



Council Member Selection Policy

Policy Name	Council Member Selection Policy	Approval date	April 2019
Policy Owner	Director of Business	Reviewed	September 2022
Approved by	School Council	Next review	September 2025

Background

Trinity Grammar School, Kew ('TGS' or 'Trinity' or 'the School') is incorporated as a Company limited by guarantee and is governed by a Council of up to 12 members.

Under the School's Constitution:

- one member is nominated by the Anglican Archbishop of Melbourne ('the Archbishop');
- one is nominated by the Parents' Association ('PA');
- one is nominated by the Old Trinity Grammarians' Association ('OTGA'); and
- the remaining members are nominated by Council itself.

The Members nominated by either the Archbishop, the PA or the OTGA are hereafter collectively referred to as "Nominee members".

Nominee members serve two year terms. Other Council members serve terms of up to three years. All members can be re-nominated and serve up to three terms each. Council can resolve to allow a member to nominate and serve one extra term.

This document sets out the factors that are considered when selecting Council members.

Appointment of Council Members

The School undertakes a rigorous process when selecting new Council members.

The School aims to have a Council which, as a whole, has the range of skills, knowledge, background and experience to govern the School in accordance with its Constitution and strategic objectives, made up of individuals of high integrity, with sound commercial judgement, inquiring minds and the ability to work cohesively with other Council members and within the School's values.

When considering Council member candidates, the Council seeks to ensure that:

- all Council members are appropriately qualified. This will include appropriate previous and other director experience, professional experience and/or tertiary qualifications;
- the Council should comprise members whose skill sets and experience are diverse and complementary, so that appropriate skill and experience in relevant areas is brought to the exercise of the Council's functions;
- prospective candidates must have a track record of success in either business or another field and of working as part of a team;



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- consistent with the duties of all Council members to exercise their judgment objectively, Council members who are current parents of students at the school, or are active members of the OTGA, can demonstrate a clear ability to make decisions that are in the best interests of the School as a whole.

When considering the composition of School Council, Council strives to have an appropriately diverse board to best serve the needs of the school. Diversity of thought and perspectives is underpinned by a mix of professional and educational backgrounds, as well as gender, ethnicity, culture and age.

Process for selecting Council Members

Council follows a rigorous and thorough process when considering and appointing new members. The application process is managed by Council's Nominations Committee. External consultants may be engaged, if appropriate, to assist in the consideration of applications. Key stakeholders will, from time to time, be engaged as part of the process.

Potential appointees must have a strong reputation and high ethical standards. Prospective Council members are required to confirm that they will have sufficient time to meet their obligations and that they will keep the School informed of their other commitments.

The School undertakes background checks on prospective candidates, which may include the candidate's character, experience, education, criminal record and bankruptcy history. All candidates will need to comply with the ACNC 'fit and proper person' requirements.

Prospective Council members are provided with a Letter of Offer confirming their duties and obligations as Council members.

New Council members are provided with a comprehensive induction to bring them up to date on the School, its values, strategic plan and goals.

This policy will be provided to the Archbishop and to the Executive Committees of both the PA and the OTGA to assist them with their Nominee deliberations.