



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

Principal's Office

Board Director Role Description

1. Governance

Whitefriars College was founded by the Australian Province of the Order of the Brothers of the Most Blessed Virgin Mary of Mount Carmel in 1961 to provide education in the Carmelite tradition. We are situated on 19 hectares at 156 Park Road, Donvale, the college provides an environment suitable for learning and healthy integration of the education of the whole person.

In April 2024, the Order transferred the membership of the Company to Mercy Partners Limited (Mercy Partners). Mercy Partners is a multi-ministry, multi-charism Public Juridic Person within the Catholic Church. Upon the governance restructuring and transfer of membership of the Whitefriars College Ltd to Mercy Partners as sole member, the Constitution now reserves certain powers for Mercy Partners.

Whitefriars College Limited (ACN 664 099 858) (the Company) is a public company limited by guarantee.

2. Purpose of the College

Whitefriars College provides a quality education for young men grounded in the Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

3. Our Values

The College supports every student to seek and achieve excellence in their learning, their relationships and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness.

At Whitefriars College, we value:

Faith:

- Shared faith expressed through contemplation, community and service.

Gentleness:

- The expression of gentleness as the intelligent way to express masculinity.

Excellence:

- Excellency and collaboration in learning, teaching and in all we do.

Respect:

- Positive, inclusive and respectful relationships across our community.

Justice:

- Action and advocacy for equity, justice and environmental stewardship through words and deeds.

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A Ministry of Mercy Partners

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4. Our Strategic Directions

The Whitefriars College Board, in collaboration with the Principal, sets the strategic directions of the College. These directions have been discerned as the strategic focus and priorities for the next five years. In undertaking this task, we have reimagined our purpose as a college based on our achievements and vision. We have also rearticulated our core values. The rich heritage of and tradition of Whitefriars and our founders, the Carmelites, continue as a gift and inspiration for all who enter into partnership with us. [Please see link to Strategic Directions 2024-2028.](#)

5. Whitefriars College: Child Safety

Whitefriars College is a Child Safe School, where we strive to cultivate a supportive, caring and challenging environment that enables rich learning to occur within the context of the overall health and wellbeing of our students and staff, both within their school environment and for their life beyond. We are committed to child safe policies and practices in a child safe environment. This lens informs all aspects of the life of the College.

6. The role of the Board:

The first and primary duty of the Board is to ensure that the Company's charitable purposes and objects (Clause 4 of the Constitution) are carried out and implemented and to determine the strategic objectives and direction of the Company.

Of primary importance is to govern the College in the Catholic tradition and within the charism of the Carmelite Order. The Board must do all things necessary to protect and promote the teachings and practices of the Catholic Church and to advance the mission and core values of the College derived from the Carmelite tradition and philosophy of education.

Another key responsibility of the Board is to support and resource the Principal and the College Executive to provide a quality education that supports every student to seek and achieve excellence in their learning, their relationships and their participation in the community. Such provision is to be aligned with a rigorous curriculum, exemplary pastoral care, and explicit support of learning, teaching and student wellbeing.

The Board is also responsible for ensuring the Company is compliant with its overarching legal obligations, in particular as these relate to corporations' law, charity law, and education law.

Additionally, in accordance with the Company's charitable registration with the Australian Charities and Not-For-Profits Commission, the responsible persons of a charity (being in the case of the Company, the Directors) are responsible for ensuring the Company meets the governance standards imposed by Division 45 of the Australian Charities and Not-for-profits Commission Act 2012 (Cth) (ACNC Act). These standards require the Company to provide a certain level of confidence to the public that the Company will promote the effective and efficient use of its resources and minimise the risk of mismanagement and misappropriation.

The Board must also ensure the Company complies with the minimum standards for school registration contained in the Education and Training Reform Regulations 2017 (Vic) (ETR Regulations). These minimum standards relate to:

- **Governance of the College** – democratic principles, governance, not-for-profit status, probity, philosophy.
- **Enrolment** – student enrolment numbers, enrolment policy, register of enrolments, attendance register.
- **Curriculum and student learning** – curriculum framework, student learning outcomes, monitoring and reporting on students' performance, information about school performance.

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- **Student welfare** – care, safety and welfare of students, child safety, anaphylaxis management, emergency bushfire management, student behaviour management, attendance monitoring.
- **Staff employment** – teachers' requirements, compliance with the *Worker Screening Act 2020* (Vic); and
- **School infrastructure** – buildings, facilities and grounds, and education facilities.

The Board is responsible for ensuring the Company is compliant with the minimum standards for a child safe environment imposed by legislation, ministerial orders and other legislative instruments from time to time. These include, but are not limited to, ensuring the Company has suitable policies which are enforced, and provide for child safety and strategies to reduce the risk of child abuse. All such policies must be approved and endorsed by the Board.

The Principal has delegated responsibility to report to the Board on the implementation of the policies. The Board will review these policies regularly and will consider how any relevant policy is impacted (and if necessary, review such policy) after any serious or reportable incident is reported to the Board or when recommended by the Principal.

7. Board and Committee structure and operation

The Board currently meets nine times per year, including the AGM. The agendas for the Board meetings have standing items including reports from the Principal, Mercy Partner updates, the Chair, Child Safeguarding Committee and Board Committees.

The Constitution notes that the Board establishes and maintains Committees as determined by the Board of Directors from time to time and depending on the needs and requirements of the Company from time to time (Clause 26). The Board may task a Committee with responsibilities for more than one area as deemed appropriate. Each Committee, established by the Board, has Terms of Reference consistent with the Constitution that define each Committee's duties and responsibilities, membership composition, reporting requirements and authority. Currently, the Board committees include the Finance and Audit, Risk and Compliance and Mission and Strategy.

8. Responsibilities of the College Board

The key areas of responsibility can be broadly categorised as:

Mission and Values: The Board must ensure that the Carmelite vision, mission and spirit and the tradition of the Brothers of the Blessed Virgin Mary of Mount Carmel are promoted and upheld in the education of young men and in all college activities.

Catholic Identity: The Board must affirm, support and promote the Catholic identity of the College and ensure that the religious and general education of its young men is grounded in Gospel values and the traditions of the Catholic Church.

Governance and Stewardship: The Board must ensure the good governance of the College, including meeting its legal, compliance, risk and financial requirements and exercising stewardship of college resources.

Board Performance: The Board must display due care and diligence in the performance of Board work. In addition, each Director is a collaborator in the College educational mission. Directors contribute their expertise, experience and creativity in order to sustain and continually renew the life of the College, and as such will have their own individual roles and responsibilities.

9. Responsibilities

Mission and Vision The Board will:	<ul style="list-style-type: none"> • Ensure that the vision, mission statement and strategic plan of the College animate the mission of Catholic education and the vision, mission and values of the Carmelites • Ensure that, the spirit and tradition of the Carmelites is carried forward. Engage in ongoing formation and professional learning that facilitate a contemporary and distinctive understanding of the charism of the Carmelites and their mission and vision
Catholic Identity The Board will:	<ul style="list-style-type: none"> • Ensure the College's continuing commitment to exemplary Catholic education grounded in Gospel values and the traditions of the Catholic Church • Attend and engage in forums and professional learning experiences about issues, policy developments, changes and challenges in education (public and private, state and national), particularly those matters that have direct bearing on the religious and general education of young men.
Governance and Stewardship The Board will:	<ul style="list-style-type: none"> • Plan the College's future and co-create and monitor its strategic directions in collaboration with the College Leadership • Establish and seek Company Member approval of the College annual budget, ensuring that it serves and resources the College's educational needs and strategic directions • Approve the College's enrolment and fees policies and ensure that each is responsive to students and families in the school and local community in need of assistance • Ensure the maintenance and development of the grounds on which the College is situated to benefit the environment of Whitefriars College • Approve and monitor the implementation of the College's master plan • Understand and fulfil its legal and financial responsibilities, in particular, maintaining oversight of the College budget; obtaining annual audits of the college's finances; and submitting Annual Financial Statements to ACNC (incorporating the auditor's and Company reports) • Oversee and monitor the assessment, management and control of risk, and ensure that credible measures are in place that mitigate risk to students, staff, community members, the charism, finances and reputation of the College. • Be responsible for supporting the safety of children in accordance with Ministerial Order 1359, including responsibility for the College's Child Safety Policies, Codes of Conduct and risk management. • Support and provide counsel to the Principal and members of the College Leadership Team

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	<ul style="list-style-type: none"> • Oversee procedures associated with the appointment or re-appointment of the College Principal and make recommendations to the Company Members on this matter. • In collaboration with the Company Members, oversee the delegations of authority to the Principal and College staff as appropriate • In collaboration with the Provincial, oversee the formative and summative review processes for the College Principal and potential re-appointment, as appropriate • Ensure succession planning for the Board and oversee the induction/orientation of new Board Directors In collaboration with the Company Members • Attend and engage in forums and professional learning experiences that advance and strengthen understanding of College Board governance and stewardship responsibilities.
Board Performance The Board will:	<ul style="list-style-type: none"> • Maintain confidentiality in relation to Board issues and decisions • Understand the role of Board Directors as distinct from the role of management • Act and speak collectively as a group • Authorise the Chair to have a particular leadership role within the Board • Encourage and support College events and be a presence in the College community • Oversee and approve the College Masterplan, and associated capital works • Oversee the marketing of the College and community development • Uphold the College Constitution of Whitefriars College Ltd • Review and evaluate its own operations and its contribution to the achievement of the College's mission, vision and strategic direction.
Individual Director Roles and Responsibilities A Director:	<ul style="list-style-type: none"> • Builds working relationships based on mutual respect amongst Board members, the Principal, the Company Secretary, the Leadership Team and the College community • Is conversant with the Constitution and Board and College Policies, following the requirements outlined in these documents • Reflects on and celebrates the identity and achievements of the Board and the College on a regular basis • Participates in evaluation of the Board's achievements and overall performance.

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Background and Qualifications	<ul style="list-style-type: none"> • A person of good standing • Committed to the education ministry of the Catholic Church, particularly as it pertains to the education of young men • Willing and able to support and promote the Vision, Mission and Values of Whitefriars College Ltd and of The Carmelite Order • Hold a current Working with Children Check or equivalent while serving as a Board Director • Have or obtain a Director ID Number.
Conditions	<p>Tenure: Three-year appointments with the option for a second three-year appointment</p> <p>Remuneration: All Board roles are pro bono roles</p> <p>Appointment: The Company members (Mercy Partners) are responsible for the appointment of Board Directors</p>
Commitment to Child Safety	<p>A demonstrated understanding of child safety and of appropriate behaviours when engaging with children</p> <ul style="list-style-type: none"> • Familiarity with legal obligations relating to child safety • Be a suitable person to engage in child-related work
Risk and Occupational Health and Safety Board Directors will:	<ul style="list-style-type: none"> • Act at all times in compliance with legislated health and safety practices. • Contribute proactively to discussions and decisions relating to the identification, mitigation and/or elimination of risk, and ensure compliance with appropriate legislative, statutory and VECA accountabilities.

10. How to apply

To express your interest in serving on the Whitefriars College LTD Board as a Board Director or a Sub-Committee member, please write to the Board Chair, Mrs Margaret McKenna, via Whitefriars College (principal@whitefriars.vic.edu.au). Be sure to include your CV, two (2) referee contacts, and any additional documentation you may wish to supply.

Should you have any queries, please telephone Mark Murphy at the College on 03 9872 8211.

If you believe you have the requisite skill set, you are invited to express your interest by Tuesday 20 May 2025.

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