Kingswood College Council
Expression of Interest Document

This document has been prepared in order to assist people who may wish to express an interest in becoming a member of Kingswood College Council to:

- understand the roles responsibilities of Council; and
- provide guidance on what information is required when expressing an interest.

Current Interest
Kingswood College Council is seeking expressions of interest from dedicated and suitably qualified people to fill two vacant Council positions.

Being a member of Council provides an opportunity to significantly contribute to the development and strategic management of the college.

The Council is made up of 12 people of whom 4 are Synod appointees.

As a result of recent retirements Council needs to appoint at least one new member who has a background in strategic financial management. One of the two positions is also a Synod position. In order to qualify as a Synod appointee candidates need to be regular attenders of a Uniting Church community. These attributes are not mutually exclusive.

Applicants of all backgrounds and skills are encouraged to apply. Appointments will be made based on the ‘best fit’ to meet Council’s current skill requirements. Council would hope that any person that does apply and is not successful, would make themselves available for future consideration and/or to provide assistance on specific projects/issues.

Role of Council
The School Council fulfils a strategic management role relating to all functions of the college, and is ultimately responsible to provide the means for a whole and rounded education for its students. It is primarily responsible for:

- setting the direction and vision for the college;
- appointing the Principal;
- ensuring the finances are properly maintained and the college is meeting all financial obligations;
- ensuring the welfare of the students and staff; and
- developing policies, by-laws and regulations for the general conduct of the affairs of the Council.

In practice the Council must consider the overall directions of the operation of the College and must oversee and monitor the following:

- the performance of the Principal of the College;
- the educational outcomes of the College;
- the wellbeing of the staff and students;
- the maintenance and development of the property;
- the budgeting and financial management of the school; and
- risks associated with the operation of the school.
Council Members

A Council member is also a Director (as defined by the Corporations Act) of Kingswood Limited.

All Council members are required to undergo a police check.

Uniting Church Synod must approve Synod appointees. (A Synod appointee is not required to seek input from the Uniting Church on any matter, and will act as all other members of Council in matters required to be considered, discussed and determined by Council.)

Council members are not appointed as representatives of any interest group. They are required by law to act solely in what they see as the best interests of the College as a whole. Hence, the Council does not have representatives of parents or staff, but consists of people who have particular skills to bring to the oversight of the College. Nevertheless, the Council is interested in the interests and concerns of parents, and the president of the PFA attends Council meetings to contribute to discussion and to report on the PFA, but does not vote on Council decisions.

Council Diversity and Skills

The mindset and attitudes of the members of the Council underpin the success of the College's operation. Some of the important aspects of the Kingswood ethos and include:

- respecting diversity in relation to culture, ethnicity and religion;
- commitment to co-education of girls and boys;
- having an appreciation and respect for contribution of education to purposeful living;
- a commitment to holistic education involving mind, body, heart, and spirit as necessary to prepare students well for their future lives; and
- an appreciation and respect for our relationship and connection to the Uniting Church Australia.

In order to effectively fulfil its roles Council recognises a need to ensure appropriate skills are represented in Council. The need to maintain the range of skills will be taken into account when considering expressions of interest. Skills have been categorised as follows.

Experiences and Skills that Are Required Among Members of the Council

Experience in and knowledge of:

- Education
- Financial Management
- Church Matters
- Property Management
- Risk Management
- Student Welfare and Wellbeing
- Creating Future Vision
- Performance Evaluation

Experiences and Skills that Are Desirable Among Members of the Council

Experience in and knowledge of:

- Law
- Marketing
- People Management
- Political and or Community Affairs
- Fundraising
- Building & construction
• Social trends
• Information technology

Constitutional & Legal Requirements
• Synod and Non-Synod appointees
• Legal: Meet obligations as a Company Director
• Deliver good governance.

The Council currently meets about 8 times a year. Most members of Council are also members of a Council committee which may require between 2 and 8 additional meetings per year. Council appointments are for three years, and may be renewed for additional periods.

Council Approach to Filling Positions
Council has an adopted policy to provide a consistent approach to consideration of appointments of Council members, as follows:

1. In considering the appointment of a Council member the following process is adopted followed:
   a. Preliminary contact is made with a potential candidate to assess interest and request a copy of their CV.
   b. The CV is to provide details including: qualifications/skills, brief work outline, previous or current connection with the school; and details of previous involvement on committees, boards and/or within community groups.
   c. Following satisfactory review of the CV and in consultation with relevant Uniting Church and College community members, a conversation is arranged between the potential candidate and a committee of the Council.
   d. On identification of a suitable candidate a report, with a recommendation to appoint, is submitted to Council for consideration.
   e. An offer will be made to a candidate following approval from Council.

2. This process is administered by the Innovative Governance Committee.

Applications
All people interested in applying to become a member of School Council should provide a CV which includes the following information:
• qualifications/skills;
• brief work outline;
• previous or current connection with the school; and
• details of involvement on committees, boards and/or with community groups.

Applications should be emailed to Stuart Castle – Chair Innovative Governance Committee at stuartcastle@ozemail.com.au.

Should you wish to discuss any part of the process, or ask any questions relating to the role of a councillor Stuart can also be contacted on 0419 772 600.