



OZFORD

College

Ozford College
Governance Charter

2019

Ozford College Governance Charter

INTRODUCTION

SCHOOL PHILOSOPHY

Ozford College (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 V.C.A.L (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 Management Team (EMT) which has the overall responsibility to ensure that Ozford teaching programs enact this philosophy including supporting and promoting the Principles and Practice of Australian Democracy.

The College Principal and the High School Coordinator 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. This philosophy statement is promoted in the school prospectus, handbook, strategic plan or business plan, or on the school website.

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.

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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 maximize 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

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The College is a not for profit Proprietary Company limited by shares. The sole director of the company is Yan Qiu and he is also a sole shareholder of the company.

The Director has assigned governance of the College to the **Executive Management Team (EMT)** who have responsibility for effectively managing the school's finances and development of the strategic direction, and ensuring that the College fulfils its legal obligations.

EMT Composition

The College EMT consists of the below four members:

Position
1. Managing Director and CEO (with high school management experience, financial, audit & risk management expertise, experience in government relations)
2. Academic Director and Principle (member with high school governance experience, financial, audit & risk management expertise, quality assurance/regulation expertise, experience in government relations)
3. Head – Student Services (Member with high school administration, policy, quality assurance/regulation expertise)
4. High School Coordinator (Member with experience in operations and management of High School)

1. Managing Director & CEO (Yan Qiu) has has more than 15 years' experience within the education and corporate sectors. He has been the Principal Executive Officer & Director of International Operations for the Ozford Education Group since 2002. He is a results focused and effectual leader with proven ability. Yan has demonstrated his leadership qualities in developing the vision and mission of the Ozford Education Group. He has been innovative, maximising revenue, developing IT infrastructure, and leading the Ozford Education Group to achieving long-term viability in a dynamic and at times challenging international student marketplace. Yan's areas of expertise are Information Systems and International Education Marketing.
2. Academic Director and Principal (Rong Liu). Since 1995, Rong has been working actively in both managerial and teaching roles in various Victorian schools. She has worked for some very prestigious schools; both public and private Rong's area of specialty and passion has always been International Education across all sectors. One of her aims is to improve and enable personal growth in international students such confidence, self – esteem and

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employability skills. Making a positive difference to student confidence and academic performance is one of the greatest rewards in Rong's career. A fluent speaker in Chinese; both Mandarin and Cantonese, she is able to develop a great rapport with students from non-English speaking backgrounds. Ms. Rong Liu is the Chair of the OIHE Executive Management Team.

3. Head of Student Services (Christine Chua) has 15 years' experience and she oversees a collaborative student services team to provide support to students in a personalised approach based on student needs. The support style is holistic ensuring relevant stakeholders' involvement in the process. Christine's areas of expertise and interests range from development and management of student care, student transition and integration, coordination of student welfare, health and safety, learning support, and international student compliance, AND,
4. High School Coordinator (Leigh Adams) has more than 10 years' experience teaching and managing High Schools in Australia.

All Executive management team members must be fit and proper and able to carry out their legal responsibilities in relation to the operation of the school.

The CEO is responsible for recruiting and appointing of any new EMT members to serve on the team.

Any new EMT members are taken through an induction process prior to the commencement of role.

The EMT may invite senior managers, staff or students to be present as observers or be *in attendance* for meetings or specific agenda items at a meeting to advise on or report on the matters under consideration.

EMT Responsibilities

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 EMT 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

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stakeholders. They are not there to represent the interests of their constituents nor of themselves.

The EMT meets for a quarterly to discuss and evaluate the administration of the College. The responsibilities are:

1. To maintain and develop a long term vision for the development and growth of Ozford College;
2. To 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. To maintain Ozford College's compliance with the requirements of regulatory and legislative requirements and the requests of government authorities at all levels;
4. Oversight of all aspects of the business operations and financial reporting of Ozford College;
5. To provide and coordinate physical and human resources towards the achievement of the college's Mission and Vision Statement;
6. To ratify and endorse policy & procedures;
7. To embed a culture of child safety and proactively manage the risk of child abuse, including informing the school community about the strategies, and allocated roles and responsibilities.

Aims of Executive Team

The Executive Team aims for:

- Continuous improvement of quality teaching and learning to maximise learning outcomes for students through analysis of student performance including attendance rates and learning outcomes achieved by the school's students in state wide tests and examinations in which the school participates
- 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;

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- 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 so that the school provides a safe environment where risk of harm is minimised and students feel safe;
- Implementation of legislative and regulatory compliance requirements and related continuous improvement initiatives;
- The implementation of a systematic and continuous improvement approach to the management of operations including suitability of facilities and learning resources.
- Be financially sustainable including have sufficient students, staff and appropriate facilities to be able to provide a range of curriculum programs and learning experiences to support students' academic and social development

EMT Decision-Making Process

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.

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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.

Delegations

The work of the Governing Body is undertaken with the assistance of the below positions or any other Board committees that may be established from time to time to exercise delegated responsibilities for specific areas of decision making. The governing body has approved the following financial and operational delegations:

Managing Director & CEO

Responsible for financial management and accounting policies, practices and processes including both internal and external financial reporting; internal control system and risk management; fraud prevention and protection of College assets; and good governance; maintenance and development of the Vision for the college; recruiting and appointment of staff.

Academic Director & Principal

Responsible for curriculum, delivery of education services and legal compliance; liaison with external quality and compliance authority/ regulators, authorisation of cheques and payments; contracts, recruiting and appointment of staff. Oversee marketing operations and admissions assessment processes and approving marketing documents.

Head of Student Services Department

Responsible for the maintenance of student enrolment, attendance and welfare including Confirmation and monitoring of Welfare and Living arrangement, Child Safe and Critical Incidents. Manage and monitor student compliance with Visa requirements as well as administering student support and grievance procedures.

High School Coordinator

Responsible for academic curriculum, admissions processes, education quality, staff management, management and reporting of student assessments, results and performance and issuance of awards.

Conflict of Interest

A conflict of interest is where a person has direct or indirect private interests that could improperly influence, or be seen to influence, their decisions or actions in the performance of their duties. Conflicts may be actual, potential or perceived.

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EMT must, wherever possible, identify and avoid potential and actual conflicts of interest in their work for the College. Where it is not possible practically to avoid the conflict of interest, EMT are required to declare and take all necessary appropriate measures to prevent an actual conflict of interest arising where possible.

Each EMT agenda must include an item titled Declaration of Conflict of Interest. Members must declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. If a member considers that they have, or might reasonably be perceived to have, an interest (direct or indirect) in a matter under consideration at a meeting, the member shall notify the Chair at the earliest opportunity that they may have an interest in such matter. In such cases the member must not participate in any discussion on the matter and shall leave the meeting room while the matter is considered by the Board. Details of any conflicts of interest should be appropriately minute.