



**Non-State Schools
Accreditation Board**
Queensland Government

19 May 2006

Mr Howard James
Secretary
Board of Trustees of Brisbane Grammar School
Gregory Terrace
Brisbane QLD 4000



Dear Mr James

I am writing to you in respect of the participation of Brisbane Grammar School in the Non-State Schools Accreditation Board's cyclical review program.

The first step in participating in the cyclical review program is for a review plan to be submitted to the Board for endorsement. As you may be aware, amendments were made in 2005 to the *Education (Accreditation of Non-State Schools) Act 2001*, under which the Board accredits and reviews non-state schools. These amendments relate to the issues of non-state schools operating on a not-for-profit basis and retaining arm's length relations with for-profit entities. The amendments can be found at sections 17(1), 39(2) and 106 of the Act, a copy of which can be accessed at www.legislation.qld.gov.au/Acts_SLs/Acts_SL_E.htm.

These amendments require that the following additional issues be included in your review plan under the governance and administration section –

- The school will not be operated for profit.
- The governing body of a non-state school eligible for government funding must not enter into a contract or an arrangement with any for-profit entity that is not dealt with at arm's length.
- There must not be a direct or indirect connection between the governing body and a for-profit entity that could reasonably be expected to compromise the independence of the governing body when making financial decisions.
- All governing bodies must have appropriate guiding principles and procedures for identifying, declaring and dealing with any conflict of interest a director or member of the executive management group of the governing body may have in regard to the operation of the school.

Comment in respect of these four issues will also need to be included in the cyclical review report you provide to the Board on completion of your review. Examples of responses to these issues will shortly be available on the Board's website at www.nssab.qld.edu.au/ReportingRequirements/CyclicalReview.htm. You may wish to consider this material in framing your review plan and report.

Thank you for your assistance with this matter. Please do not hesitate to contact Mr Patrick MacDermott, Office of Non-State Education, on telephone (07) 3235 9946 if you have any questions regarding the cyclical review program.

Yours sincerely

A handwritten signature in black ink, appearing to read "L. Vogler".

Laurie Vogler
Director
Office of Non-State Education

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