

7.5 EXECUTIVE COMMITTEE TERMS OF REFERENCE STATEMENT

EXECUTIVE COMMITTEE AUTHORITY

The Executive Committee is the legal authority for the organisation and the trustee for the Association. The Executive Committee is therefore entrusted to ensure that the organisation is soundly governed. The Constitution provides the framework for the Executive Committee's governing role.

TERMS OF REFERENCE

Executive Committee Governance

The role of the Executive Committee is governance rather than management, which is the School Principal and staff. Governance focuses on the wider issues of organisational purpose, direction and achievement of strategic ends. The Executive Committee works with the Principal to ensure that its objectives and goals are achieved. In order for Executive Committee Members to carry out their governance role, they must be familiar with the School's policies, plans and priorities and be able and prepared to demonstrate this familiarity through debate and participation in all areas of the Executive Committee's responsibilities.

Executive Committee Meetings

Executive Committee Meetings are held on a termly basis and as the need arises. Minutes of each Executive Committee meeting are distributed following the meeting and need to be read and responded to by all Executive Committee members.

Requirements for Executive Committee Membership

- Demonstration and signed declaration of being a 'responsible person' as defined in Section 3.9.1 of the NSW Registered and Accredited Individual Non-government Schools (NSW) Manual.
- Understanding of requirements as outlined in NSW Registered and Accredited Individual Non-government Schools (NSW) Manual with particular reference to Section 3.9.
- An undertaking to adhere to all necessary criteria and documentation as required by the School and provided by the school when appointed, during meetings and at other times during their appointment. Minutes of each Executive Committee meeting are distributed following the meeting and need to be read and responded to by all Executive Committee members.
- A commitment to the values of the Lindfield Montessori School.
- In undertaking the affairs of the Executive Committee, members will think strategically and be open to initiating and evaluating new ideas and directions.

- Executive Committee members will make every effort to attend all Executive Committee meetings and devote sufficient time to become familiar with the affairs of the organisation and Executive Committee as well as the wider environment within which it operates.
- Adherence to the appropriate Executive Committee behaviour (Refer to Executive Committee Code of Conduct Procedure 7.6).

Executive Committee Policies and procedures

The Executive Committee develops and monitors policies that provide direction and boundaries for both its own function and operation as well as the Principal's functions.

- Strategic Ends: encompassing the vision and mission statements and the organisation's values.
- Governing Process: describing the way in which the Executive Committee carries out its governing role, including policy making, member recruitment, induction and training.
- Executive Committee President: defining the relationship between the Executive Committee and the Principal
- Director Limitation: providing framework for the operational management of the School.

Summary of Required Compliance Notifications and disclosures

in relation to Section 3.9.3 of NSW Registered and Accredited Individual Non-government Schools (NSW) Manual.

The NSW Education Standards Authority must be notified of certain matters:

Area of Compliance	Pertaining to	Required Notification	Action to be taken by:
Management and Operation	Responsible Persons	To notify the NSW Education Standards Authority and at least one other Responsible Person of the circumstances	Executive Committee / Principal
Management and Operation	School Premises	Legal entity that owns a registered non-government school is sold (within 7 days of completion of the sale)	Executive Committee and / or Principal
Management and Operation	School Registration and Returns	Schools to provide returns to the Executive Committee (including but not limited to the requirements for registration in relation to the school)	Executive Committee and / or Principal



Management and Operation	Breach of Act	<ul style="list-style-type: none"> • Ombudsman Act 1974 • Institute of Teachers Act 2004 • Disability Discrimination Act 1995 • Occupational Health and Safety Act 2000 • Environmental Planning and Assessment Act 1979 • Food Act 2003 • Explosives Act 2003 • Building Code of Australia <p>Notification must be provided to the Executive Committee within 14 days of the formal notification of an alleged breach</p>	Executive Committee and / or Principal Director by delegation*
Management and Operation	Principal / Executive Committee	<ul style="list-style-type: none"> • Appointment of a new Principal or equivalent (1 month) • Executive Committee changes (7 days) • School ceasing to close or operate (1 month) 	Executive Committee / Principal
Staffing	Staff	Turnover of half or more of the teaching staff during any twelve-month period	Director by delegation*
Curriculum	Curriculum	<ul style="list-style-type: none"> • Increasing the scope of its curriculum (1 month) • When a child intends to deliver courses of study by distance education 	Director by delegation*

**Director by delegation* – to be reported to the School Executive Committee prior to notification to the NSW Education Standards Authority.

The NSW Education Standards Authority Returns Policy states that the Principal under instruction from the President of the Executive Committee will ensure compliance is met. In the situation where this is not appropriate the President of the Executive Committee will take responsibility directly.

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
February 2022	Checked regulations, updated copy	2024