



# OPTIMAL SCHOOL GOVERNANCE

OSG-SI

## BOARD OPERATIONS

### OVERVIEW OF THE COURSE

**COURSE RATIONALE:** Proper governance requires a school's 'responsible persons' to have in place structures, policies and procedures for governance, leadership, authority, decision-making accountability and transparency. This course helps 'responsible persons' understand and implement effective board operations within the context of each school's distinctive philosophy and traditions, its framework of governance, and the NESA Requirements for Proper Governance.

**COURSE OBJECTIVE:** This course is designed to help 'responsible persons' [as defined under Section 47(1)(b) of the Education Act in New South Wales] understand and implement sound policies and ongoing procedures for effective governance in ways that comply with the NESA requirements upon school boards. Specifically, the course is designed to provide in-depth appreciation and practical application of ways in which 'responsible persons' can work together to enhance their board operations to ensure (a) effective implementation of established principles of 'best practice' in school governance and (b) compliance with relevant NESA requirements in the area of board operations. Furthermore, the course provides opportunities through discussion and problem-solving for 'responsible persons' to build unity of understanding, a common purpose, and a commitment to implementing 'best practices' for effective school governance in a strategic manner that enhances the school's outcomes. While the emphasis of the course is addressing ongoing professional learning needs, it is also highly suitable as a component of the induction of new 'responsible persons'.

#### COURSE AIMS:

1. To upskill 'responsible persons' in the theory and effective practice of board operations.
2. To inform 'responsible persons' about the NESA requirements and expectations in the area of board operations.
3. To expand knowledge of the NESA requirements and expectations into a solid, practical understanding that is demonstrated by a commitment to fulfil the requirements and adhere to principles and practices of 'best practice' in the area of board operations.
4. To help 'responsible persons' develop a practical strategy to fulfil the NESA requirements in terms of (a) record keeping, (b) understanding effective governance principles and practices, and (c) implementing 'best practice' in the area of board operations.
5. To help 'responsible persons' reflect upon the board's effectiveness in the area of board operations, and if appropriate, initiate an ongoing process of improvement.

**DURATION OF THE COURSE:** 8 hours, either in a single block or split into two four hour sessions on different days.

**MODE OF DELIVERY:** Face-to-face interactive workshop with all the 'responsible persons' in one group, usually delivered at the school or at another suitable venue organised by the school.



## **SUMMARY OF COURSE CONTENT:**

- Who are the 'responsible persons'?
- Why is professional learning required?
- Evidence of compliance with NESAs sections 3.9.1 and 3.9.2.
- The Board-Head relationship
- Overseeing the Head
  - Hiring the Head
  - Responsibilities of the Head
  - Head's remuneration
  - Head's evaluation
  - Managing a leadership transition
- Engagement with the Head
  - The Chair's role
  - Board members' roles
- Board engagement with the community
  - Engagement with the Executive
  - Engagement with Faculty and Staff
  - Engagement with parents, alumni and the wider community
- Board composition and Succession
  - Selecting board members
  - Removal of board members
  - Induction of new board members
  - Evidence of compliance with NESAs section 3.9.3.5
- Board meetings and dynamics
  - Body corporate
  - Professional courtesy
  - Using the strategic vision in the agenda
  - Board reports
  - The information asymmetry
  - Successful board meetings
  - The Minutes
  - Evidence of compliance with NESAs section 3.9.3.1-E
- Evaluating the Board
  - Trustee (board member) evaluation
  - Board evaluation
  - Using the four dimensions of effective governance
- Hypothetical case study of effective board operations
- Notifying NESAs
  - Evidence of compliance with NESAs section 3.9.5
- Best Practice self-evaluations of each theme throughout the course

This course covers the following governance requirements as outlined in the *Registered and Accredited Individual Non-government Schools (NSW) Manual* (December 2017):

3.9.1; 3.9.2; 3.9.3.1-A; 3.9.3.1-B; 3.9.3.1-C; 3.9.3.1-E; 3.9.3.1-G; 3.9.3.2; 3.9.3.5; 3.9.5.

**CERTIFICATION:** Upon successful completion of the course, a signed letter is issued to the school certifying the name of the course, the content covered, the duration of the course, the venue, and the names of those persons who attended.