

# **Herrick Presbyterian Covenant School**

## **Governance and Administration**

- Herrick Presbyterian Covenant School (HPCS) has been established by members and adherents of the Evangelical Presbyterian Church of Australia, Winnaleah congregation for the Christian education of the covenant children of that congregation.
- HPCS was established and is controlled by the Herrick Presbyterian Covenant School Association Inc. (the Association).
- The Association, through its Board of Management, and with the assistance of the staff of HPCS, supervises, manages and monitors all aspects of the school.
- The Board of the Association consists of a Chairman, Secretary, Treasurer and two other elected members. All Board members are parents of current or former students of HPCS and all elected according to the requirements of the Constitution of the Association. In addition to the members of the Board, the school Principal of HPCS attends all meetings of the Board in a non-voting capacity.
- As set out in the Constitution of the Association, the Board exercises the following functions in relation to HPCS:
  1. the general control and management and administration of the affairs, property and funds of the school;
  2. the determination of all school policies;
  3. consideration of all matters relative to the school's educational programs and policies, and is responsible for the preparation and revision as required, of curriculum development and presentation;
  4. keeping itself informed as regards the scholastic quality and Christian character of the instruction given, the courses of study, discipline, and school equipment;
  5. the engagement and overall supervision of teaching and ancillary staff of the school;
  6. the monitoring of the school to ensure that the school's educational programs and policies are being properly pursued;
  7. the consideration of applications relating to students seeking to enroll in the school;
  8. the maintenance and adequacy of the physical equipment of the school;
  9. control of the funding and financial requirements of the school.

- Responsibility for the day to day administration of the school falls primarily to the school's Principal. The Principal is assisted in that task by another teacher and an aide. The Principal is responsible for the supervision and coordination of staff on a daily basis.
- The Principal is responsible for the implementing of the school's policies and programs. The Principal, together with the other teaching staff, assist the Board in developing educational and school-related policies and programs by providing reports and recommendations to the Board.
- The teaching and ancillary staff are responsible for supervising and ensuring the safety of all students during school hours which includes both before and after school and during school recesses. In order to facilitate such care, students are not permitted to leave the school grounds during the course of the school day, without the permission of a teacher.
- The Board is ultimately responsible for the resolution of any grievances that may arise in relation to the school whether it be in relation to a student, the parents of a student, a member of staff or a member of the community.