Management Committee is effective in observing sound governance principles.

The Principal

The Principal is appointed by the Management Committee. The Principal is responsible for the ongoing management of the School in accordance with the strategy, policies, and programs approved by the Management Committee. He/she shall manage the School to achieve the goals agreed and endorsed by the Management Committee at all times having regard to the Key Values and the School Ethos.

Meetings

Regular Management Committee meetings and the preparation and distribution of an agenda are fundamental to good governance. The Principal must attend all meetings except where the Management Committee meets to discuss the performance of the Principal.

These meetings are critical as it is the main opportunity for Management Committee Members to:

- Obtain and exchange information with the Principal and other management who may be present; and
- Obtain and exchange information with each other; and make decisions.

The agenda is important as it shapes the information flow and subsequent discussion. The papers should be presented to the Members in good time and contain all relevant information in an easy to read and understandable form to enable the Management Committee make informed decisions.

Management Committee Process

Management Committee Members will act in a manner to enable the conduct of the meetings to be informed, productive and result-oriented. To this end they will:

- Accord other Management Committee Members and their views respect;
- Act in a business-like manner;
- Act in accordance with the Founding Principles;
- Raise and address issues in a confident and firm, yet friendly manner;
- Minimize chatter and irrelevant remarks;
- Refrain from interruption or interjection; and
- Use good judgment, common sense and tact when discussing issues.

Meeting Frequency and time

The Management Committee will meet at least once per month. The Chair and Principal should present a calendar of meeting dates for each year in January of such year. In so far as possible all meetings should be physical meetings. It may, however, be necessary to meet electronically or pass resolutions by circular resolution if this is permitted. Meetings will generally commence at 7:00pm.

Reports

If any of the sub-Committees have met since the last meeting, the minutes of such Committee meeting should be attached to the papers for noting. If there are any matters or recommendations which such Committee wishes to make, these should be contained in a formal report for consideration.

Minutes

Minutes should be circulated where possible within two days of the meeting for consideration by the Members and must be approved at the next meeting.

Management Committee Members' Protection

As a general rule, a Member is entitled to information relevant to the School and is to be protected against the specific risks of being a Member.

Protocol for seeking information

When seeking information, a Management Committee Member should follow this protocol:

- In the first instance request the Principal to provide the information;
- If the information is not forthcoming, approach the Chair;
- If it is still not forthcoming write a letter to all Management Committee Members and the Principal detailing the information required and the purpose for seeking the information.

Access to papers

The complete set of papers is held by the Secretary on behalf of each Member (individually) for a period of at least seven years from the time that the member ceases to serve on the Management Committee. In the event of any legal action, investigation or enquiry by a regulatory authority, each Member is entitled to access the papers and any other relevant records of the School for the period during which they were a Member even if they have ceased to be a Management Committee Member.

Committee and Principal Evaluation

It is the School's policy to foster the development of each Member and the Management Committee as a whole. Each year the Management Committee will conduct an evaluation of its performance with a view to providing best practice governance and delivering the performance of an effective Management Committee.

It is also the School's policy to measure the Principal's performance against Key Performance Indicators agreed between the Principal and the Management Committee each year.

Review of the Charter

The Management Committee shall review this Charter every four years, next review due 2020.

PRESIDENT: ANGELO SARDELLIS

SIGNATURE:  **DATE:** 1 April 2016