



ANGLICAN DIOCESE OF GRAFTON

POLICIES AND PROCEDURES

SUBJECT: APPOINTING AND REAPPOINTING MEMBERS OF GOVERNING BODIES OF DIOCESAN EDUCATIONAL INSTITUTIONS		REFERENCE NUMBER GASC-004
DATE APPROVED 31 July 2025 by Bishop-in-Council		VERSION 3 replacing version dated 21 September 2023
IMPLEMENTATION DATE Immediate	REVIEW DATE AND FREQUENCY As required but at least 3 yearly	RESPONSIBLE FOR REVIEW Grafton Anglican Schools Commission

1. PURPOSE

The purpose of this policy and procedure is to define and document the process for appointing and reappointing members to the governing bodies of educational institutions in the Anglican Diocese of Grafton.

2. SCOPE

This policy and procedure applies to all appointments made by the Grafton Anglican Schools Commission (under delegation from Bishop-in-Council) to Preschools, School Councils and School Foundations within the Anglican Diocese of Grafton.

3. DEFINITIONS

“Commission” – means the Grafton Anglican Schools Commission.

“Governing Body” – means the governing bodies of the educational institutions such as the School Council.

“Institution” – means individual educational institutions of the Anglican Diocese of Grafton.

“Member of the Anglican Church” – means a baptised person who attends the public worship of the Anglican Church and who declares membership of the Anglican Church and is not a member of any other church.

“Public Worship” – means worship in an Anglican Church or Anglican School.

4. PRINCIPLES

4.1 Members of Governing Bodies are appointed and reappointed by either the Bishop or by the Commission, on the delegated authority of the Bishop-in-Council.

4.2 The Commission becomes aware promptly of a vacancy occurring on a Governing Body.

- 4.3 Candidates are properly informed of aims and objectives of the Institution, the Anglican Diocese of Grafton - Schools Ethos Statement and their obligations as members of the Governing Body.
- 4.4 Requirements for the composition of the Governing Body are satisfied.

5. REQUIREMENTS

- 5.1 When a position on a Governing Body becomes vacant, the Institution must provide written advice to the Commission within 7 days.
- 5.2 Before a Governing Body makes a membership nomination to the Commission, the Institution must provide to the candidate:
 - 5.2.1 the Institution's Constitution.
 - 5.2.2 documents setting out the Institution's aims and objectives.
 - 5.2.3 the Grafton Anglican Schools Commission website for familiarisation with relevant documents including the Anglican Diocese of Grafton - Schools Ethos Statement.
- 5.3 The candidate must complete a Service NSW - National Police Check and a Service NSW - Working with Children Check (or provide details of their current valid Working with Children Check), and then complete **Section 1** of the **Nomination Form** and attach all the required paperwork.
- 5.4 The Chair and Secretary of the Governing Body must undertake appropriate due diligence, including discussion with the candidate, to satisfy themselves that:
 - 5.4.1 the candidate is a fit and proper person to be a member of the Governing Body.
 - 5.4.2 the candidate is aware of and accepts the obligations and duties of a Member of the Governing Body.
 - 5.4.3 the candidate is aware of and supports the aims and objectives of the Institution and the Anglican Diocese of Grafton – Schools Ethos Statement.
 - 5.4.4 if the candidate nominates Anglican as their religious affiliation, the candidate has been baptised and attends public worship in an Anglican Church or Anglican School and any additional indicators of membership that the Governing Body Chair and Secretary believe to be appropriate to the appointment. The candidate must not also be a member of any other church.
 - 5.4.5 if the candidate nominates to be an adherent of another Christian church, that the candidate regularly attends worship services in that church and any additional indicators of membership that the Governing Body Chair and Secretary believe to be appropriate to the appointment.
 - 5.4.6 the skills and experience of the candidate are appropriate to the composition of the Governing Body.
 - 5.4.7 the composition of the Governing Body satisfies the requirements of the Institution's Constitution.
- 5.5 The Chair and Secretary report their findings to the Governing Body.
- 5.6 If accepted, the Governing Body passes a resolution to make the nomination.
- 5.7 The Chair and Secretary complete **Section 2** of the **Nomination Form**.

- 5.8 The Chair submits the following documentation to the Commission, at least ten business days ahead of the next scheduled Commission meeting:
- 5.8.1 covering letter with copy of Council resolution approving the nomination.
 - 5.8.2 completed Nomination Form (both sections) with required paperwork.
 - 5.8.3 Governing Body Member Information Matrix.
- 5.9 The Commission will determine an application for an appointment or reappointment at its next scheduled meeting and if accepted, will send an appointment letter to the Member and the Governing Body.
- 5.10 In exceptional circumstances, the Commission may consider an urgent application outside of scheduled meetings. In these instances, the following process will apply:
- 5.10.1 Email, or such other means of communication as the Chair of the Commission determines, may be used to review the nomination.
 - 5.10.2 Commission Members direct any comments or requests for further information to the Chair of the Commission, circulating copies of their comments or requests to other Commission Members, within two business days of receiving the completed nomination paperwork as outlined in 5.8 above.
 - 5.10.3 Voting may commence once the Chair of the Commission has responded to any comments or queries or at such other times as the Chair of the Commission determines.

6. PROCESS SUMMARY – Procedural steps necessary for the appointment/reappointment of Members to a Governing Body

