The Governing Bodies

OF WESTMINSTER SCHOOL

It is important that our students and parents understand something about the structure of the School and its governing bodies, and are aware of those who sit on those bodies. The purpose of this document is to provide an overview of the management structure of the School. This overview may help place into perspective various committee names and the names of individuals that appear from time to time in correspondence and publications issued by the School.

Westminster School Incorporated is an incorporated body set up under the Associations Incorporations Act. It operates pursuant to the Westminster School Incorporated Rules.

Westminster School has three major governing or management bodies:

• Westminster School Council
• Westminster School Foundation
• School Management Committee.

Westminster School Council

The Westminster School Council is the ultimate governing body of the School. The basic responsibilities of the Council include:

• Determining the mission and purposes of the School;
• Selecting the Principal;
• Supporting the Principal and assessing his or her performance;
• Ensuring effective organisational planning;
• Ensuring adequate resourcing of the School;
• Managing the resources of the School effectively;
• Setting the annual budget and ensuring that the management of the School operates within that budget.
• Setting School fees annually.
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The Principal, having been appointed by the Council, sits on School Council as a full member of that Council. It is the responsibility of the Principal to ensure that the strategic direction, set by the Council, is implemented.

Council can consist of a maximum of 21 members and meets approximately six times per annum. The present members of the School Council number 19. Council members are chosen based upon a number of criteria, including:

- Their particular skill set;
- The balancing of the overall skills of the Council;
- Gender balance issues;
- Our wish to ensure that we have a Uniting Church minister as a member of Council;
- The need to ensure that we have no less than 50% of School Council members being adherents of the Uniting Church.

The School Council delegates various aspects of its functions to committees. Committees established by and reporting to Council include:

- The School Executive Committee (see following pages).
- The Governance Committee which makes recommendations Council on nominations and appointment to Council and other matters of corporate governance.
- Scholarships and Remissions Committee, which oversees all scholarship and fee remission matters.
- Strategic Planning Committee, which is responsible for preparing a draft of the School’s next strategic plan.
- Campus Development Task Group, which has the responsibility of establishing a priority list for our future capital projects.
- The Jubilee Committee, which is responsible for coordinating events for our Jubilee celebrations commencing in 2010.
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Westminster School Foundation

Established by John H Ellers in 1988, this is the School’s fundraising and friendraising body. The Foundation also coordinates the investment and appropriate allocation of the School’s scholarship, endowment and building funds. In raising and allocating those building funds the Foundation takes account of requests made by the Council to assist in various building projects. The Foundation works with the School’s Development Office, particularly with the Director of Development and Development Officer Fundraising.

In conjunction with the Development Office, the Foundation raises funds through the Total Development Program of Friendraising, Annual Giving, Major Gifts, Bequests and Special Events.

The annual School fees paid by parents provide the funding for the ongoing operations of the School, including staffing and maintenance costs.

The funds raised by the Foundation allow the School to continually upgrade its infrastructure facilities and buildings and allow our students to benefit from having access through the scholarship program to some of the State’s most outstanding school facilities.
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Similar to the School Council, the Foundation delegates various aspects of its functions to sub-committees, including:

- Annual Giving Sub-Committee, which plans an annual program to encourage many small to medium gifts from a broad cross-section of the School community.
- Major Gifts Sub-Committee, which works with potential donors to the School who have the capacity to make a significant difference.
- Bequests Sub-Committee, which promotes and encourages membership to the Arthur Kelly Society, established to recognise bequests made to the School.
- Endowment Sub-Committee, which manages the endowment fund and works in collaboration with the Bequests Sub-Committee.
- Special Events Sub-Committee, which involves one Special Event fundraising activity biennially to raise a minimum of $50,000 and organises other functions to generate a required profit.
- Investment Sub-Committee, which manages the overall investment of the Westminster School Foundation funds.
- Stewardship Sub-Committee, which has the duty of acknowledging and thanking our existing donors by inviting them to events during the year.
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School Management Committee

Within the policy framework set by Council the ongoing management of the School is delegated to the Principal. Supporting the Principal in managing the day to day operations of the School is a number of senior managers who together form the School Management Committee.

The School Management Committee comprises:

- Principal
- Head of Senior School
- Director of Studies (currently Acting)
- Director of Activities
- Director of Boarding (currently coopted to SMC)
- Head of Preparatory School
- Director of Corporate Services
- Director of Development
- Director of Staff Development

Under delegated authority by the Principal, each member of the School Management Committee (or SMC as it is usually called) assumes management authority for his or her respective portfolio. The SMC meets regularly to coordinate management processes and to provide advice and assistance to the Principal.

May 2009