

2024

Information for Prospective Governance Volunteers

Beaconhills College



Beaconhills
College

INTRODUCTION

Beaconhills has a proud tradition of outstanding governance spanning over 40 years, where members of our community have volunteered their time and expertise, making a lasting contribution to the College we enjoy today.

Governance plays a vital role in the success of an organisation, ensuring ongoing sustainability and high performing outcomes based on the best interests of our community.

Beaconhills College offers a range of governance volunteer roles including Board advisors, company members and Board directors. These roles are available within the current company structure including:

1. Beaconhills College Board and its committees
2. Beacon of Hope Foundation Limited.

In supporting the operation of these two entities, the College seeks volunteers to participate by sharing their skills and expertise. We appreciate the time you have taken to consider serving our community in this way.

Beaconhills holds an annual Governance Seminar where interested parties are provided with governance information and an opportunity meet with other governance volunteers, including board directors.

The Governance Seminar is followed by a call for expressions of interest (EOI), where candidates are asked to provide information on their skills and expertise and community (representation) links. The Nominations Committee reviews the EOI responses and provides instructions/allocation options for Board advisors and company members along with recommendations for director roles at the Annual General Meeting (AGM).

COLLEGE GOVERNANCE STRUCTURE

Beaconhills Christian College Limited is a company limited by guarantee and is constituted as a not-for-profit (NFP) organisation. Beaconhills College is governed by a Board of directors. The Governance structure, detailed in Attachment 1, sets out the composition and relationships for the:

1. College Board
2. Company members
3. Nominations Committee
4. Board committees including board advisors.

This structure highlights the representational requirements of our community, broken down to church, parent, alumni and other community representatives. The Board considers issues in detail via the following committees:

1. Finance and Audit Committee
2. Nominations Committee**
3. Risk and Compliance Committee
4. Community Engagement Committee
5. Learning Environments and Property Committee.

** Under the Constitution, the Nominations Committee is appointed annually by the company at the Annual General Meeting (AGM).

Chaired by a current director, each committee delivers advice to the Board in the form of recommendations. Governance groups are provided with transparent reporting from College management with each committee chair reporting on matters of substance at Board meetings. The Board is also provided with all committee minutes to ensure clarity on the extent of deliberations together with recommendations for consideration.

With the exception of the Nominations Committee, each committee may comprise of:

- Voting members: Board directors, company members and life members
Non-voting members: Board advisors, College staff members and consultants (eg auditors)

In general, committee allocations are made based on skills and experience. Each member is encouraged to contribute freely to discussions to enhance the strength of the group as a collective.

BEACON OF HOPE FOUNDATION



Beacon of Hope
Foundation

The landscape of charity fundraising has changed a great deal over the 40-year history of the College, and in 2021 the Board established the Beacon of Hope Foundation as a separate entity to undertake the governance of Beaconhills fundraising and service programs.

The Beacon of Hope Foundation is a separate company limited by guarantee, established as a charity and registered with the ACNC (Australian Charities and Non-for Profits Commission).

The work of the Beacon of Hope Foundation encompasses the College's many service initiatives, both locally and abroad, to improve the lives of others. As with the committees listed above, directors, Board advisors, company and life members may be appointed to the Beacon of Hope Foundation Board along with key College staff members. The Foundation Board represents a great opportunity for volunteers to share key fundraising and philanthropy skills and expertise to strategically grow our giving and service programs.

SKILLS AND EXPERIENCE | GOVERNANCE VOLUNTEERS

The College is seeking governance volunteers with skills and experience in the following areas:

1. Corporate governance
2. Corporate strategy
3. Digital systems and strategy
4. Financial strategy (macro)
5. Financial management
6. Risk management
7. Leadership/Management
8. Educational strategy
9. Environment and sustainability
10. Legal oversight
11. Wellbeing/Health and diversity
12. Town planning/Design and construction
13. Communication, marketing and media
14. Philanthropy and fundraising
15. Community development and inclusion
16. Faith.

Personal attributes

As referenced by our Board Charter, the College seeks the following personal attributes in its governance volunteers:

1. Support of Beaconhills core values of *Respect*, *Compassion* and *Integrity* underpinned by our Christian ethos
2. Interpersonal skills and integrity: A high standard of personal values and the ability to respect the confidentiality of the organisation's deliberations including:
 - a. The ability to work positively, cooperatively and respectfully with others
 - b. Demonstrating ongoing commitment to ethical standards and behaviours
 - c. Proven abilities in working as part of a team
 - d. Understanding and commitment to the core values and purpose of the College as set out in the Constitution.
3. Service culture/mindedness: Fostering a service culture and supporting the common good of the community
4. Commitment to serving the interests of the College and the education of young people.

ROLES AND DUTIES | COMPANY MEMBERS AND BOARD ADVISORS

The College Board may appoint Board advisors and company members, at any time, to share particular skill sets and experience as part various governance groups. Under the College governance structure, the deliberations of Board committees and the Beacon of Hope Foundation support the Board with its decision-making across the College.

Prospective directors or company members are required to complete an initial two-year service tenure as Board advisors to gain relevant experience in College governance, including attending any governance training sessions and key governance events. The College Board appoints Board advisors to provide skills-based advice to the committees or the Foundation Board as non-voting members.

Following the two-year service period, the Nominations Committee will consider active Board advisors for other governance roles including Company membership, directorship or rotation onto the Governance Register.

Company members are voting members appointed by the College Board to provide advice; these roles have a service tenure ranging from 12 months to three years. Both Board advisors and company members may be assigned to Committees or specific College projects groups to provide particular skills sets and experience. The terms of service for governance volunteers are aligned with AGM cycles, eg will often conclude or be extended according to AGM cycles.

The College has also established a Governance Register as a database of interested, suitably experienced and qualified community members, able to support ongoing appointments into governance roles including Board advisors, company membership and director positions. Volunteers on the register may be considered for a range of governance roles by the Nominations Committee, in line with the skills and representation matrix.

Beaconhills College holds shared expectations across all governance roles for confidentiality and conduct standards. All governance volunteers are required to sign confidentiality agreements, which will cover the full duration of their service period with the College.

Beaconhills College is committed to providing a child safe and child friendly environment. As part of our Child Safety Program, all volunteers must complete the Beaconhills volunteer registration process and provide Working with Children Check details.

Each governance volunteer must complete the following steps prior to beginning their term of service:

1. [Beaconhills College Volunteer Registration](#) process
2. Complete and return the following:
 - a. *New Board Advisor/Company Member Registration Form*
 - b. *Confidentiality Agreement*
 - c. *Conflict of Interest Declaration Form.*

As part of their induction, governance volunteers will be provided with the following information:

1. The latest *Annual Report*
2. The latest *Annual General Meeting Report*
3. Committee specific access to the Governance Teams area where documents are stored for Board and committee meetings

Please note: Governance volunteers are required to undertake periodic compliance training and development appropriate to their role and duties.

The *College Board Charter and Committees Guide* provides more detail on the roles of Board advisors and Company members serving on various committee groups.

ROLES AND DUTIES OF THE BOARD

The first and primary duty of the Board is to ensure that the College's fundamental principles, embodied in its ethos and Constitution, are carried out and implemented. The Constitution clearly states that the College Board has the ultimate responsibility for all matters relating to the running of the College.

The Board's focus on governance always has the strategy of the College at the forefront of its mind. It sets clear direction based on a solid understanding of the environmental framework in which Beaconhills College operates.

The Board manages the strategy of Beaconhills, rather than the College itself, so that the College Executive Team (CET) can flourish under the direction and guidance of the Board.

Overall, the Board and Executive Principal share a vision for the best interests of Beaconhills College.

The Board is responsible for, and should determine, all matters relating to Policy and practice; and has overarching responsibility for ensuring that College operations are well managed and successful.

The Board must also ensure that Beaconhills meets its objects as set out in the College's Constitution. Without limiting the generality of the Board's role, its principal functions in relation to the College are to:

1. Set goals and provide strategic direction;
2. Act as a line of communication between the College and various members of the College's constituency, namely the parents, the staff and the students;
3. Appoint the Executive Principal;
4. Determine policies governing the operations;
5. Approve the annual budget and any long-term budget;
6. Approve material expenditure outside the budget;
7. Approve all items of capital expenditure as per the College's Procurement Policy.
8. Conduct a review of the Board's own performance;
9. Conduct an annual review of the College in meeting its objectives;
10. Review the performance of the Executive Principal; and,
11. Establish and oversee the powers and functions of Board events, Board and committees established.

PATHWAYS TO BOARD GOVERNANCE

Governance experience is a great opportunity to develop leadership and management skills. Members of our governance groups are eligible for professional development and training opportunities through Independent Schools Victoria (ISV).

All new governance volunteers are required to complete an initial two years of service as a Board advisor to gain relevant College governance experience including applicable training sessions and attending key events.

For interested candidates, the first step is to complete and submit an *Expression of Interest Form*, together with your resume or curriculum vitae (CV).

As part of the expression of interest (EOI) process, volunteers are then invited to meet with the Executive Principal. Aimed at discussing important aspects of the College governance framework, the session with the Executive Principal will explore suitability for future governance opportunities and confirm each candidate's profile in the context of our skills and representation matrix. This meeting also offers a great opportunity for interested parties to ask questions and find out more about governance roles and responsibilities.

Each EOI is evaluated by the Nominations Committee with subsequent recommendations made to the College Board for ratification. At the conclusion of the EOI process applicants will be either moved into a Board advisor role or onto the Governance Register. Please note due to high levels of interest, vacancies may be limited.

MEETINGS | TIME COMMITMENTS

Board and committee meetings are held from February to November each year. In general, these sessions are held on Mondays starting at either 5.30pm or from 7pm. The College often runs different committee meetings on the same evening ie Risk and Compliance at 5.30pm and Learning Environments and Property at 7pm.

The fall of public holidays and school terms may mean that occasionally, some meetings may fall on a Tuesday evening rather than the Monday.

Meeting calendars are prepared and distributed well in advance.

Governance group	Meetings per year	Location	Time (approx)
College Board	10	onsite	7pm
Beacon of Hope Foundation Board	3	Teams	7pm
Nominations Committee	6	Teams	5.30 or 7pm
Finance and Audit Committee	10	Teams	5.30pm
Risk and Compliance Committee	5	Teams	5.30 or 7pm
Learning Environments and Property Committee	4	Teams	5.30pm
Community Engagement Committee	3	Teams	5.30pm

FURTHER INFORMATION

Should you require any further information please contact the Beaconhills College Company Secretary, David Young via email at david.young@beaconhills.vic.edu.au or phone (03) 5945 0216.

If you are interested in becoming a Board or company member, please complete the attached *Expression of Interest Form* and return it via the email listed above.

ATTACHMENTS

1. Governance structure
2. *Expression of Interest Form*

Attachment 1. Governance structure

Representational groups

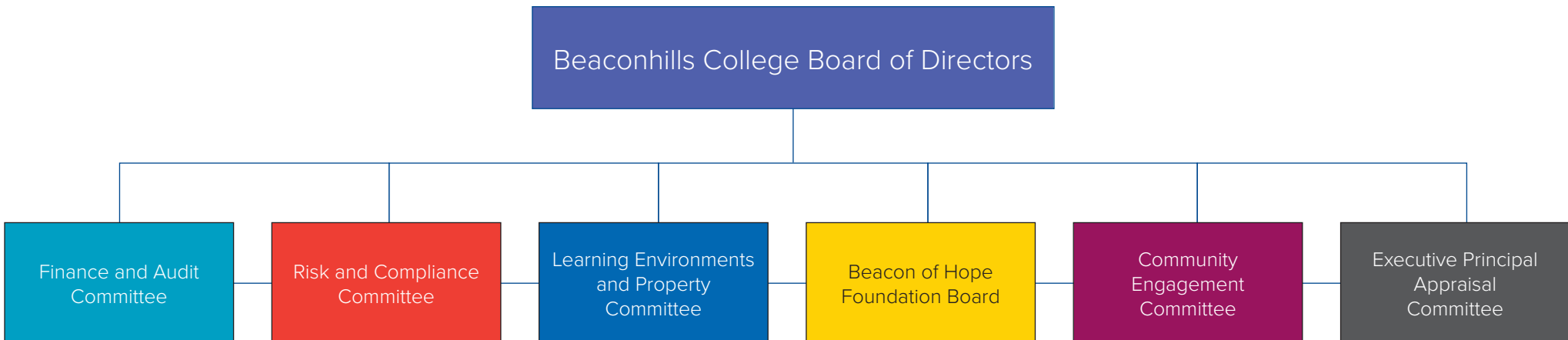
- Parent members
- Alumni members
- Church members
- Board Chair
- Executive Principal
- Life members

College Board
Maximum 12 persons • 10 ordinary directors:
• 3 x church
• 1 x parent
• 1 x alumni
• 5 x additional College community
• 1 x Board Chair
• 1 x Executive Principal
• Honourary chaplain (non-voting)

Company members	
Maximum 24 persons	
• 12 community members	• 12 Board members
• 3 x parent members	• 10 x ordinary directors
• 3 x alumni members	• 1 x Board Chair
• 3 x church members	• 1 x Executive Principal
• 3 x additional community	
Plus life members	

Nominations committee
5 persons comprising:
• 1 x Board Chair
• 1 x parent member* - company
• 1 x alumni* - company
• 1 x church member - company
• 1 x Executive Principal

* One position may be substituted by an additional College community member.





Beaconhills College | Expression of Interest

Beaconhills Christian College Limited | ACN: 006 204 548

Governance Roles | Expression of Interest

Name: _____

Date: _____

Email: _____

Mobile: _____

Occupation: _____

Qualifications: _____

Please Note: All personal information held by the College will be managed in accordance with Beaconhills *Privacy Policy*.

Please list any connection points to Beaconhills:
ie What attracts you to serve in governance for Beaconhills? or What brings you back?

Please list any history points with Beaconhills:
ie Past student (1998), favourite subjects, did you play an instrument or sports?

Local community links:

Children at the College:

What are you passionate about?

What are your areas of interest?

Offices held/
Governance roles:
ie Board advisor

Please provide a summary or dot point list of your relevant experience and qualifications in the areas listed below:

Corporate governance

Corporate strategy



Please provide a summary or dot point list of your relevant experience and qualifications in the areas listed below.

Digital systems
and strategy

Financial
strategy
(macro)

Financial
management

Risk
management

Leadership/
Management

Educational
strategy

Environment
and
sustainability

Legal oversight

Wellbeing/
Health and
diversity

Town planning/
Design and
construction



Please provide a summary or dot point list of your relevant experience and qualifications in the areas listed below.

Communication,
marketing and
media

Philanthropy
and fundraising

Community
development
and inclusion

Faith

Please return this form to the Assistant Company Secretary via email:

Fonu.Emberson@beaconhills.vic.edu.au



BEACONHILLS COLLEGE

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Pakenham VIC 3810

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