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Maree Collett

From: Kent Peters <Kent.Peters@cgs.act.edu.au>
Sent: Saturday, 22 April 2023 3:08 PM
To: Maree Collett
Subject: Registrar/General Manager
Attachments: Kent Peters CV 2023.pdf

Good Afternoon Bishop Dr Murray Harvey,

It is with some interest that I note this current role being advertised. I am currently the Director of Business at Canberra Grammar School (appointed Jan 2018) and previously to that Bursar at Guildford Grammar School in Perth (2007 - 2018). I having qualifications as a Chartered Accountant, MBA in Human Resource Management, Advanced Project Management and also Theological qualifications.

My wife’s elderly parents live in Yamba and as such I am always looking for potential opportunities for us to relocate closer to Yamba such that we can provide support to them. I am a committed Christian Leader and since 2005 have been fully involved in the life of the Anglican Schools that I have been privileged to work at.

I would be interested in understanding a little more about this role that will assist me in being able to confirm my interest in making application. I understand the role to be based in Grafton? Is this correct? Could you give me an indication of the salary package that is being considered for this role? I have a 3 month notice period in my current role - would this be an impediment?

I have very good relationships with the Diocese’s that have had jurisdiction over the Schools I have worked at and have built strong relationships with the Registrar / General Manager - and in Perth actually applied for the role and was runner up to the current Registrar.

I look forward to hearing from you.

Kind Regards

Kent Peters

Sent from my iPad

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CANBERRA GRAMMAR SCHOOL ACKNOWLEDGES THE TRADITIONAL CUSTODIANS OF THE COUNTRY ON WHICH IT STANDS, THE NGUNNAWAL PEOPLE. WE OFFER RESPECT TO ELDERS AND TO THE HERITAGE OF COUNTLESS GENERATIONS

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Kent Peters

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CHIEF OPERATING OFFICER

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Summary

20+ years of accomplishment driving profitable growth and sustainability for academic and corporate operations with high attention to continuous improvement, cost control, and workplace culture. Visionary strategist with extensive background in Executive and Financial Leadership and a talent for identifying and maximising opportunities while safeguarding resources.

- **Fully engaged leader and relationship builder** with proven ability to influence collaborative work cultures committed to organizational success and surpassing industry standards. Superior ability to initiate and forge relationships, alliances and profitable networks across all professional levels and stakeholders.
- **Expert knowledge in various management principles and systems**, with an effective practical knowledge of applications of business and management theories evidenced in successful accomplishment of complex initiatives and development projects within strict timeline and budget objectives.
- **Key Areas of Expertise and Leadership Skills Include:** Strategic Plan & Execution, Project Management & Leadership, Business Development, Budget Administration & Cost Control, Financial Analysis & Forecasting, Revenue Growth & Profitability, Organisational Restructuring, Policy & Process Development, Technical Innovation & Change Management, Regulatory Compliance, Risk Management & Contingency Planning, Relationship Building & Partnerships, Vendor Relations & Contracts, Executive Leadership & Stakeholder Engagement, Board Advisory, Report & Presentation, Leadership & Development, Problem & Conflict Resolution

CAREER EXPERIENCE

DIRECTOR OF BUSINESS (CHIEF OPERATING OFFICER), 2018 - PRESENT

CANBERRA GRAMMAR SCHOOL – 2200+ students, 450+ staff, \$A75M turnover

Strategic oversight and direction of organisational growth and sustainability initiatives focused on revenue, recruitment, finance management, regulatory compliance, academic environment, student / faculty retention. Influence school-wide collaboration, including internal and external stakeholders, in development and implementation of Campus Master Plan. Manage the organisation's ambitious capital development programme, including direct oversight of Capital Works projects, Campus Development Manager, Property Manager .and Property teams. Oversee and ensure compliance of school finance office and financial systems including budget administration, investment tracking, fundraising, payroll, and accounts payables. Serve as Secretary to the School Board and CGS Foundation Board. Liaise with the ACT and Commonwealth Governments, the school's overarching Diocese, the Association of Independent Schools (ACT & NSW), etc. to ensure regulatory compliance and appropriate reporting to authorities in areas relevant to the Director's portfolio.

- **Completed major construction projects** – Girls Boarding Houses (2018 - 2019 \$17.0M), Rowing Centre (combined rowing facility and multi-function facility 2019 \$2.6M), Executive Administration Building (2020 - \$5M) – six tennis courts (same surface as Rod Laver Arena – completed 2019 \$1.3M), Auditorium, Music Centre, Learning Commons and significant multi- function area (2022 \$40M), 12 Classroom Primary School development (expected Nov 2023 completion \$12.5M budget).
- **Leveraged campus facilities and networking expertise** to strengthen school reputation and revenue growth opportunities with general public, government authorities, other academic institutions.
- **Increased international presence** and global educational experiences by establishing school related business, professional learning and consulting enterprises.
- **Championed diversity and inclusion** by establishing indigenous scholarships and influencing diverse student recruitment campaigns as a strong advocate for generational change.
- **Successfully responded to and pivoted operations to sustain through Covid-19 impact**, including providing a rebate to parents based on expenditure not to be incurred. Successfully worked through the many complex issues that arose achieving significant ongoing positive outcomes.
- **Upgraded and improved student and campus safety** through development and implementation of new security processes, CCTV systems, campus structures, access controls, and reporting requirements in full compliance with work, health and safety regulations.
- **Restructured human resources functions**, revised key sporting department roles, and implemented new staff appointments including Risk and Compliance Manager and Strategic Projects Finance Manager.
- **Bridged cross-functional communication and performance gaps** by maintaining strong working relationships with Principal, Board Members, Executive staff, administrative staff, faculty, and students.

- **Strengthened banker, diocese, and key stakeholder relationships** by establishing a 10-year modeling platform which enabled secure movement into a period of unprecedented capital development.

CHIEF FINANCIAL OFFICER / BURSAR/ CHAPEL WARDEN AND EXECUTIVE DIRECTOR, 2007 - 2017
 GUILDFORD GRAMMAR SCHOOL / GUILDFORD GRAMMAR SCHOOL FOUNDATION

Maintained growth-focused and cost-efficient attention to organisational activities as strategic overseer and manager all financial records, account budgets, investments, cash flow, contracts, transactions, and resources. Prepared and delivered regular financial reports, for Headmaster and stakeholder review, comprised of summaries and recommendations on financial forecasts, budget plans, overall operational performance, and school position. Provided secretarial support to the GGS Superannuation Policy Advisory Committee. Managed accounts payables and receivables as well as administered the schemes for bursaries and scholarships. Managed school's property to ensure that facility is purchased in a prudent way and with high probity standards, maintained, functioning properly and replaced when necessary. Managed various aspects of school and human resource operations of all non-teaching staff.

- **Advised and guided Headmaster on diverse financial matters** and initiatives focused on fundraising, marketing, securing government funding, asset expansion, regulatory compliance, project management, and development of project proposals for council review.
- **Grew the school from 930 to 1,230 students** by presenting lateral and cost-effective solutions to enable additional infrastructure to increase student housing capacity without affecting profitability goals.
- **Contributed to the conceptualisation and administration of an efficient payroll system** to process wages and salaries and other compensations of all staff in compliance with the employment contracts and laws.
- **Protected school assets and reduced liabilities** through design, implementation and management of school-wide cost-control, risk management, and risk mitigation systems.
- **Strengthened cost-control and long-term profitability** without sacrificing value by leading strategies to transition outsourced maintenance and food service operations to in-house providers. Developed a transport network to utilize school owned buses to manage student transportation needs.
- **Built strong commercial opportunities** to increase revenue and profitability outside of traditional income streams.
- **Influenced fundraising efforts** by cultivating strong benefactor relationships with alumnae and key donors including a Trustee of a UK based Charity established to provide scholarship funding for Guildford Grammar School students.
- **Key Member of Executive Team** in undertaking significant strategic review of co-education, enabled School Council to confidently decide to transition to a co-educational institution in 2018.
- **Key contributor in development of a school Master plan** and bringing in a revolving 10 Year financial forecasting model that equipping the school to effectively respond to operational changes.
- **Took ownership of the Executive Director Role** for the Guildford Grammar School Foundation, assisting with investment decisions and management of A\$27M asset base including property development, commercial property management, and equity investments.
- **Completed major construction projects** – Thwaites Centre (2013 – A\$16.5M), Preparatory School Project (2015 – A\$21.9M), Synthetic Hockey Turf (2016 – A\$3.5M).

WHANGANUI COLLEGE BOARD OF TRUSTEES - BURSAR, 2005 - 2007
 WANGANUI COLLEGIATE SCHOOL / ST. GEORGES PREPARATORY SCHOOL

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Directly supported all financial, asset management, budgetary, and implementation initiatives. Managed all non-teaching staff and employee operations. Oversaw school office administration and assisted with welfare legislation, compliance, property management, and dining hall duties at the Headmaster direction. Monitored to ensure school fulfillment of 5 year plan and monitored school development projects. Regularly informed Headmaster of current financial status and potential risks to school governance.

- **Improved operational and staff performance** and overall workplace environment by introducing new processes across various business functions.
- **Cleared tremendous work backlog** within strict timeline requirements.
- **Completed three Annual Audits** and completely redesigned school reporting structures.

EDUCATION & CREDENTIALS

Master of Business Administration – Human Resource Management
 Australian Institute of Business, Honours Graduate

Graduate Certificate in Management

Graduate Diploma in Management

Advanced Diploma in Project Management

Certificate IV in Occupational Health and Safety

New Zealand Diploma in Business

NZ Open Polytech Wellington

Ministry Internship Diploma

Bible College of New Zealand Tauranga

PROFESSIONAL MEMBERSHIPS

Chartered Accountant (CA) Certified

Certified Practising Accountant (CPA)

Certified Management Accountant (CMA)

Governance Institute of Australia – Certified Member

Institute of Managers and Leaders – FIML (Fellow)

Australian Institute of Company Directors (MAICD)

AWARDS & RECOGNITION

2022 Comm Bank School Business Manager of the Year (1500+ students)

Winner, NZICA 2008 Associate Chartered Accountant of the Year

COMMUNITY ENGAGEMENT & LEADERSHIP

President (Director of Finance / Board Member) – Rowing ACT

Treasurer ASBA ACT

Board Member AISACT

Level 1 Basketball Coach / Community Referee

National Level 1 Rugby Coach (ARU) – Past Coach Junior Rugby at Perth Bayswater Rugby Football Club (Junior Coach of the Year 2012) and 1st XV Forwards Rugby Coach Guildford Grammar School, Coaching advisor Canberra Grammar School.

Funeral Celebrant with Jones and Company Limited.

Founding Chairman of Amped4Life Trust.

Past Member Provincial Council – Diocese of Perth

Past Member Provincial Stipends Committee – Diocese of Perth appointee

Past Member of Bethlehem College Board of Trustee's Finance Committee – 3 years Member of Admissions Board (NZICA) – 2005 to 2007.

Past Member of AT / ACA Advisory Group (NZICA).

Past Member of Wanganui Branch Committee (NZICA), Waikato – BOP Branch (NZICA), Coastal BOP Subcommittee (NZICA).

Past Chairman of National College of Accounting Technicians Board (NZICA). Role was discontinued in 2007.

Past Treasurer New Zealand Branch ASBA, Past Executive Committee Member ASBA WA Inc.

Past Chairman of Ministry Internship Diploma Committee, Bible College of New Zealand, Bay of Plenty Branch.

Past Chairman of Tauranga Moana Youth Trust.

Past Board Member & Chairman Bible College of New Zealand, Bay of Plenty Branch.