



East Preston Islamic College

**BOARD
GOVERNANCE
CHARTER**

EAST PRESTON ISLAMIC COLLEGE

BOARD GOVERNANCE CHARTER

The College is a company limited by guarantee formed by a Memorandum and Articles of Association under the Corporations Act. This is the "Founding Document" as referred to within. East Preston Islamic College was incorporated on 28th September 2005.

Its registered address is at 55-57 Tyler Street, East Preston, Victoria 3072

BOARD GOVERNANCE CHARTER AMENDMENT

Extract of School Board Minutes dated: *22nd August 2019*

Present: *Mr. Ekrem Ozyurek OAM, Mr. Sidki Guzel, Mr. Samir El Mohandis, Aslam Kazi, Durmus Oruc and Mr. Peter Guy (Solicitor).*

1. In accordance with the constitution of East Preston Islamic College Limited. The School Board revokes its decision to set up a School Council. The School Board takes the sole responsibility of general management and oversight of East Preston Islamic College Limited.
2. There shall be no Managing Director of East Preston Islamic College Limited.

The School

East Preston Islamic College (EPIC) is a not-for-profit school. We are an independent, co-educational, Islamic school situated in a northern suburb of Melbourne. Our students range from Kindergarten to Year 12. The College's aims for our students is to achieve excellence in academic performance and to embrace Islamic values.

Our Mission

Our mission is to provide a positive learning environment where staff and students work cooperatively to achieve their best, developing a commitment to continuous learning. The core values of the school are learning, achievement, respect, commitment and fairness.

Our Vision

The vision of the College is to ensure excellence, in both academic and Islamic development, with continuous progress towards producing a new generation of Muslims who are committed, compassionate and hardworking citizens, and who are ready to contribute positively and productively to the Australian society.

Our Philosophy

East Preston Islamic College (EPIC) is a non-for-profit, independent, coeducational school offering the Victorian Curriculum from Kindergarten to Year 12 and operates in an Islamic cultural and religious tradition, under the direction of the EPIC School Board. Our staff and students are expected to follow the principles and values of the Islamic faith.

EPIC has a low fee structure so that it is possible for all interested families to attend. The College's aims for our students is to achieve excellence in academic performance and to embrace Islamic values so that our graduates will exemplify the College motto: **'Success Here and Hereafter'**.

Our Goals:

- Develop student's ability to think clearly, use intellectual reasoning to solve problems and make rational decisions;
- Inspire and motivate students to learn Islamic values;
- Nurture the individual child's unique potential to allow full development of their creativity and sensitivity, and encourage personal integrity, love of learning and self-fulfilment alongside Islamic Faith and Spirituality;
- Diagnose the learner's needs and abilities, and design instructional strategies that develop skills and competencies in a step-by-step, sequential manner;
- Transmit to young people the basic knowledge, skills, academic concepts and values necessary to interpret, participate in and 'be a contributing citizen in a democracy';
- Create an intense awareness of the critical social and environment issues, and develop a consciousness of responsibility and reform to ensure the survival of society and to maintain a safe and violent free community;
- To encourage the highest level of community and parental involvement.

The School Board

The School Board is established pursuant to the School constitution of East Preston Islamic College Limited (the "Founding Document"). The Principal is an ex officio (non-voting) member of the Board.

The Role of the School Board

The first and primary duty of the School Board is to ensure that the School's fundamental principles embodied in its Values and Ethos are carried out and implemented. The School Board is responsible for the strategic direction, financial management and legal obligations of the school.

The School Board must have controls in place to ensure school property and assets are not distributed or used for the profit or gain of another person or entity.

The School Board Structure

Size

The college's Founding Document requires that at all times the School Board shall consist of directors of Islamic Coordination Council of Victoria Pty Ltd, and the Principal of the School.

Skills

The skills and experience required by the School Board are in the areas of:

- Education;
- Finance and Business;
- Community Interest;
- Parental and;
- Islamic faith.

Term of Office

Under the College's Founding Document School Board Members are appointed for a maximum term of two (2) years. Board Members may be eligible for reappointment subject to performance review.

School Board Members' Appointment

Each School Board Member will receive a letter of appointment which will include matters of importance to the School.

School Board Members' Code of Conduct

School Board Members are expected to comply with the spirit, as well as the letter, of the law and with the principles of this Charter. School Board Members will ensure that in fulfilling their duties they:

- Declare any conflict of interests;
- act for the benefit of the School;
- act with skill, care and diligence;
- demonstrate commercial reasonableness in their decisions;
- discharge their duties in good faith and honestly;
- do not allow personal interests to conflict with those of the School;
- do not allow the interests of their associates to conflict with those of the School;
- do not engage in conduct likely to discredit the School;
- do not make improper use of information gained as a School Board Member;
- fulfil their fiduciary duty to the School;
- give of their expertise generously to the School;
- make appropriate enquiries to ensure the School is operating efficiently and legally to achieve its goals;
- undertake diligent analysis of all proposals placed before the School Board; and
- use the powers of their office for a proper purpose.

The role of the School Board Chair

The Chair plays a key role in the School. The Chair is considered the captain of the team and should use skills and leadership abilities to ensure that the School Board is an effective Board observing sound governance principles. (*See appendix "B" for the fuller statement of the Chair Person.*)

The Principal

The Principal is appointed by the School Board. The Principal is responsible for the ongoing management of the School in accordance with the strategy, policies and programs approved by the School Board. He/she shall always manage the School to achieve the goals agreed and endorsed by the School Board having regard to the Values and School ethos. (*See appendix "C" for the following role of the Principal.*)

School Board Meetings

The School Board meetings and agenda are fundamental to good governance. The Principal must attend all School Board meetings except whereas part of its role, the School Board meets to discuss the performance of the Principal. The meeting is critical as it is the main opportunity for School Board Members to:

- obtain and exchange information with the Principal and other management personal who may be present;
- obtain and exchange information with each other; and
- make decisions.

The Agenda

The agenda is important as it shapes the information flow and subsequent discussion. School Board papers should be presented to the School Board Members in good time and contain all relevant information in an easy to read and understandable form to enable the School Board to make informed decisions.

School Board Process

School Board Members will act in a manner to enable the conduct of meetings to be informed, productive and result oriented. To this end they will:

- accord other School Board Members and their views respect;
- act in a business-like manner;
- act in accordance with the Founding Document;
- raise and address issues in a confident and firm, yet friendly manner;
- minimise chatter and irrelevant remarks;
- refrain from interruption or interjection; and
- use good judgment, common sense and tact when discussing issues.

Meeting frequency and time

The School Board will meet at least three (3) times in a calendar year. The Chair and Principal should present a calendar of School Board meeting dates for each year in February of each year. In so far as possible all meetings should be physical meetings. It may, however, be necessary to meet electronically or pass resolutions by circular resolution.

Reports

If any of the sub-Committees have met since the last School Board meeting, the minutes of such Committee meeting should be presented at the subsequent School Board meeting. If there are any matters or recommendations which such Committee wishes the School Board to consider these should be contained in a Report for consideration by the School Board.

Minutes

Minutes should be circulated within five days of the School Board meeting for consideration by the School Board Members and must be approved at the next School Board meeting.

School Board Members' Protection

As a general rule, a School Board Member is entitled to information relevant to the School and is to be protected against the specific risks of being a School Board Member.

Protocol for seeking information

When seeking information, a School Board Member should follow this protocol:

1. In the first instance request the Principal to provide the information;
2. If the information is not forthcoming, approach the Chair;
3. If it is still not forthcoming write a letter to all School Board I Members and the Principal detailing the information required and the purpose for seeking the information.

Access to School Board papers

The complete set of School Board papers of the College is held by the Principal on behalf of each School Board Member (individually) for a period of at least seven years from the time that member ceases to serve on the School Board. In the event of any legal action, investigation or enquiry by a regulatory authority, each School Board Member is entitled to access the papers and any other relevant records of the College for the period during which they were School Board Member even if they have ceased to be a School Board Member.

This policy has been adopted as a formal School Board resolution.

If the School is an incorporated entity the School:

- will execute a Deed of Access, Indemnity and Insurance in favour of each School Board Member individually;
- will indemnify the School Board Members to the full extent permitted by law and, in particular, subject to the Corporations Act;
- will maintain Directors' and Officers' Liability Insurance and provide each Director with a copy of the policy. It will maintain each Director's insurance for a period of seven years from the date on which each Director ceases to be a Director.

Specialist advice

The College will reimburse a School Board Member for independent specialist advice which the School Board Member obtains relating to his/her duties and obligations as a School Board Member on the following basis:

- The College has not already received specialist advice on the point on which the School Board Member wishes to seek advice or has not made such advice available to the School Board Member or advised the School Board Member accordingly;
- The College Member first obtains the Chair's approval to seek such advice or, failing receipt of the Chair's approval, the approval of the School Board;
- This policy has been adopted as a formal School Board resolution.

School Board and Principal Evaluation

It is the College's policy to foster the development of each School Board Member and the School Board as a whole. Each year the School Board will conduct an evaluation of its performance with a view to providing best practice governance and delivering the performance of an effective School Board. The review should be conducted once per year and the findings tabled at the first School Board meeting after the review. It is also the College's policy to measure the Principal's performance against Key Performance Indicators agreed between the Principal and the School Board each year. The performance management criteria for the School Board and the Principal are set out in *Appendix C*.

Compliance

The School Board must ensure compliance with:

- Risk Management covering all areas of operation, including Occupational Health and Safety, privacy, physical risk, security etc.;
- Delegations to the Chair, School Board Members, Principal or senior School team;
- Insurance;
- Performance management for the School Board and Principal.

Changes or New Policies and Processes

Any changes to or introduction of new policies or processes of the School Board shall be incorporated into this Governance Charter.

Appendix "A" The Founding Document.

Extract of Board Minutes dated 29th day of November 2007

Present: Mr. Esad Alagic, Mr. Ekrem Ozyurek, Mr. Sidki Guzel, Mr. Samir El Mohandis, Mr. Abdulwaheed Khan and Mr. Peter Guy (Solicitor)

3. In accordance with the constitution of East Preston Islamic College Limited. Section 59-10 , the Board resolves to set up a School Council. The Council is being given a charter delegating to it many of the powers of the Board for the general management and oversight of the College.
4. The School Council is to consist of directors of ICCV Pty Ltd, the principal, 2 parent representatives, 2 teacher representatives and an educationist.
5. Mr. Ekrem Ozyurek is appointed as full time principal commencing with effect from 14/1/08.
6. The Principal will be responsible for:
 - i) Overall management and development of the College within the guidelines of government policies.
 - ii) to lead and manage the daily planning, delivery, evaluation and improvement of the operations at the College.
 - iii) The Principal will be provided with a detailed job description.

Appendix "B"

JOB TITLE: Chair of the School Board.

The Chair is responsible for leadership of the School Board and for the efficient organisation and conduct of the School Board functioning.

It is the responsibility of the Chair to:

- Effectively lead the School Board and Chair all School Board Meetings;
- Recruit the right people to the School Board ensuring they have a mix of skills, knowledge and experience to do their job;
- Manage the School Board in the discharge of its duties;
- Manage the frequency and agenda of School Board Meetings;
- Act as a facilitator of relationships within the School Board;
- Create an appropriate environment for robust School Board discussion and facilitate constructive debate by effectively managing different views;
- Ensure that the School Board is kept properly informed about the College's financial affairs;
- Ensure that the management of the College is running effectively and act as the School Board's primary channel of communication with the College Principal;
- Ensure that the balance of responsibilities and duties between the School Board and the Principal is appropriate;
- Provide ongoing support and mentoring to the Principal;
- Ensure that adequate committees are in place to assess the general standards of performance of both management and finances;
- Respond promptly and comprehensively to concerns raised by other School Board Members;
- Define the role of the Principal in a job description and;
- Ensure the key performance indicators are in place to measure the Principal's performance.

Appendix "C"

JOB TITLE: Principal

REPORTS TO: The School Board

SUPERVISES: Students and all staff members of the school

NATURE AND SCOPE OF JOB:

1. The College Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe and Islamic learning environment that meets the approved curricula and mission of the College.
2. The Principal is responsible for developing and determining the curriculum of the College, using the best advice available in the College and outside.
3. Achieving academic excellence requires that the College Principal work collaboratively to direct and nurture all members of the College staff hired by the School Board and to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations.

JOB FUNCTIONS AND RESPONSIBILITIES:

The College Principal shall:

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the College consistent with the philosophy, mission, values and goals of the College including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures. Ensure compliance with all laws, School Board policies and civil regulations.
3. Establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the College's philosophy, mission statement and instructional goals.
4. Supervise the instructional programs of the College, evaluating lesson plans and observing classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
5. Establish procedures for evaluation and selection of instructional materials and equipment, approving all recommendations.
6. Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy and values, of the College. Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. File all required reports regarding violence, vandalism, attendance and discipline matters.

7. Establish a professional rapport with students and with staff that has their respect. Display the highest ethical and professional behavior and standards when working with students, parents and College personnel. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Encourage all teachers to do the same.
8. Notify immediately the School Board, and appropriate personnel and agencies when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or students appearing to be under the influence of alcohol or controlled substances.
9. Keep the School Board advised of employees not meeting their contractual agreement.
10. Keep the staff informed and seek ideas for the improvement of the College. Conduct meetings, as necessary, for the proper functioning of the College: weekly meetings for full-time staff; monthly staff meetings.
11. Establish and maintain an effective inventory system for all College supplies, materials and equipment.
12. Assume responsibility for the health, safety, and welfare of students, employees and visitors.
13. Maintain a master schedule to be posted for all teachers.
14. Establish schedules and procedures for the supervision of students in non-classroom areas (including before and after College).
15. Maintain visibility with students, teachers, parents and the School Board.
16. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the College. The Principal may not interfere with anyone's freedom to speak directly to the Chairperson of the School Board.
17. Complete in a timely fashion all records and reports as requested by the School Board. Maintain accurate attendance records.
18. Communicate with the School Board regularly about the needs, successes and general operation of the College.
19. Establish procedures for safe storing and integrity of all public and confidential College records. Ensure that student records are complete and current.
20. Organise and supervise procedures for identifying and addressing special needs of students including health-related concerns, and physical, emotional and spiritual needs.
21. Supervise the exclusion from College of any pupil who shows departure from normal health, who has been exposed to a communicable disease, or whose presence may be detrimental to the health and cleanliness of other pupils. Assure that excluded pupil's parents or guardians are apprised of the reasons for exclusion.
22. Attend required committee meetings (e.g.: fund-raising, curriculum, etc.) and extra College sponsored functions and religious events.
23. Ensure that schedule allows for regular prayers and prayer attendance.

24. Oversee the development of Curriculum Committee and keep the School Board apprised.
25. Provide quarterly student grade and behavior reports to parents.
26. To provide for spiritual and moral atmosphere inherent in an Islamic educational environment.
27. Nurture both students and teachers to achieve their greatest potential academically, instructionally and spiritually.
28. Enforce uniform and discipline policy so as to assure a College environment that is focused on fostering spiritual and academic environment.

Appendix "D"

JOB TITLE: Vice Principal

REPORTS TO: The Principal

SUPERVISES: Students and staff of the College.

NATURE AND SCOPE OF JOB:

The Vice Principal is an integral part of the College's administrative team and shares the duties of and expectations from the Principal as described in the job description of the Principal. The Vice Principal is expected to plan, create and implement a positive learning environment for staff and students. The Principal will delegate responsibilities in any of those categories of College administration to the Vice Principal.

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Manage the implementation of College policy;
2. Supervise and coordinate the work of senior curriculum and level coordinators;
3. Develop and maintain an educational environment which initiates, plans. Implements and evaluates teaching and learning programs of excellence, resulting in high level of student's achievement. Review the curriculum in line with the Victorian Curriculum and Assessment Authority;
4. Supervise the delivery of teaching programs;
5. Ensure the provision of effective professional development of staff that promotes useful learning culture and results in quality teaching practice, improved student learning outcomes and positive career development for staff;
6. Ensure collaborative decision making occurs through formal and informal structures;
7. Recommend the selection / assigning of staff to position of responsibility;
8. Ensure an effective, safe and supportive environment for student, staff and parents;
9. Effectively implement the student welfare and discipline policy;
10. Be responsible for decisions relating to employment of short-term replacement Teachers;
11. Reports:
 - Ensure that students' academic reports for parents are prepared in line with Victorian Curriculum and Assessment Authority.
 - Assist with parent teacher interviews;
12. Conduct: Staff appraisal reports;
13. Resource:
 - Ensure that all staff has adequate supply of resources;
14. Curriculum
 - Supervise and review of all educational programs.;

- Arrange external support for students if required;
 - Organise the EAL, LOTE, Literacy and Numeracy programs;
- 15. Student Supervision/ Yard Duties**
- Ensure that all the play areas are adequately supervised by qualified teachers during all playtime i.e. lunch and morning recess;
- 16. Timetable**
- To ensure that the subject-time allocation is done in accordance with the requirements;
 - To provide the timetable for teachers;
 - To organize the Exam timetable with the relevant coordinators;
- 17. Examinations**
- To organise the preparation of the internal examinations;
 - To organise the supervision of the external examinations;
- 18. Generally**
- The Vice Principal is responsible to ensure that the school has a non-threatening and supportive environment in which children learn comfortably;
- 19. Manage and integrate the resources available to College;**
- 20. Appropriately involve staff, students and the community in the development, implementation and review of the College policies, program and operations.**