

INDUCTION FOR SCHOOL BOARD MEMBERS POLICY

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures, and practices meet all **Child Safe Standards as specified in Ministerial Order No. 1359 (2022)***

RATIONALE

The induction and training of a newly appointed School Board Member is a significant and important step in ensuring and enabling Board Members to be fully engaged participants in Board deliberations from the time they arrive. Induction is essentially about a process of socialisation into an organisation. It is about being empowered with knowledge in order to make an adequate and meaningful contribution from the first meeting of the Board.

IMPLEMENTATION

An effective and purposeful induction process includes a range of tasks and activities to be undertaken over a period of time both prior to, and after, commencing as a member of the School Board.

Activities prior to commencing as a School Board member may include:

- meeting the Chair of the Board
- undertaking a tour of the School
- meeting the school Leadership Team
- accessing key documents related to the work of the Board

1. Constitution

2. Operational documents:

- a. Annual Report
- b. School Governance Charter
- c. School Strategic Plan
- d. School Business Plan

- e. Current financial statements
3. Board of Management - new member application:
 - a. Consent to Act as a Director
 - b. Member profiles/contact details
 - c. Fit and Proper Person Declaration
 - d. Child Safe Code of Conduct
 4. Child Safe Standards – ‘*An Overview of the Victorian Child Safe Standards*’ document and Child Safe policies and discussion of policies with Principal/Child Safety Officer.
 5. All Board Members will complete a performance evaluation review and self-reflection annually.

Suggested activities after commencing as a School Board Member:

- opportunity to debrief after first, third and fifth meeting (an opportunity to make sense of the Board agenda, paper and culture) with the Chair of the Board;
- Chair and Board Members seek feedback from the new member about the experience of the induction process towards the end of their first year.

Training in Child Safe Standards:

- Annual review of Child Safe Standards (including ‘*An Overview of the Victorian Child Safe Standards*’ document and *Child Safe Policies*) for all Board members at commencement of first General Meeting of each year;
- School Board members participate in training ‘Victorian Child Safe Standards’ by the Centre for Excellence in Child and Family Welfare (presented by Child Safety Officer) at the first General Meeting of each year.

EVALUATION

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
October 2023	School Board	October 2026



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.