



Governance Charter

Executive Team

2017

INTRODUCTION

SCHOOL PHILOSOPHY

Ozford is proud of the Superior Education that we aim to deliver in Years 10, 11 and 12 (V.C.E - Victorian Certificate of Education and VCAL (Victorian Certificate of Applied Learning)).

Ozford is committed to providing quality educational programs for students to achieve their educational and personal goals and embrace lifelong learning.

Ozford fosters a personalized environment where students can develop skills and values to enable them to participate effectively in their chosen career field and the wider community.

The governance body for Ozford College is the Executive Team (ET) which has the overall responsibility to ensure that Ozford Teaching Programs support and promote the Principles and Practice of Australian Democracy.

The College Principal and the High School Head of Department are responsible in ensuring the implementation of these Principles and the communication of these to its stakeholders (staff, students, parents and its community), to ensure that the teaching programs include: an understanding of the meaning of Elected Government; Rule of Law; Equal rights for all before the Law; Freedom of Religion Freedom of Speech and Association; Values of Openness and Tolerance.

These concepts underpin the design of our Curriculum and our college policies.

Our Strategic Objectives

Sustainable Future: To pursue a future that delivers economic, cultural, and environmental sustainability.

Learning and Teaching: To deliver excellence in learning and teaching, and practical graduate outcomes.

Student Experience: To be recognised as a quality provider that nurtures students through their learning journey.

Engagement: To establish, cultivate and advance relationships with industry, professional bodies, government, and universities.

Reputation: To be recognised as a reputable private education provider.

The school philosophy is reviewed in consultation with its stakeholders annually, including brainstorming at staff PD sessions, Management and ET meetings.

Our Purpose

Our purpose is to create an innovative educational institution in the heart of Melbourne with the best possible opportunities offered to students to excel academically and maximise their potential.

Our Vision

Our vision is to provide every student with the opportunity to practise skills attained by undertaking real life learning based on global needs and values. Our dedicated staff provide a student-focused approach to ensure a supportive, individualized and innovative learning experience.

Ozford is committed to the achievement of excellence in education. A student's success is Ozford's success.

Our Values

Unity

We work together to achieve our vision, mission and objectives.

Passion

We are passionately committed to delivering quality educational experiences and expanding all learners' horizons.

Excellence

We strive for the highest quality in every aspect of our work.

Respect

We respect all our clients and stakeholders by providing a caring Ozford community based on openness, fairness and friendship. At Ozford we recognize that with rights come responsibilities to ourselves, our clients and our stakeholders.

Integrity

We act responsibly and honestly in all we do.

Diversity

We promote intercultural awareness and understanding through authentic experiences both within the Ozford community and the broader Australian and global community.

Corporate Structure

The College is governed by the **Executive Team (ET)**

At the next level, the College Executive is informed by the Management Team and the Academic Team. The **Management Team** includes some members of the Executive (in rotation) plus the Heads of the Information Technology and Accounts departments. The **Academic Team** consists of the academic Heads of Department and academic coordinators as required.

The E.T is responsible for recruiting and appointing of any new ET members to serve on the team. Each ET member would normally serve for a term of two years with an annual performance appraisal in the December of each year served.

Any new team members are provided an Orientation Pack and be taken through an Orientation process prior to the commencement of duties within their new role.

Executive Team Composition

The College Executive Team (ET) consists of the Managing Director & CEO (Yan Qiu), the Principal (Rong Liu), the Head of Student Services and the Academic Quality Manager.

Managing Director & CEO

Responsible for authorisation of cheques and payments; compliance with government regulations, contracts and formal documents; maintenance and development of the Vision for the college; appointment of staff. The Managing Director and CEO has final authority for Executive decisions.

Academic Director & Principal

Responsible for curriculum, educational and legal compliance; authorisation of cheques; maintenance and development of the Vision for the college; contracts and the appointment of staff.

Head of Student Services Department

Responsible for the maintenance of student enrolment, attendance and results as well as student welfare. Provides an overview to college staff of student compliance with Visa requirements as well as administering student grievance procedures.

Academic Quality Manager

Responsible for academic curriculum, education quality and staff management for the Ozford academic operations.

Responsibilities of the Executive Team

The ET's main function is to assist the Managing Director & CEO in the administration and development of the College. The assistance comes in the form of discussion, expert advice or recommendations, and through a formalised decision-making process.

The responsibility for all aspects of quality management including continuous improvement of quality of delivery rests with the Chair Person and the ET. The quality management processes include review of the performance of the programs

The ET meets for a quarterly to discuss and evaluate the administration of the College. The Executive Team's responsibilities are to:

1. Maintain and develop a long term vision for the development and growth of Ozford College;
2. Undertake strategic planning – The ET is responsible for determining the strategic direction of Ozford College. It oversees and approves the overall academic matters and quality assurance in the delivery of programs including decisions on facilities and premises. It is responsible for determining the college's strategic direction, to effectively manage its finances and fulfil its legal obligations;

3. Maintain Ozford College's compliance with the requirements of government authorities at all levels;
4. Oversight of all aspects of the business operations of Ozford College;
5. Provide and coordinate physical and human resources towards the achievement of the college's Mission and Vision Statement;
6. Ratify policy & procedures;
7. Validate educational policy and strategy based on consultation with stakeholders;
8. Oversight of the process of articulation of students between campuses and with partners;
9. Review and respond to marketing information and forecasting of trends in the education sector;
10. Understand that ET is to act in the interests of the College as a whole. Members of the ET are not on the College ET to represent and promote the interests of particular groups or stakeholders. They are not there to represent the interests of their constituents nor of themselves.

Aims of Executive Team

The Executive Team aims for:

- Continuous improvement of quality teaching and learning to maximise learning outcomes for students;
- The provision of curriculum which adheres to the principles of VELs and the VCE Study Designs;
- Exceeding customer expectations in all areas;
- Improvement in staff commitment and satisfaction;
- Continuous improvement of student services by acting on feedback received;
- Provision of support services that meet students' individual needs;
- Procedures which actively evaluate and manage risk;
- Implementation of compliance requirements and related continuous improvement initiatives;
- The implementation of a systematic and continuous improvement approach to the management of operations.

Decision-Making Process for Executive Team

1. Any member of the ET may bring forward an issue or item for discussion which requires a decision.
2. If the item is circulated prior to the ET meetings, it will allow more time for consideration.
3. The issue requiring a decision is raised with the ET on the Meeting Agenda.
4. Steps in the decision-making process will involve discussion from any members of the ET. If there is insufficient information available for discussion, the item will be deferred to the next ET meeting.
5. The decision making process at the ET meeting is as follows:
 - a) Questions may be raised for clarification;
 - b) Arguments for or against the decision;
 - c) Discussions for or against the decision;
 - d) The Chair Person calls for a vote, in favour for or against the decision.
6. Decisions will be either by majority in favour or in the event of a tied vote, the casting vote is to be given by the Chair of the Executive Team – Mr Yan Qiu.
7. The decision will be recorded in the minutes of the ET meeting and an implementation timeline will be determined prior to moving onto the next issue for discussion on the meeting agenda.