

Kingswood College Council

Expression of Interest Document

This document has been prepared to assist potential candidates who may wish to express an interest in becoming a future member of Kingswood College Council and/or one of the associated Committees to:

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

Current Interest

Occasionally, Kingswood College Council seeks expressions of interest from dedicated and suitably qualified people to fill vacant Council and Committee positions.

Kingswood College Council has a number of committees that support the work of the Council:

- Finance Committee
- Learning & Wellbeing Committee
- Innovative Governance Committee
- Principals Review & Support Committee.

Being a member of the Council or a Committee provides an opportunity to significantly contribute to the development and strategic direction of the College.

The Council is made up of no more than 12 individuals, with a diversity of skills, qualifications, and experience.

There is presently no restriction on the number of individuals for each Committee.

Applicants of all backgrounds and skills are encouraged to apply.

Experience in at least one of the following areas would be advantageous – strategy, business, marketing, legal, academia, information risk management, IT and building and construction.

Appointments will be made based on the ‘best fit’ to meet the Councils current skill requirements. Council would hope that any person that does apply and is not successful would make themselves available for future consideration and to provide assistance on specific projects/issues.

Role of the Council

The College Council fulfils a strategic and overall governance role relating to all functions of the College and is ultimately responsible for providing the means for holistic 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 and other compliance obligations;
- ensuring the welfare of the students and staff; and
- developing policies 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 our students and staff;
- 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 and working with children check.

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 the 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 essential aspects of the Kingswood ethos include:

- respecting diversity about culture, background, and religion
- commitment to co-education of girls and boys
- having an appreciation and respect for the contribution of education to purposeful living
- support the College values of respect, integrity, compassion, and responsibility
- a commitment to holistic education involving mind, body, heart, and spirit
- prepare students well for their future lives; and
- an appreciation and respect for our relationship and connection to the Uniting Church Australia.

To effectively fulfil its roles Council recognises a need to ensure appropriate skills are represented on Council. The need to maintain the range of skills shall be considered when considering expressions of interest.

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
- Legal: Meet obligations as a Company Director
- Good governance

The Council currently meets about eight times a year. Most members of Council are also members of a Council committee which may require between four and eight 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 the consideration of appointments of Council and Committee members, as follows:

In considering the appointment of a Council or Committee member, the following process is adopted:

- Preliminary contact is made with a potential candidate to assess interest and request a copy of their CV.
- The CV is to provide details including qualifications/skills, brief work outline, previous or current connection with the school; and details of prior involvement on committees, boards and within community groups.
- Following a satisfactory review of the CV and in consultation with relevant College community members, a conversation is arranged between the potential candidate and a committee of the Council.

- On identification of a suitable candidate a report, with a recommendation to appoint, is submitted to Council for consideration
- An offer will be made to a candidate following approval from Council.

This process is administered by the Innovative Governance Committee.

Applications

All people interested in applying to become a member of the 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 with community groups.

Selection Criteria

Candidates will be assessed against the following criteria:

- Background and experience
- Professional skills
- Motivation and capacity to perform the role

Applications should be emailed to Rachal Morice – Chair Innovative Governance Committee at KWC@kingswoodcollege.vic.edu.au

Should you wish to discuss any part of the process, or ask any questions relating to the role of a Council or Committee member, contact Kerrie Jordan, Company Secretary on 98961702.