

Nomination for the Board of Governors

The following information details the process of joining the Board of Governors of Silver Tree Steiner School.

Please read the provided documentation and complete the required forms. A documentation checklist is provided below to assist you in your application.

If at any stage you have any questions, please contact me at: cristian.southall@silvertree.wa.edu.au

All forms and documentation should be received at the latest 1 week before the AGM at which an election will be held:

AGM: 6.30pm Wednesday 18th June 2025 at Silver Tree Steiner School

Please send all documentation to the Chairperson of the Board:

Cristian Southall

Chairperson of the Board of Governors

cristian.southall@silvertree.wa.edu.au

Your sincerely

Cristian Southall

Chairperson of the Board of Governors

Checklist

Nomination Form (attached)

Nominee Statement (attached)

Signed Code of Conduct (attached)

National Police Clearance (Application can be made online at <https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates> or at Australia Post. Please provide receipt to the Board Chair followed by the clearance when available).

Working with Children Check (Cost \$11 for volunteers. Application can be made at Australia Post. Please provide receipt to the Board Chair followed by the check when available).

Board of Governors Nomination Form

Nominee Name:

Date of Birth:

Nominee Address:

Phone:

Email:

CONDITIONS

Code of Conduct: I agree to sign and abide by the “Code of Conduct” (Article 14 of the School Constitution) prior to election and at each meeting of the Board of Governors.

Nominee Signature:

Criminal Record Check: I will provide a national police clearance prior to election to the Board of Governors and will at the first opportunity inform the Board of Governors of any criminal convictions or criminal charges laid during my term as a Governor.

Nominee Signature:

Bankruptcy Provisions: I declare that I am not bankrupt and will at the first opportunity inform the Board of Governors if I am declared Bankrupt during my term as a Governor.

Nominee Signature:

Criminal Convictions: I declare I have not been convicted of an indictable offence in connection with the promotion, formation or management of a body corporate.

Nominee Signature:

Criminal Convictions: I declare I have not been convicted of an offence involving fraud or dishonesty punishable on conviction by 3 months or more imprisonment.

Nominee Signature:

Criminal Convictions: I declare I have not been convicted of a breach of any of the following duties in the new law - care and diligence, good faith and proper purpose, use of position, use of information or the incurring of debt (i.e. insolvent trading).

Nominee Signature:

Personal Statement: I understand that details from this nomination form together with my statement will be provided to all those eligible to vote (ie Association members and school employees) in the Board of Governor’s election process as outlined in the school constitution.

Nominee Signature:

Statement of Intent

I nominate to join the Silver Tree Steiner School Board of Governors and act in accordance with the Constitution of the School and legislation of the Commonwealth and State.

Nominee Name:

Nominee Signature

Seconded

Two Members of the current Board of Governors or Association members (staff and parents of the school) are required to second this nomination.

Seconded by:

Name 1:

Signature:

Date:

Name 2:

Signature:

Date:



Nominee Statement

A background in or significant understanding of any one of the following has been identified as most useful for Members of the Board of Governors at Silver Tree Steiner School.

- **Waldorf/Steiner Education**
- **Anthroposophy**
- **Mainstream Education**
- **Planning**
- **Law**
- **School Management or Management of a Community Service**
- **Architecture**
- **Property Management**
- **Business Entrepreneurship**
- **Fund Raising**
- **Human Resource Management**
- **Financial Management**

In a **brief** statement, please outline the experience and qualities you would bring to the Silver Tree Board of Governors:

- Either paragraph or dot points are acceptable
- If you wish, you may provide your statement on a separate sheet but be sure to sign and date it.

Name:

Statement:

Nominee Signature:



Code of Conduct and Confidentiality

I _____ hereby declare that in exercising my power and discharging my duty as a Silver Tree Steiner School Board Member I agree to:

- a. Act in the best interests of the school;
- b. Uphold the values, aims and objects, and good reputation, of the School;
- c. Embrace and be willing to further my understanding of Steiner Education;
- d. Behave with honesty and integrity, respect and accountability;
- e. Demonstrate high standards of ethical behaviour and responsiveness to the needs and aspirations of the school;
- f. Create policies in order to achieve the delivery of fair, effective, impartial and courteous service to stakeholders of the school;
- g. Expect, support and develop high standards of leadership;
- h. Act with due care and diligence;
- i. Treat other board members, staff, students, parents, members of the association and others with respect and courtesy and without harassment, discrimination or intolerance;
- j. Act within the requirements of all applicable Commonwealth and State laws and satisfy all common law obligations and responsibilities;
- k. Maintain appropriate confidentiality of, and accountability for, the acts of the board;
- l. Disclose and take all reasonable steps to avoid any conflict of interest in connection with the operations or activities of the association;
- m. Use the assets and resources of the association in a proper and accountable manner;
- n. Make decisions about the allocation of assets and resources of the school applying the principle that merit is the primary matter considered;
- o. Not make any improper use of information obtained as a board member or gain or seek to gain a direct or indirect pecuniary benefit or material advantage for any member, board member or employee or any related person, to the detriment of the association;
- p. Not cause or permit any act with intent to deceive or defraud the association, any member of the association or any other person;
- q. Not provide false or misleading information in response to any request for information relating to the official activities of the board.

Nominee Signature:



Board of Governors Information for Nominees

The following pages consist of information for nominees about the Board of Governors. No action is required.

Governance Flow Chart

The Association

Membership:

- All Parents and Staff of Silver Tree Steiner School

Powers:

- Elect and Dismiss members of the Board of Governors at Annual or Special General Meetings.



Board of Governors

Membership:

- Between 4 and 7 people elected by the Association
- Able and willing to meet a list of requirements of membership including but not limited to being able to embrace and be willing to further their understanding of Steiner Education, police clearance, not bankrupt.

Powers:

- Take responsibility for the administration and control of the association.
- Be the legal overseers and custodians of the school.
- Set policies, procedures, strategic vision and manage the finances of the school in collaboration with the Head of School.
- Take responsibility for the employment, disciplining and dismissal of the Head of School.



The Head of School

Employed by and answerable to the Board of Governors for providing educational leadership in the school, the day to day running of the school and for other general responsibilities associated with running a school.

Summary of Governance

The Silver Tree Steiner School Association (Inc) will have, as its members:

- i. all fee paying parents and
- ii. staff employed by the school

The Association's powers will be limited to calling for and holding Annual General Meetings and Special General Meetings (to be known as "General Meetings") at which:

- I. members to the Board of Governors will be elected;
- II. members to the Board of Governors can be voted off the Board;
- III. reports of the Board of Governors and the Auditor may be tabled and voted on;
- IV. changes to the constitution recommended by the Board of Governors may be voted on (changes will only be passed if 75% of members present at a general meeting support the change);
- V. the association (the School) may be wound up.

The objects and powers of the association are clearly set out in the constitution.

The Board of Governors

A Board of Governors (Maximum 7 members) including the Head of School as an ex-officio member with no voting rights is created in the constitution. They are to be people nominated by association members and voted in at General Meetings. In the constitution, they must abide by the Code of Conduct. The Board may be asked to sign the Code of Conduct at the beginning of every Board Meeting. They may not be employees nor parents in the school.

The functions of the Board of Governors are set out clearly in the constitution but in essence they are to set the policies, procedures, finances and strategic vision of the school and employ/dismiss the Head of School and ensure he/she is running the school well. The Board does not get involved in the day to day running of the school.

The Head of School

The Head of School is employed by the Board of Governors and reports to the Board of Governors.

The Head of School is answerable to the Board of Governors for providing educational leadership in the school, the day to day running of the school and for other general responsibilities associated with running a school.

Constitution 2023

Silver Tree Board of Governors Constitution

Relevant parts of the Constitution are provided below for nominees to the Board of Governors:

For a copy of the whole constitution please contact the Chairperson of the Board:
cristian.southall@silvertree.wa.edu.au

3. OBJECTS OF THE ASSOCIATION

The objects of the Association are:

- a. To operate a school known as 'Silver Tree Steiner School'.
- b. To establish and carry on in Western Australia a primary school, kindergartens and playgroups to strengthen and support Steiner education in the community.
- c. To provide for and conduct the primary and early childhood education of children in accordance with the principles practices and methods indicated by Rudolf Steiner and carried on in the various Steiner and Waldorf schools throughout the world.
- d. To provide an environment that fosters and develops an educational framework to provide students with the opportunity to reach their full educational potential.
- e. To support, as it sees fit, and in a manner consistent with Articles 3b and 3c above, any organisation that seeks to provide such education or further education for high school age children and/or adults.
- f. The income and property of the Association shall be applied solely towards the objects or purposes of the Association. No portion of the income or property shall be paid, transferred or otherwise distributed directly or indirectly to any member of the Association except in good faith in the promotion of those objects or purposes.

4. POWERS OF THE ASSOCIATION

In addition to the powers conferred under the Act, the Association may:

- a. Appoint members of the Board of Governors;
- b. Employ persons as members of the staff of the school on terms and conditions approved by the Board of Governors;
- c. Enter into contracts on behalf of the Association as approved by the Board of Governors;
- d. Construct any building or structure for the benefit of the school or make any improvements to the premises or grounds of the school, with the approval of the Board of Governors;

- e. Purchase or take a lease or licence of premises for student facilities, and enter into any other agreements or arrangements for the establishment, management, staffing and operation of such facilities as approved by the Board of Governors;
- f. Establish and conduct, or arrange for the conduct of, facilities and services to enhance the education, development, care, safety, health or welfare of children and students as approved by the Board of Governors;
- g. Do all those acts and things incidental to the exercise of these powers only with the approval of the Board of Governors.

The Association's powers must be exercised in accordance with the requirements of the Associations Incorporation Act (2015) of WA and this Constitution.

7. FUNCTIONS OF THE BOARD OF GOVERNORS

In the context of the Board of Governors' joint responsibility with the Head of School for the governance of the school, the Board of Governors will perform the following functions:

- a. Take full responsibility for the administration and control of the Association.
- b. Exercise all the powers of the Association save those which must, under these rules or at law, be exercised by the members in an AGM or SGM.
- c. Act as the committee of management of the Association.
- d. Set the broad direction and vision of the school.
- e. Provide strategic planning for the school including:
 - i. Developing, monitoring and reviewing the objectives and targets of the strategic plan; and
 - ii. Considering, approving and monitoring human resource and asset management plans.
- f. Determine policies for the school which are in-line with the objects of the Association, including policies for the education, safety, welfare and discipline of students.
- g. Determine the application of the total financial resources available to the school including the regular review of the budget.
- h. Determine and implement all expenditure on capital projects.
- i. Determine appropriate standards for risk and issue management and ensure these are being applied.
- j. At the AGM, report to the school association on:
 - i. The strategic plan;
 - ii. The finances of the school;

- iii. Operational plans and the Board of Governors' operations.
- iv. All items listed at Article 21.

- k. Take responsibility for the employment, performance management, disciplining and dismissal of the Head of School.
- l. Take responsibility for overseeing the proper care and maintenance of any property owned by the Association.
- m. Perform such functions as necessary to establish and conduct, or arrange for the conduct of facilities and services to enhance the education, development, care, safety, health or welfare of children and students.
- n. Raise funds for school-related, special purposes such as major capital projects.
- o. Accept nominations from Association members for life membership to the Association. Confer and rescind life membership to the Association based on criteria, policies and procedures of the Board's choosing.
- p. Maintain a satisfactory standard of education and satisfactory level of care for students who are enrolled.
- q. Account for the quality of the educational program which is provided.
- r. Do all those acts and things incidental to the exercise of these functions.

The Board of Governors' functions must be exercised in accordance with Commonwealth and State legislation and this constitution.

8. FUNCTIONS OF THE HEAD OF SCHOOL

- a. The functions of the Head of School are undertaken in the context of the Head of School's joint responsibility with the Board of Governors for the governance of the school.
- b. The Head of School is answerable to the Board of Governors for providing educational leadership in the school, the day to day running of the school and for other general responsibilities associated with running a school.
- c. The Head of School must:
 - i. implement the educational plans and school policies;
 - ii. provide accurate and timely reports, information and advice relevant to the Board of Governors' functions;
 - iii. provide an up to date report of the school's financial position at each Board of Governors meeting;
 - iv. report on learning, care, training and participation outcomes;

- v. supervise and promote the development of staff employed by the Association;
 - vi. be responsible for the financial, physical and human resource management of the school;
 - vii. be an *ex-officio* member of Board of Governors with no voting rights;
 - viii. be the returning officer for the nomination, election and appointment of Board of Governors;
 - ix. chair the first meeting of the Board of Governors held for the purpose of and the election of office holders and to provide an induction to new board members where necessary;
 - x. contribute to the formulation of the agenda of Board of Governors meetings.
- d. The Head of School is responsible for the day to day management of the school.
 - e. The Head of School is responsible for the recruitment, engagement, discipline and dismissal of all school staff in accordance with the policies and procedures of the school as determined by the Board of Governors and relevant industrial relations laws.

9. BOARD OF GOVERNORS

- f. The Board of Governors is comprised of the Head of School (as an *ex officio* member with no voting rights) and a minimum of four and a maximum of seven members.
- g. Except for the Head of School, neither parents nor employees of the Silver Tree Steiner School Association may be Board members.
- h. No person who is in default of an obligation to pay the Association an amount of \$1,000.00 or more (or such other amount as the Board may fix from time to time) that has been overdue for a period in excess of ninety days, is entitled to be appointed to, or remain on, the Board.