

Role of the Proprietor Appointee

This resource outlines the primary responsibility of the proprietor appointee which is to represent the interests and values of the school's proprietor on the school board.

State Integrated School Board Professional Development and Learning Series

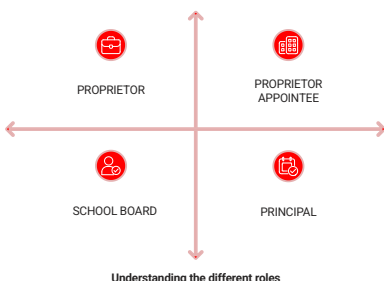
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Protecting Special Character: Four Key Roles

Effective Governance relies on everyone knowing their role and responsibilities:

KEY ROLES



PROPRIETOR:

Although they do not sit around the board table it is important to know your proprietor and understand what rights and responsibilities they have.

- Core purpose of the school
- Defines special character in Integration Agreement
- Maintains and preserves special character
- Owner of land and buildings

PROPRIETOR APPOINTEE:

The proprietor appointee plays a key role in safeguarding and promoting this special character within the school's policies and practices.

- Maintains and preserves special character
- Channel of communication
- Reports to the proprietor annually
- Has role description
- Reports on special character

SCHOOL BOARD:

The board's is the governing body of the school and has objectives set out in legislation that it must met. The board employs the principal in partnership with the proprietor and ensures special character requirements are met.

- Is Crown entity and the governing body of the school
- Sets out aims and targets in strategic plan
- Employs the principal (in partnership with Proprietor)
- Ensures Catholic special character requirements are met

PRINCIPAL:

The principal is the board's chief advisor and the professional leader of the school.

- CEO and lead adviser to the board
- Leads and responsible for day to day operations of school (within the special character requirements)
- Curriculum delivery, student wellbeing, consulting with community
- Is appointed in partnership with the proprietor/proprietor appointee

The Proprietor's Appointee

BALANCING THE RIGHTS OF THE PROPRIETOR AND NEEDS OF THE SCHOOL COMMUNITY

The Proprietor's Appointee plays a vital role in bridging the Proprietor's interests with the board's governance responsibilities. Understanding this role is essential for every board member.



Appointment Authority

The Proprietor can appoint **up to four members** of the Board to ensure their interests are represented. The Proprietor also retains the right to remove and replace appointees at any time.

2

Full Board Rights

Proprietor's Appointees are **full board members** with all the rights and obligations of other members — including full voting powers on all matters before the board.

3

Leadership Eligibility

Appointees have the right to be elected as the **Presiding Member (Chairperson)** of the Board, enabling them to lead the governance of the school at the highest level.

4

Key aspects of Proprietor Appointee role:

1. The **primary responsibility** of the proprietor appointee is to represent the interests and values of the school's proprietor on the school board. The appointee ensures that the school's special character, as agreed upon in the school's integration agreement with the government, is maintained and preserved.
2. **Maintaining the School's Special Character:** State-integrated schools are granted a high degree of autonomy to maintain their unique special character. The proprietor appointee plays a key role in safeguarding and promoting this special character within the school's policies and practices. They may provide input on matters related to curriculum, values, religious education, and other aspects that align with the school's ethos.
3. **Balancing Interests:** While the proprietor appointee represents the proprietor's interests, they are also part of a broader school board responsible for the overall governance of the school. Therefore, they must balance the interests of the proprietor with those of the parent and community representatives to ensure the best interests of the students and the school as a whole.
4. **Accountability:** Like all board members, the proprietor appointee is accountable for their decisions and actions as part of the school board. They must adhere to the legal and ethical responsibilities associated with school governance, such as financial stewardship, policy development, and strategic planning.

❏ For more information, read the board policy under Part B (7) Proprietor's Appointee Role Description Policy. The [policy framework](#) is available for download and adaptation to meet the context of your state integrated school. An example can be found [here](#).

Key Relationships: Integration Agreement, Proprietor Appointee, and Board Policy

The effective operation of a state integrated school relies on the strong interrelationship between its Integration Agreement, the board, the Proprietor's Appointee, and the school board's policies. These elements form a symbiotic structure, ensuring both educational achievement and the preservation of special character.



The Guiding Document

The Integration Agreement (IA) is the foundational legal text defining the school's special character. It outlines the values and framework that all board policies and Proprietor decisions must adhere to, acting as the ultimate reference point for governance.



Voice of the Proprietor

The Proprietor's Appointee is crucial for upholding the special character outlined in the IA. They ensure the Proprietor's vision is integrated into board discussions and provide essential guidance on how policies reflect the school's unique identity.



Policy in Action

Board policies translate the Integration Agreement and the Proprietor's rights and obligations into practical, actionable expectations. They establish clear processes, assign responsibilities, and ensure all operational decisions consistently support the school's special character and educational outcomes.

Proprietor Appointee Role Description

The number of Proprietor appointees fulfils legislative requirements and, relating to Board composition, must be one less than parent-elected members.

This appointee has an obligation to serve the broader interests of the school and its students and has equal voice, vote, standing and accountabilities as all other board members.

However, as an appointee of the Proprietor, it is expected the Board member will bring a proprietor perspective to Board decision-making with reference to all matters related to Special Character and property. Term of appointment is determined by the Proprietor and is normally reviewed during Board election season.

Proprietor Appointee accountability measure	Standards:
1. To work within the Board's strategic plan	The strategic plan is obviously considered in Board decisions.
2. To abide by the Board's governance and operational policies.	The appointee has a copy of the governance manual and is familiar with all Board policies.
3. The appointee is first and foremost a Board Member and must act in the best interests of the school.	- Ensures all aspects of Special Character are reflected in Board decisions consistent with Proprietor expectations. - Participates in the best interests of all the stakeholders.
4. The appointee is bound by the Code of Ethics.	Acts within the Code of Ethics.
5. Keeps the Proprietor informed of relevant matters.	Proprietor is well informed about relevant matters. An annual report is prepared for the Proprietor.

Proprietor appointee role description

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An example of the role description can be found [here](#).