



BRISBANE GIRLS GRAMMAR SCHOOL

Brisbane Girls Grammar School

Board of Trustees

Role and responsibilities

Membership (whether by appointment or election) of the Board of Trustees carries with it a significant responsibility and involves a major commitment to the School. The Term of Appointment is four years. The following points highlight the major responsibilities, expected skill base: and the extent of the commitment required of any individual who becomes a member of the Board of Trustees

- determine and oversee the implementation of the strategic directions of the School
- appoint, support and monitor the performance of the Principal
- work with the Principal to ensure the School obtain the necessary resources to implement the School's strategic objectives and legislative requirements
- ensure that students and their wellbeing remain the central focus of the School in all its activities
- ensure appropriate policies and review processes are in place to monitor and enhance the quality of all School activities and business arrangements
- ensure that the School meets all legal requirements and remains accountable to its stakeholders, including the State Government
- assume the responsibilities contained in the Acts and Regulations to which Board members are accountable (see below). This includes overall financial responsibility for the School ensuring that the School is managed in a financially responsible manner
- confirm that adequate risk management systems and processes are implemented to ensure that risks are adequately minimised
- take responsibility for the development and maintenance of the physical and virtual infrastructures of the School
- co-ordinate and be involved in the generation of other revenue for the benefit of the School including fundraising activities
- institute and review continuing improvement in governance policies and the performance of the Board itself.

Membership of the Board is a voluntary activity and there is no remuneration for this commitment. The Board meets at least ten times throughout the year for up to 3-4 hours each meeting. Special meetings and Board Retreats are held in addition to these meetings and Board members are expected to attend seminars, functions and School activities as part of their Board responsibilities.

The Board currently has two sub-committees (the Audit, Risk and Compliance Committee and the Development and Philanthropy Committee) that act as a recommending authority to the Board. These sub committees meet quarterly and on other occasions as required. Working Parties of the Board are established from time to time and in addition Board Members occasionally sit on specific purpose management committees.

Board Members must be prepared to accept the responsibilities required under various Acts and Regulations. Brisbane Girls Grammar School is a Queensland Statutory Authority established under the *Grammar Schools Act 2016*. The Board therefore is appointed by the Governor in Council and has responsibility to the Queensland Minister for Education (presently the Minister for Education and the Minister for Industrial Relations). Legislative responsibilities for Members of the Board include common law obligations such as the duty to take reasonable care, observance of specific legislation and a broad range of policy statements issued by Government and their application to the affairs of the School. Key Acts that apply are the *Child Protection Act 1999*,

Financial Accountability Act 2009, Statutory Bodies Financial Arrangements Act 1982, Work Health and Safety Act 2011, Industrial Relations Act 1999 and Fair Work Act 2009. Further information on the roles and responsibilities of Government Boards are available in the Welcome Aboard: A Guide for Members of Queensland Government Boards, Committees and Statutory Authorities obtainable from the Department of the Premier and Cabinet website (www.premiers.qld.gov.au/publications/categories/policies-and-codes/handbooks/welcome-aboard/assets/welcome-aboard-handbook.pdf)

Under the *Child Protection Act 1999* all Board Members must be eligible as individuals to apply for a blue card i.e. “fit to work with children” as granted by assessment through the Department of Justice and Attorney General’s Blue Card Services.

The commitment of time by a Member of the Board is demanding particularly when preparations for meetings and attendance at School events are taken into consideration. The demand is not only on the time available to attend meetings, but also the time for considering the issues affecting the School. Thus, a wholehearted commitment to the School in time and action is required from anyone considering membership of the Board of Trustees.

Persons interested in nominating for election to the Board may gain further information from the Secretary to the Board at secretarytotheboard@bggs.qld.edu.au or phone 3332 1300.



BRISBANE GIRLS GRAMMAR SCHOOL

Brisbane Girls Grammar School Board of Trustees

Eligibility rules and general information

Eligibility

The requirements for nomination are stated in the *Grammar Schools Regulation 2016*, Part 4 Section 10 as being:

- (1) *A person may be nominated as a candidate for an election for the board only if the person:*
 - (a) *is an eligible person for the election and*
 - (b) *is nominated as a candidate by at least 2 other persons who are eligible persons for the election.*
- (2) *A nomination of a candidate must:*
 - (a) *be in writing*
 - (b) *be signed by the candidate and the persons making the nomination*
 - (c) *be received by the Secretary to the Board before the nomination day and time for the election.*

Nominations must be received by the Returning Officer (Secretary to the Board of Trustees) at Brisbane Girls Grammar School by noon on Friday 17 June 2022 stating the name of the person as a candidate for the election, signed by the persons nominating him/her and endorsed under his/her signature with his/her consent to the nomination.

A person whose name is not on the Roll of Electors shall not be a candidate for appointment, shall not be able to nominate a candidate and shall not be entitled to vote at a Poll for the appointment of Electors' positions.

Candidate Statement

The Candidate Statement:

- should be no more than 250 words
- can be typed in the space provided on the Candidate's Statement form included with the Nomination for Appointment, or provided by way of separate email to secretarytotheboard@bggs.qld.edu.au
- should include:
 - a short CV
 - information on your Board experience
 - your connection to the School and
 - a statement of what skills and experience you have that would be beneficial to the School.

In the event of a poll, details of candidates and their nominators will be included with ballot paper material. In the interests of consistency, the Secretary to the Board of Trustees may edit and amend Candidate Statements before the distribution of any poll material.

Lodgement and Verification

Nomination emails will be opened and checked against the Roll of Electors by the Secretary to the Board of Trustees, at noon on Friday, 17 June 2022. Nominations received after this time and any nomination not complying with the eligibility rules will, at that time, be declared invalid.

Withdrawal

Should a Poll be necessary and at their discretion, a nominee may withdraw their nomination for appointment at any stage prior to the Secretary to the Board of Trustees completing the preparations for the Poll.

Roll of Electors

For the 2022 nominations and poll preparations, the Roll of Electors was finalised and sealed by the Secretary to the Board of Trustees on 13 May 2022.

In accordance with the *Grammar Schools Act 2016*, only names (not addresses) are recorded on the Roll of Electors.