

2025

College Governance Information Booklet

For prospective volunteers



Beaconhills
College

INTRODUCTION

Beaconhills has a proud tradition of outstanding governance spanning over 40 years, where members of our community have volunteered their time and expertise, making a lasting contribution to the College we enjoy today.

Governance plays a vital role in the success of an organisation, ensuring ongoing sustainability and high performing outcomes based on the best interests of our community.

Beaconhills College offers a range of governance volunteer roles including Board Advisors, Company Members and Board Directors. These roles are available within the current Company structure including:

1. Beaconhills College Board and its committees
2. Beacon of Hope Foundation Limited

In supporting the operation of these two entities, the College seeks volunteers to participate by sharing their skills and expertise. We appreciate the time you have taken to consider serving our community in this way.

Beaconhills holds an annual Governance Seminar where interested parties are provided with governance information and an opportunity meet with other governance volunteers, including Board Directors.

The Governance Seminar is followed by a call for expressions of interest (EOI), where candidates are asked to provide information on their skills and expertise and community (representation) links. The Nominations Committee reviews the EOI responses and provides instructions/ allocation options for Board Advisors and Company Members along with recommendations for Director roles at the Annual General Meeting (AGM).

COLLEGE GOVERNANCE STRUCTURE

Beaconhills Christian College Limited is a Company limited by guarantee and is constituted as a not-for-profit (NFP) organisation. Beaconhills College is governed by a Board of Directors. The Governance structure, detailed in Attachment 1, sets out the composition and relationships for the:

1. College Board
2. Company members
3. Nominations Committee
4. Board committees including Board Advisors

This structure highlights the representational requirements of our community, broken down to church, parent, alumni and other community representatives. The Board considers issues in detail via the following committees:

1. Finance and Audit Committee
2. Nominations Committee**
3. Risk and Compliance Committee
4. Community Engagement Committee
5. Learning Environments and Property Committee

*** Under the Constitution the Nominations Committee is appointed annually by the Company at the Annual General Meeting (AGM).*

Chaired by a current Director, each committee delivers advice to the Board in the form of recommendations. Governance groups are provided with transparent reporting from College management with each Committee Chair reporting on matters of substance at Board meetings. The Board is also provided with all committee minutes to ensure clarity on the extent of deliberations together with recommendations for consideration.

With the exception of the Nominations Committee, each committee may comprise of:

Voting members:	Board Directors, Company Members and Life Members
Non-voting members:	Board Advisors, College staff members and consultants (i.e. Auditors)

In general, committee allocations are made based on skills and experience. Each member is encouraged to contribute freely to discussions to enhance the strength of the group as a collective.

SKILLS AND EXPERIENCE | GOVERNANCE VOLUNTEERS

The College is seeking governance volunteers with skills and experience in the following areas:

1. Corporate governance
2. Corporate strategy
3. Digital systems and strategy
4. Financial strategy (macro)
5. Financial management
6. Risk management
7. Leadership/ Management
8. Educational strategy
9. Environment and sustainability
10. Legal oversight
11. Wellbeing / Health and diversity
12. Town planning/ Design and construction
13. Communication, marketing and media
14. Philanthropy and fundraising
15. Community development and inclusion
16. Faith

Personal attributes

As referenced by our Board Charter, the College seeks the following personal attributes in its governance volunteers:

1. Support of Beaconhills core values of *Respect, Compassion and Integrity*, underpinned by our Christian ethos.
2. Interpersonal skills and integrity: A high standard of personal values and the ability to respect the confidentiality of the organisation's deliberations including:
 - a. The ability to work positively, cooperatively and respectfully with others.
 - b. Demonstrating ongoing commitment to ethical standards and behaviours.
 - c. Proven abilities in working as part of a team.
 - d. Understanding and commitment to the core values and purpose of the College as set out in the Constitution.
3. Service culture/ mindedness: Fostering a service culture and supporting the common good of the community.
4. Commitment to serving the interests of the College and the education of young people.

ROLES AND DUTIES | COMPANY MEMBERS AND BOARD ADVISORS

The College Board may appoint Board Advisors and Company members, at any time, to share particular skill sets and experience as part various governance groups. Under the College governance structure, the deliberations of Board committees and the Beacon of Hope Foundation support the Board with its decision-making across the College.

Prospective Directors or Company members are required to complete an initial two-year service tenure as Board Advisors to gain relevant experience in College governance, including attending any governance training sessions and key governance events. The College Board appoints Board Advisors to provide skills-based advice to the committees or the Foundation Board as non-voting members.

Following the two-year service period, the Nominations Committee will consider active Board Advisors for other governance roles including Company membership, directorship or rotation onto the Governance Register.

Company members are voting members appointed by the College Board to provide advice; these roles have a service tenure ranging from 12 months to three years. Both Board Advisors and Company members may be assigned to committees or specific College projects groups to provide particular skills sets and experience. The terms of service for governance volunteers are aligned with AGM cycles, i.e. will often conclude or be extended according to AGM cycles.

The College has also established a Governance Register as a database of interested, suitably experienced and qualified community members, able to support ongoing appointments into governance roles including Board Advisors, Company membership and Director positions. Volunteers on the register may be considered for a range of governance roles by the Nominations Committee, in line with the skills and representation matrix.

Beaconhills College holds shared expectations across all governance roles for confidentiality and conduct standards. All governance volunteers are required to sign Confidentiality Agreements, which will cover the full duration of their service period with the College.

Beaconhills College is committed to providing a child safe and child friendly environment. As part of our Child Safety Program, all volunteers must complete the Beaconhills volunteer registration process and provide provide a Working With Children (WWC) check.

Each governance volunteer must complete the following steps prior to beginning their term of service:

1. [Beaconhills College volunteer registration](#) process
2. Complete and return the following:
 - a. New Board Advisor/ Company Member Registration Form
 - b. Confidentiality Agreement
 - c. Conflict of Interest Declaration Form

As part of their induction, governance volunteers will be provided with the following information:

1. The latest Annual Report;
2. The latest Annual General Meeting Report;
3. Committee specific access to the governance Teams area where documents are stored for Board and committee meetings;

Please note: Governance volunteers are required to undertake periodical compliance training and development appropriate their role and duties.

The College Board Charter and Committees Guide provides more detail on the roles of Board Advisors and Company members serving on various committee groups

ROLES AND DUTIES OF THE BOARD

The first and primary duty of the Board is to ensure that the College's fundamental principles, embodied in its Ethos and Constitution, are carried out and implemented. The Constitution clearly states that the College Board has the ultimate responsibility for all matters relating to the running of the College.

The Board's focus on governance always has the strategy of the College at the forefront of its mind. It sets clear direction based on a solid understanding of the environmental framework in which Beaconhills College operates.

The Board manages the strategy of Beaconhills, rather than the College itself, so that the College Executive Team (CET) can flourish under the direction and guidance of the Board.

Overall, the Board and Executive Principal share a vision for the best interests of Beaconhills College. The Board is responsible for, and should determine, all matters relating to policy and practice; and has overarching responsibility for ensuring that College operations are well managed and successful.

The Board must also ensure that Beaconhills meets its objects as set out in the College's Constitution.

Without limiting the generality of the Board's role, its principal functions in relation to the College are to:

1. Set goals and provide strategic direction;
2. Act as a line of communication between the College and various members of the College's constituency, namely the parents, the staff and the students;
3. Appoint the Executive Principal;
4. Determine policies governing the operations;
5. Approve the annual budget and any long-term budget;
6. Approve material expenditure outside the budget;
7. Approve all items of capital expenditure as per the College's Procurement Policy.
8. Conduct a review of the Board's own performance;
9. Conduct an annual review of the College in meeting its objectives;
10. Review the performance of the Executive Principal; and,
11. Establish and oversee the powers and functions of Board events, Board and committees established.

PATHWAYS TO BOARD GOVERNANCE

Governance experience offers a valuable opportunity to develop leadership and management skills. Members of our governance groups are eligible for professional development and training opportunities through Independent Schools Victoria (ISV).

New governance volunteers are required to complete an initial two-year term as Board Advisors to gain relevant College governance experience, including attending training sessions and key events.

For interested candidates, the first step is to complete and submit an Expression of Interest (EOI) Form, along with your resume or Curriculum Vitae (CV). As part of the EOI process, volunteers are invited to meet with the Executive Principal. This session covers important aspects of the College governance framework, including a candidates suitability for future governance opportunities and confirming their profile in the context of our skills and representation matrix. It also provides an excellent opportunity for interested parties to ask questions and learn more about governance roles and responsibilities.

Each EOI is evaluated by the Nominations Committee, with subsequent recommendations made to the College Board for ratification. At the conclusion of the EOI process, applicants will either be moved into a Board Advisor role or placed on the Governance Register. Please note that due to high levels of interest, vacancies may be limited.

MEETINGS | TIME COMMITMENTS

Board and committees meetings are held from February to November each year. In general, these sessions are held on Mondays starting between 5.30pm and 7pm. The College often runs different committee meetings on the same evening i.e. Risk and Compliance at 5.30pm and Learning Environments and Property at 7pm.

The fall of public holidays and school terms may mean that occasionally, some meetings may fall on a Tuesday evening rather than the Monday. Meeting calendars are prepared and distributed well in advance.

All Board and committee members are expected to attend meetings and, where a volunteer is unable to attend, they are required to provide apologies in advance of the meeting. The College uses electronic platforms to communicate and set meetings (Microsoft Outlook) along with an application that houses governance meeting materials (BoardPro).

Governance group	Meetings per year	Location	Time (approx)
College Board	10	Onsite	7pm
Beacon of Hope Foundation Board	3	Teams	7pm
Nominations Committee	6	Teams	5.30pm or 7pm
Finance and Audit Committee	10	Teams	5.30pm
Risk and Compliance Committee	5	Teams	5.30pm or 7pm
Learning Environments and Property Committee	4	Teams	5.30pm
Community Engagement Committee	3	Teams	5.30pm

FURTHER INFORMATION

Should you require any further information please contact the Beacons Hills College Company Secretary, David Young via email at david.young@beaconhills.vic.edu.au or phone (03) 5945 0216.

If you are interested in becoming a Board or company member, please complete the attached *Expression of Interest Form* and return it via the email listed above.

ATTACHMENTS

1. Governance structure
2. Expression of Interest Form

Attachment 1. I Governance Structure

Representational group

Parent members

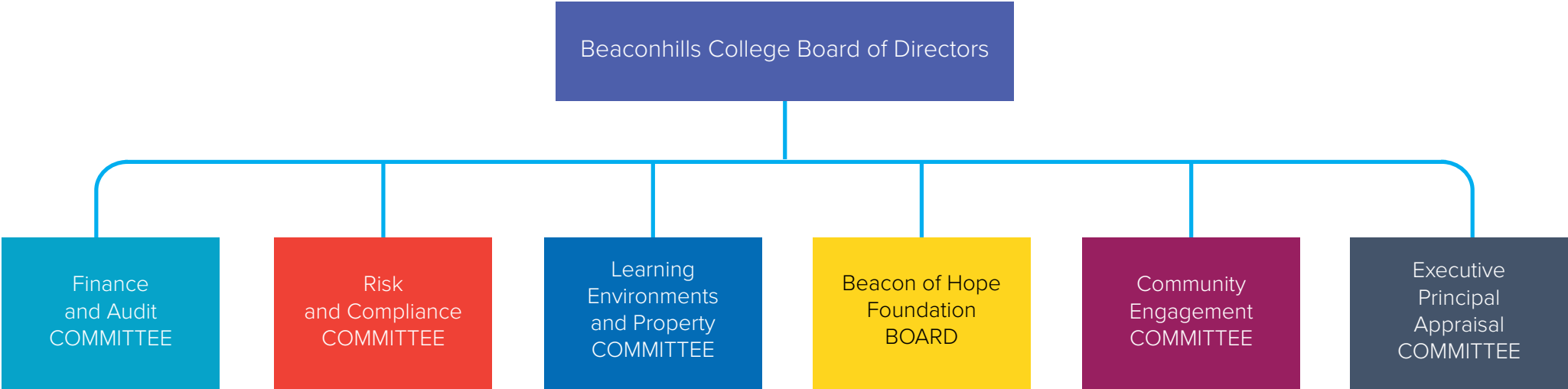
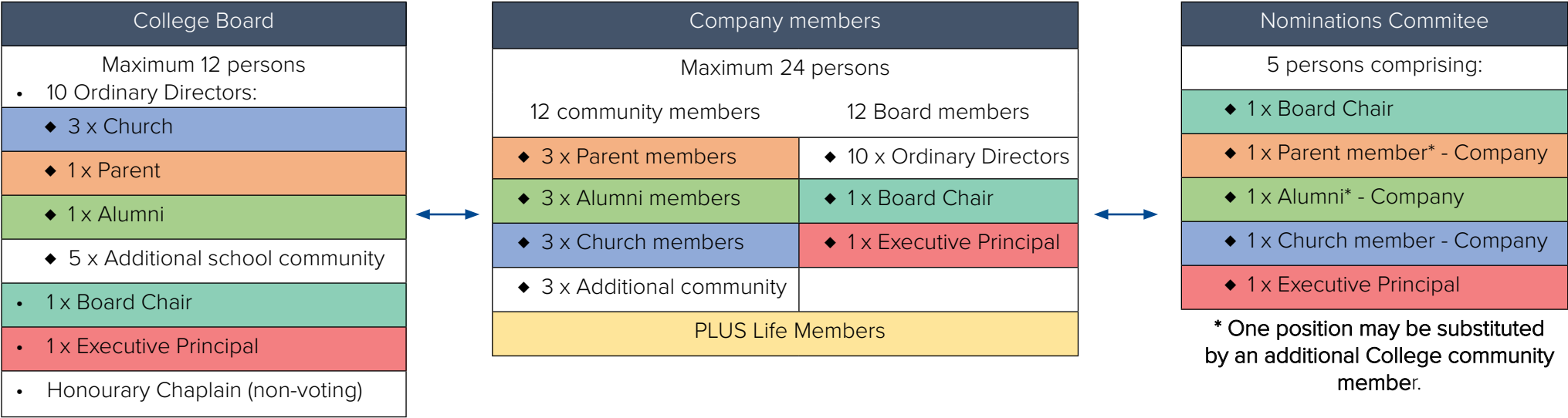
Alumni members

Church members

Board Chair

Executive Principal

Life members



Governance roles

Expression of Interest

Please return this form to the Assistant Company Secretary via email Fonu.Emberson@beaconhills.vic.edu.au

Personal details

Date	Surname	Given names
Mobile	Occupation	
Qualifications		
Email		

Why are you interested in serving in a governance role at Beaconhills?

Please list any historical connections you may have to Beaconhills.

Have you worked or volunteered in any not-for-profit organisations?

What are your areas of interest?

Offices held/governance roles: eg Board Advisor

Please complete Page 2 of this form.



Relevant experience and qualifications

Please provide a summary or dot point list of your relevant experience and qualifications (if applicable) in any of the areas listed below.

Corporate governance

Risk and regulatory compliance

Corporate strategy

Finance

Philanthropy and fundraising

Education

Legal services

Community, marketing and media

Community development and inclusion

Faith and community service



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