Board Policy for Communications

Board Policy for Communications

PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

"To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world."

POLICY DOCUMENT INFORMATION

TITLE:　　　　　　　　　　Board Policy for Communications

AUTHORS:　　　　　　　　　James Bligh

ACKNOWLEDGEMENTS:

PURPOSE:　　　　　　　　　To provide policy and direction for all the College Community.

RELATED DOCUMENTS:

Board Policies
Board Policy for Confidentiality
Board Policy for Conflict of Interest
Procedure for Board Meetings - Standing Orders
St Andrews Christian College Policies
Communication Policy and Protocols

This policy should be read in conjunction with its related documents.

KEY DATES

ISSUE DATE:　　　　　　　　September 2011

REVIEWED AND APPROVED:　　March 2025

SCHEDULED REVIEW DATE:　　March 2027

1. 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.

2. PURPOSE

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

Nothing in this policy should be seen as over-ruling anything in the St Andrews Christian College *Communication Policy and Protocols*.

3. DEFINITIONS

College
St Andrews Christian College

Board / Council
College Board, the governing body of the College

Board Members
Refers to each person elected to the Board. Note: It may also be appropriate at times to use the term Director here.

4. 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. Where there is no Communications Committee in place, then an assigned Board member will manage these responsibilities.

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 *Board Policy for Confidentiality* and *Procedure for Board Meetings – Standing Orders*.

5. 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.

6. 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;
- College Annual Report;
- Special purpose meetings;
- Special purpose letters to the College community.

7. WRITTEN COMMUNICATION

To ensure consistency in wording, Board members are asked to adhere to the 'naming conventions' as listed in Definitions.