LESNW Information Pack

for Prospective Board Members

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Introduction

This information pack has been developed to assist you in understanding what it means to be on the LESNW Board, your duties and your responsibilities. Reading and understanding information contained in this handbook is an important part of your preparation as a member of this Board

The primary responsibility of the Board is to govern in the interests of all Lutheran learning communities (schools and early childhood centres) in SA, NT & WA and develop a strategic plan for the future. This guide is an introduction to the role of the Board and expectations of Board members.

The Board's official connection to the operational organisation, achievements and conduct of LESNW learning communities is through the Executive Director and Regional Office staff.

The Lutheran Church and its Learning Communities

The seeds of the first formal Government schools in South Australia had their early beginnings around 1838. St Michael's Lutheran school in Hahndorf began in 1839, reflecting the early history of Lutheran learning communities in SA. It was commenced to support the community of migrants from Germany that had fled religious persecution and settled in areas such as Klemzig, the Adelaide Hills and the Barossa Valley. These were schools birthed to support the children of their community and their parents who expected high standards of learning. That absolute commitment to community and learning remains today.

However, the Lutheran schools were not just for 'their own'. On the banks of the River Torrens at a place known as Pirltawardli (previously often referred to as PiltaWodli), the Dresden Missionaries as they are sometimes referred to, established a school in 1838 for Kaurna children who were living in that area. This school is arguably the oldest school in SA. Today it is recognised that those German missionaries were quite radical for the times. They learnt, spoke, taught-in and recorded the Kaurna language - and spoke highly of the knowledge and skills of the children. Again, in many ways the values established on the banks of the Torrens have shaped the 178 years of teaching and learning tradition since. LESNW continues to have a strong relationship with Indigenous communities.

Today, 43 education facilities (learning communities) make up Lutheran Education SA, NT & WA, educating 15,116 students and employing over 2000 staff.

South Australia	28 schools	5 kindergartens	2 childcare centres
Northern Territory	3 schools		1 childcare centre
Western Australia	1 school		

The recent growth of Lutheran learning communities has plateaued, however, 10 have commenced in the last 20 years. All LESNW learning communities are systemic.

Mission and Vision

Lutheran Education SA, NT & WA is a community of learning communities that is thriving, supportive and compassionate, collaborating to enable each community to achieve its vision.

We are committed to excellence in learning as God's gift to everyone for their wonder, holistic growth and inspiration, responding to the needs of the world and all people.

Relationships

LESNW works in close cooperation with the boards of Lutheran Education Australia, the Lutheran Church of Australia and their Districts and Departments.

Lutheran Church of Australia (LCA)
LCA website: https://www.lca.org.au/

Lutheran Church of Australia SA-NT District
Website: https://www.sant.lca.org.au/

Lutheran Church of Australia WA District
Website: https://www.wa.lca.org.au

Lutheran Education Australia (LEA)
LEA Website / Core Values –
http://www.lutheran.edu.au/about/blea-vision-mission-and-core-values/

Association members are also members of the Association of Independent Schools (AISSA, AISWA or AISNT)

Association of Independent Schools SA (AISSA)
Website: https://www.ais.sa.edu.au/about-aissa/

Association of Independent Schools WA (AISWA)
Website**:** https://www.ais.wa.edu.au/

Association of Independent Schools NT (AISNT)
Website: https://www.aisnt.asn.au/

LESNW represents and promotes the interests of Members in liaising with government departments and authorities.

Block Grant Authority (BGA)
Provision of Commonwealth funding for capital projects in Independent Schools

Dept of Education & Training
Provision of Commonwealth recurrent funding through the LESNW system

Dept for Education (SA)
Provision of State government recurrent funding through the LESNW system

Objects of the Association

The Association is a not-for-profit association, and the objects of the Association are to:

(a) manage and administer an association of Members (Schools & Early Childhood Centres) in South Australia, Northern Territory and Western Australia as agencies of the Church and Christian education;

(b) uphold and safeguard the confessional teachings of the Church, especially as these relate to the nature, purpose and program of Members;

(c) work in close co-operation with the boards of LEA, the Lutheran Church of Australia Queensland District, the Lutheran Church of Australia Victorian District, the Lutheran Church of Australia NSW District, the Districts and departments of the Church and Districts;

(d) advocate, represent and promote the interests of Members in liaising with government, government authorities, political parties, the media and the community;

(e) administer funds on behalf of the Members as determined by policy and procedure from time to time;

(f) provide advice, direction and professional learning opportunities to Members' board members, principals, directors, business managers and staff in keeping with the objects of the Association;

(g) assist Members in pedagogical development and delivery, including professional development of staff and communities;

(h) pursue opportunities for the development and expansion of Lutheran education in consultation with approving authorities;

(i) negotiate enterprise agreements on behalf of the Members in each State and Territory, where appropriate;

(j) deliver initiatives that assist Members deliver on their objectives;

(k) manage government funding to Members and act as liaison with government funding authorities;

(l) raise funds for the operation of the Association by means of annual subscriptions, fees, donations, levies or other means, from Members or from members of the public;

m) ensure the Association complies with the Law and to use, where desirable, the means provided by Law to enforce compliance by another Person with the provisions of any Law that governs or bears upon any industrial matters, disputes, awards, determinations or agreements;

(n) advise Members in the matter of staffing and be involved in staff recruitment, including without limitation:

(1) the selection of principals and early years directors by way of participation of the Executive Director (or the Executive Director's nominee) on interview panels;

(2) the calling of Chaplains or Pastors to Member positions.

(o) give guarantees or indemnities in respect of the obligations of any person, corporation or body corporate whether or not it benefits the Association, with or without security, and with or without remuneration, as the Board sees fit; and

(p) operate a building fund or funds as allowable under taxation laws in Australia for the sole purpose of developing and advancing the development of new or existing Members within South Australia, Northern Territory and Western Australia. Such a fund may be eligible to receive tax deductible donations from donors where legally registered to do so.

Understanding the Core Business of Governance

The role of the LESNW Board is incredibly important and good governance demands structured system and process. When done well it provides an oversight of the conformance (government and church compliance) and performance (strategic vision and achievement of learning outcomes for the association) and therefore allows the LESNW Regional Office staff to focus on the day-to-day operation and the core business requirements.

The table below illustrates the roles between Governance and Operations.

Governance (LESNW Board)	**Operations (LESNW Regional Office Staff)**
1. Establishes and reviews mission & vision	1. Responsible for realising vision with learning communities
2. Provides an environment for realising vision	2. Responsible for day-to-day implementation of plans
3. Ensures effective provision of resources to support the mission	3. Manages the resources

The LESNW Board focusses on making decisions about **strategy, policy and risk.**

The LESNW Regional Office Staff focuses on **enacting the decisions of LESNW Board** and implementing them for the benefit of the association.

Board members

Composition of the Board

The Board will comprise of a minimum of seven (7) and a maximum of ten (10) Board Members, as follows:

(1) up to four (4) Independent Board Members; **(These will be people, appointed by the Board to serve it through the skills and capabilities we need. They may be directly associated with (but not employed by) one (or more) of our Learning Communities, or they may not. Skills/expertise in: strategy, policy, financial, risk, legal, marketing, commerce)**

(2) up to two (2) Internal Board Members; **(These will be people currently serving on councils/boards of our Learning Communities and ideally will hold skills, as above, that will serve our board.) They will be elected by the Association.**

(3) up to two (3) Educational Leader Board Members; (**These will be current serving Principals/Directors or Business Managers nominated by Learning Communities) They will be elected by the Association.**

(4) one (1) Pastor Board Member; **(appointed by District Church Council)** and

(5) the Executive Director who will be an ex-officio, non-voting Board Member.

Internal Board Members and Educational Leader Board Members must be confirmed and communing members of the Lutheran Church. A majority of the total Board membership must be confirmed and communing members of the Lutheran Church.

Office Bearers

Chair – Paul Bert
Vice Chair – Emily Haar

Current membership

Paul Bert	*Chair/Internal member*
Emily Haar	*Vice Chair/Independent member*
Reshma Devi	*Independent member*
Alan Connah	*Independent member*
VACANT	*Independent member*
VACANT	*Internal member*
Angela Branford	*Educational Leader*
VACANT	*Educational Leader*
VACANT	*Educational Leader*
Phillip Joppich	*Pastor Representative*
Craig Fielke	*Executive Director*

Expectations for Board Membership

LESNW Board Members must support the Objects or purposes of the Association as set out in rule 4 of the Constitution and act in the best interests of the Association.

Board members must also declare any financial, business or other interests that might present a conflict of interest, or appearance of such a conflict if appointed or elected to the Board.

Board members must be willing to undertake criminal history and child protection checks, with any cost to be met by LESNW.

The Board oversees the development and review of policies and procedures on matters including, conflict of interest, confidentiality and related party transactions, having regard to existing arrangements and best practice. Members of the Board will be encouraged and assisted to undertake relevant professional learning.

The Board meets together for the dispatch of business at least five (5) times per calendar year, with the coming years dates decided at a board meeting in the year before. Board members who travel to attend board meetings are entitled to reimbursement for travel costs. Tax receipts for all travel must be submitted to the Regional Office as a part of the reimbursement process.

Board members will be expected to participate in Induction within one month of their appointment to the Board. The induction will include access to key relevant documents, policies and procedures, a meeting with the Executive Director and Chair of the Board and a tour of the office.

In addition, the Governance Standing Committee seeks Board members who:

1. Have the ability to reflect the principles, values and commitments of LESNW
2. Understand corporate governance and the fiduciary duties, roles and responsibilities of a Board;
3. Commit to regular attendance at Board meetings and to full preparedness and willingness to contribute to meeting content;
4. Have the capability to access electronic information via the Internet

Term of Office

A Board member's Term of Office is three years. Half of the Independent, Internal and Educational Leader Board members may nominate for re-election or re-appointment for a second consecutive term, but tenure in the office of the Board must not exceed two (3) consecutive terms.

Conflict of Interest

Board members should consider and adhere to the following principles:

- a person must avoid any conflict between that person's interests, that person's duties to the association, and the best interests of LESNW.
- a person must not take advantage of their position to gain a direct or indirect benefit
- A Board member having a direct or indirect pecuniary interest in a contract or proposed contract with the Association must disclose the nature and extent of that interest to the Board and must not vote with respect to that contract or proposed contract. The Board Member must disclose the nature and extent of his or her interest in the contract at the next annual general meeting of the Association.

Confidentiality

LESNW Board information is by its very nature confidential. It is a requirement of all board members to take all reasonable steps not to disclose any such information in any form to any parties other than those on the respective board or committees of which you are a member, unless with the specific and minuted approval of the Board. A confidentiality agreement will be signed at the start of each term of service. (See Appendix 1) Breach of this confidentiality agreement may result in a demand for resignation of position, following determination by the Board.

Meeting Schedule – 2027

22 February
22 March
26 May - AGM
28 June
23 August
25 October
22 November

Meeting Documentation

Board members are provided with a login to the Policy Connect portal through which they can access current and previous minutes, agendas and related documents.

Documentation is available 7 days prior to a Board meeting, and members are advised by email when the documents have been loaded. It is expected that Board members will read the papers prior to the meeting.

Sub Committees

Governance Committee

Terms of Reference - See Policy Connect

Finance, Risk and Audit Committee

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Strategic intentions 2024 - 2027

A copy of the strategic intentions is available to view here, and a one-page graphic version is available on the LESNW website here.

The LESNW Strategic Intentions 2024-2027 were approved in mid-2024 after consultation between the board and the regional office staff. The Board oversees the work of the regional office in implementing the strategic intentions. The regional office reports through the Executive Director to the Board on the implementation of the identified Indicators of Success for each of the Strategic Intention goals.

LESNW Regional Office Staff

The LESNW Regional Office has 16 staff, headed by the Executive Director. The Executive Director is accountable to the Association and the Board through the chairperson. Employees of the regional office staff are accountable to the Executive Director. The LESNW Regional Office Staff work closely with member learning communities.

Executive Director	Craig Fielke	director@lesnw.edu.au
Educational Leadership Director	Mignon Weckert	mignon.weckert@lesnw.edu.au
Business Director	Brad Richmond	brad.richmond@lesnw.edu.au
Spiritual & Cultural Leader	Stuart Traeger	stuart.traeger@lesnw.edu.au
Principal Growth Director	David Wilksch	david.wilksch@lesnw.edu.au
Governance Leadership Director	Jane Mueller	jane.mueller@lesnw.edu.au
Education Leader	Andrew Bradtke	andrew.bradtke@lesnw.edu.au
ECEC Director	Michelle Holmes	michelle.holmes@lesnw.edu.au
Education Leader	Renee Wehner	renee.wehner@lesnw.edu.au
Early Years Consultant	Lynette Schiller	lynette.schiller@lesnw.edu.au
Finance Manager	Brian Earl	brian.earl@lesnw.edu.au

Chief Operating Officer	Ben Kerry	ben.kerry@lesnw.edu.au
Risk, compliance & Communications Officer	Vinod Kandavelu	vinod.kandavelu@lesnw.edu.au
Executive Assistant	Lauren Bierer	lauren.bierer@lesnw.edu.au
Marketing & Communications Officer	Rebecca Fielke	rebecca.fielke@lesnw.edu.au
Office Administration Manager	Emma Candy	emma.candy@lesnw.edu.au
Risk & Compliance Officer	Joylene Leaney	joylene.leaney@lesnw.edu.au
Financial Accountant Shared Services	Vickie Jackson	vickie.jackson@lesnw.edu.au

Links to Related Documents

LESNW Constitution

Growing Deep

Annual Report

Organisation Chart

List of Acronyms

Ac	Accredited as a Christian Studies teacher in a Lutheran school
ACARA	Australian Curriculum, Assessment & Reporting Authority
ACER	Australian Council for Education Research
ACEL	Australian Council for Education Leaders
ACLE	Australian Conference on Lutheran Education
AIS (AISSA) (AISNT) (AISWA)	Association of Independent Schools (State divisions)
AITSL	Australian Institute for Teaching and School Leadership
Al	Accredited as a leader in a Lutheran school
ALC	Australian Lutheran College
At	Accredited as a teacher in a Lutheran school
BER	Building the Education Revolution
BLEA	Board for Lutheran Education Australia
CBS	Consumer & Business Services
DCC	District Church Council
DESE	Dept of Education, Skills & Employment
EA, EB	Enterprise Agreement, Enterprise Bargaining
ECC	Early Childhood Centres
ED	Executive Director

FRAC	Finance, Risk & Audit Committee
GCB/GCC	General Church Board/Council
IEU (IEUSA) (IEUQNT) (IEUWA)	Independent Education Union (State Divisions)
ISCA	Independent Schools Council of Australia
LC / LCs	Learning Community / Learning Communities
LEA	Lutheran Education Australia
LEQ	Lutheran Education Queensland
LEVNT	Lutheran Education Victoria, New South Wales & Tasmania
LExICON	Lutheran Education Information Collection Network (LEA Staff database)
LLL	Lutheran Laypeople's League
LCANZ/LCA	Lutheran Church of Australia
NAPLAN	National Assessment Program Literacy and Numeracy
NLT	National Leadership Team (Regional Directors)
NSCSWP	National School Chaplaincy & Student Welfare Program
OECECC	Office of Early Childhood Education and Childcare
RAP	Reconciliation Action Plan
STEM	Science, Technology, Engineering & Mathematics
VET	Vocational Education and Training
WHS	Work Health & Safety

Appendix 1 Confidentiality Agreement

LESNW Board & Committee Member Confidentiality Agreement

Confidentiality agreement between ..... and Lutheran Education South Australia, Northern Territory and Western Australia Incorporated ("LESNW")

In the course of participating in governing processes as a member of the LESNW Board, or its committees, whether directly or indirectly, I acknowledge I will become aware of information belonging to LESNW including concerning the Board that is confidential information. Board and committee information is by its very nature confidential.

This agreement is intended to record the obligations of confidentiality and treatment of confidential information as between LESNW Board and committee members and LESNW. This agreement does not derogate from any statutory or common law duties of confidentiality which apply to LESNW Board or committee members.

In consideration of the provision of confidential information to me, I acknowledge, agree and undertake that I will not disclose any confidential information in any form to any parties other than those on the respective Board and committees of which I am a member, unless with the specific and minuted approval of the Board, or I am required by law to do so. Should conditions be placed upon that approval, I will comply with these conditions.

This confidentiality agreement is made for the benefit of LESNW and its Board and to ensure principles of good governance are met. It survives my retirement or resignation from the Board or any committee covered by the agreement. Upon resignation or retirement, all documents and information (including information kept in electronic form) related to LESNW and the Board or committees within my control will be securely disposed of, in keeping with the Board's applicable policy.

In this agreement, "**confidential information**" includes information provided or otherwise made available to you by LESNW (whether or not disclosed prior to or after the execution of this agreement), including but not limited to information:

- that is of a commercial nature such as, business strategies, financial data, property dealings, or other commercial matters that could impact LESNW's commercial position;
- which relates to individual contributions of Board participants leading up to a Board decision;
- which relates to the internal management and operations of LESNW and the LESNW Board
- which relates to the personnel, policies, and strategies of LESNW and the LESNW Board,

but excluding information generally available to the public (other than through disclosure in breach of this agreement or another duty of confidentiality) and information which you can prove you lawfully possessed before obtaining it in connection with this agreement.

A breach or threatened breach of this confidentiality agreement may result in a demand for my resignation, following determination by the LESNW Board and the LESNW Board will be entitled to injunctive relief in addition to any other remedies available at law.

Signed by

Name in full Signature

Witnessed by

Name in full Signature

Signed for LESNW by the Chair of the Board

Name in full Signature

Date

Name of committee	Start date	End date
LESNW Board		

Appendix 2 Board Membership Matrix

(H = High, S Sufficient; Y = Yes)

	Term Ends				Identified Need
Categories to Consider	Board Member Name	Board Member Name	Board Member Name	Board Member Name	
Areas of Expertise/Skills					
Strategic Planning					
Business Analysis/Planning					
Finance					
Risk Management					
Mission & Ministry					
Confessions of the Church/Lutheran theology?					
Education – school, universities, vocational education, pre-school					
Executive Leadership					
Human Resources					
Organisational Change					
Legal					
Marketing/Communications					
Corporate Governance					
Nonprofit Management					
Property					
Technology					
Fundraising					
Government relations					
Project Management					
Policy Management					
Other:					

	Board Member Name	Board Member Name	Board Member Name	Board Member Name	**Identified Need**
Connections					
Parent of current student					
Old scholars					
Church					
Community organisations					
Government – Local, State & Australian					
Nonprofit organisations					
Business					
Education					
Other:					
Other: Contemporary arts and artists in SA					
Qualities/Attributes					
Visionary					
Critical thinker					
Creative thinker					
Innovator					
Builder					
Methodical					
Thorough					
Inquisitive					
Ethical					
Other:					