

Responsible Persons, Returns & Notifications

Policy

The college is required to provide written notification to BOSTES if certain events take place at the college.

Procedure – Responsible Persons Notification

The Principal will notify BOSTES if a board member is:

1. convicted of an offence that is punishable by imprisonment for twelve (12) months.
2. bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvency debtors, negotiates with his or her creditors or makes an assignment of his or her remuneration for their benefit
3. acting as a corporation and is the subject of a winding up order or has had a controller or administrator appointed.
4. Diagnosed as being mentally incapacitated.
5. A protected person under the NSW Trustee and Guardian Act 2009.

The notification is to be made within seven days.

Procedure – Movement of School or Sale of School or Change of Proprietor

The Principal will notify BOSTES if the school:

1. Has a change of location.
2. Is sold.
3. Has a change of proprietor.

In the event that the school is moving location, the Principal must submit the notification three months prior to the move taking place.

The Principal must notify BOSTES within seven days of the school's legal entity being sold.

Procedure – Notification of Alleged Breach

The Principal will notify BOSTES if the school has received formal notification of an alleged breach in the following legislation:

1. Ombudsman Act 1974
2. Commission for Children and Young People Act 1998
3. Institute of Teachers Act 2004
4. Disability Discrimination Act 1992
5. Work Health and Safety Act 2011
6. Environmental Planning and Assessment Act 1979
7. Food Act 2003
8. Explosives Act 2003
9. Building Code of Australia.

Procedure – Change of Principal

The School Board will notify BOSTES of a change of Principal within one month of the change occurring.

Procedure – Change of Name

The School Board will notify BOSTES of a change of name one month prior to the event taking place.

Procedure – Ceasing to Operate

The School Board will notify BOSTES of the intention to cease to operate one month prior to the event taking place.

Procedure – Turnover of Staff

The School Board will notify BOSTES where there is a turnover of half or more of the teaching staff during any twelve (12) month period. The notification will take place before the start of the next term.

Procedure – Facilities, Curriculum and Change to Program

The School Board will notify BOSTES in the event of a change of facilities, curriculum and changes to program as specified in RANGS 3.9.3.

Procedure – Other Returns as per BOSTES Requirements

The Principal will complete other notifications to BOSTES as required.

Version

2.0

Review

2016 or as required