Policy for Board Communications

Board Communications Policy

Date Approved: November 2014

Date for Review: November 2015

Introduction

The College Board will communicate with the college community on all relevant college matters that are within its sphere of responsibility and which are appropriate to be shared. These are almost always governance issues. It is the role of the Principal to report to the community on operational issues.

There may be times where the Board may also be required to communicate to the broader college community.

The Board aims to be timely and effective in all of its communication.

Purpose

To outline the appropriate responsibilities for, and channels by which the Board will communicate with the various stakeholders of the College.

This policy should be read in conjunction with its related policies (Board Confidentiality, Board Conflict of Interest, Board Meeting Standing Orders, St Andrews Communication Policy, Board Sub-Committee Policy).

Nothing in this policy should be seen as over-ruling anything in the St Andrews Communications policy.

Definitions

- **College community** – Parents and guardians of students, Teachers and other college staff;

- **Broader community** – those outside the definition of ‘College community’ but still having an interest in the College’s operations e.g. Knox Council, Local churches, Local businesses, media;

Responsibilities

Board communications will be managed by the Communications Sub-Committee with the Chair having final authority on the content and form of all communications.

The Board Secretary is responsible for:

- Receiving, collating, recording, and distributing all correspondence to the Board;

- Responding to correspondences as directed by the Board.
All Board members in receipt of correspondence which is directed to the full Board, ought to forward such items to the Board Secretary.

Where communication by the Board to the broader college community is required, this shall be first approved by the Principal.

Individual Board members are not to engage in formal communication with the broader community unless first approved by the Board and the Principal.

Informal, one-on-one communications between individual Board members and the College community are not covered here but are governed by the Confidentiality Policy and the Board Standing Orders procedures.

**Significant Stakeholder – Presbyterian Church of Victoria (PCV)**

The PCV is a founding stakeholder of the College and as such is a significant stakeholder group within the broader college community.

Communications with the PCV will be managed as above for the broader college community with the following exceptions:

- The Board Secretary will manage communications with the PCV in relation to Board Member nominations and appointments;
- Reports delivered to the PCV Assembly will be authored by the Principal and endorsed by the Board prior to submission.

**Communication methods**

Board communications may be delivered by (but are not limited to) the following channels:

- Contributions in the College newsletter;
- College website;
- Information sessions;
- Direct email and phone contact;
- PFA meetings;
- Annual College Report;
- Special purpose meetings;
- Special purpose letters to the college community;

**Written Communication**

To ensure consistency in wording, Board members are asked to adhere to the “naming conventions” as listed in Appendix 1.
APPENDIX 1

Terminology:

- **St Andrews** – The abbreviation for St Andrews Christian College;
- **Board** – The governing body of the College (as opposed to Council);
- **Board members** – refers to each person elected to the Board, (as opposed to Councillors). Note: It may also be appropriate at times to use the term **Director** here.