



**SCOTCH  
OAKBURN  
COLLEGE**

## Governance Policy

Approval date:	September, 2019
Next review date:	September, 2021
Approval:	Board of Directors
Audience:	Staff, Students, Parents

### Our Principle of Due Care

The Scotch Oakburn College Board of Directors (Board) is appointed pursuant to the Constitution to govern Scotch Oakburn College (College) in accordance with the College's Constitution and all relevant laws. The Board's role is to govern the College rather than manage it with senior management delegated the responsibility of managing the College in accordance with the direction of the Board.

The Board appoints Committee members to assist them to deliver on its role. The members of the Board, senior management (the executive) and committee members have a duty of care to:

- act in good faith in the best interest of the College;
- act with due care and diligence;
- avoid conflicts of interest;
- not misuse information obtained during their capacity as a Director or Officer;
- apply a sound level of financial skills;
- be familiar with the laws, regulations and rules that apply to the college; and
- apply a duty of skill, competence and diligence in the understanding of the financial reports.

### Our Governance Aspiration

The College has an effective Governance Framework that outlines all of the College's governance obligations and systems are in place to ensure compliance with these obligations. We believe that our governance aspiration is achievable and we embrace our responsibility for supporting it by recognising the need for:

- understating the Board's role in governance;
- discharge of legal duties by the Board and Officers of the College;
- recognition of stakeholder expectations;
- an appropriate structure and charter for the board and its supporting committees;
- the professional development of the Board and Executive team with regard to governance obligations;
- productive and ethical culture in line with the College's Code of Conduct;
- delivery of informed decision making;
- delivery and monitoring of strategic effectiveness;
- disciplined approach to risk governance; and
- independent assurance.

## Our Governance Responsibilities

It is the College's responsibility to have an effective Governance Statement that outlines the structure of the governing body that describes the relationship between it and the college as well as the completion and compliance to the College's governance strategies. The Governance Statement addresses the following:

- legal entities and who owns property;
- under what legal/constitutional authority is the college owned and operated;
- reference to the College constitution;
- detail of the governance structure and delineation of roles and responsibilities;
- the roles and responsibilities of the Board;
- the accountability for financial management and the College budget;
- the responsibility for policy development;
- the relationship between the Governing Body and the Principal;
- the appointment of the Principal; and
- the reporting structures within the College.

The College has set up a series of compliance tasks on its Assurance System to ensure that key obligations under the Tasmanian Schools Registration Board Handbook and the governance programs are managed effectively.

## Our Strategies

The methods we use to implement and promote a prudent governance program will use guidance established by appropriate Australian and International Standards and or compliance with applicable legislation.

Our core corporate governance program shall include:

- Enterprise Risk Management (ISO 31000);
- Compliance (AS/ISO 19600);
- Complaints Handling (AS/NZ 10002);
- Business Continuity Management (AS/NZ 5050);
- Work Health & Safety System (AS/NZ 4804);
- Student Duty of Care; (AS/NZ 4801)
- Child Protection; (Children, Young Persons and their Families Act 1997)
- Privacy; (National Privacy Principles)
- Fraud & Corruption Control (AS8001);
- Code of Conduct (AS 8002);
- Whistleblower Program (AS 8004).

## Reporting

The Principal and Board of Directors will measure the effectiveness of this policy by the use of reports from the SOC assurance system and provide a report to the Board on an annual basis. Our Governance Framework sets out how we will implement this policy.