



# ANGLICAN DIOCESE OF GRAFTON POLICIES AND PROCEDURES

<b>SUBJECT: PRINCIPAL SELECTION &amp; APPOINTMENT</b>		<b>REFERENCE NUMBER</b> GASC-001
<b>DATE APPROVED</b> 12 December 2024 by Bishop-in-Council		<b>VERSION 4</b> replacing Version 3 dated 25 March 2021
<b>IMPLEMENTATION DATE</b> Immediate	<b>REVIEW FREQUENCY</b> As required but at least 3 yearly	<b>RESPONSIBLE FOR REVIEW</b> Grafton Anglican Schools Commission

## 1. PURPOSE

The purpose of this policy and procedure is to define and document the process that School Councils are to follow when selecting and appointing a School Principal.

## 2. SCOPE

This policy and procedure applies to all School Councils in the Anglican Diocese of Grafton.

## 3. DEFINITIONS

“**Commission**” – means the Grafton Anglican Schools Commission.

“**Council**” – means a School Council in the Diocese of Grafton which has been incorporated under the Anglican Church of Australia (Bodies Corporate) Act 1938.

“**School**” – means a Diocesan School governed by a School Council in the Diocese of Grafton.

## 4. PRINCIPLES

- 4.1 School Councils have responsibility under their Constitution to lead the process of selecting and appointing the School Principal, subject to the requirements of this Policy.
- 4.2 The Bishop must be consulted at the beginning of the process, to ascertain their preferred level of involvement.
- 4.3 All matters relating to the selection of a new Principal should be kept strictly confidential (no personal information to be stored on the schools’ internal IT infrastructure).
- 4.4 No offer of appointment may be made without the approval of the Bishop.

## 5. REQUIREMENTS

- 5.1 Upon receiving a Principal’s resignation or advice of intention to resign, the Chair of the School Council must inform the Bishop, the Commission and the full School Council.
- 5.2 The Bishop will advise the Chair of the School Council, the extent of their level of involvement in the process, which may include using a delegate.

- 5.3 The School Council will manage all aspects of the recruitment including advertising, composition of Selection Panel, determining Selection Criteria and the proposed remuneration package. The School Council may decide to engage the services of a recruitment agency, however the Bishop must still be consulted as per 5.2 above.
- 5.4 The Selection Panel must include at least one independent representative who is not part of the immediate school community.
- 5.5 The School Council must undertake to ascertain, record and manage any conflict of interests within the Selection Panel.
- 5.6 Interviews should not be conducted on school premises.
- 5.7 No offer of appointment can be made unless and until, reference checks and compliance requirements have been demonstrated to the satisfaction of the Bishop. This includes confirming that the preferred candidate has:
- a current NSW Working With Children Check (WWCC)
  - had a National Police Check (is a yellow card holder)
  - read and agreed to comply with the School's Code of Conduct as approved by Bishop-in-Council as a suitable replacement for Faithfulness in Service
  - read and agreed to comply with the School's Constitution
  - signed a Fit and Proper Person Declaration
- 5.8 The School Council will make the final recommendation to the Bishop.
- 5.9 No offer of appointment can be made without the final approval of the Bishop.
- 5.10 School Councils wishing to receive advice on how to shortlist and interview candidates, can contact the Chair of the Commission at [schools@graftondiocese.org.au](mailto:schools@graftondiocese.org.au).
- 5.11 A visual representation of the above requirements follows in Section 6: Process Summary.

## 6. PROCESS SUMMARY

