

BS"D



Yeshiva College Cheder Chabad

ABN 14 129 848 595

36 Flood Street (PO Box 18) Bondi NSW 2026, Australia

reception@yeshivacollege.nsw.edu.au +614 1168 6770

Executive Director: Rabbi Doctor Dovid Slavin

CODE OF CONDUCT FRAMEWORK

Statement of Support from Rabbi Doctor Dovid Slavin

The Directors have recognised that Yeshiva College has undergone change of an important nature over the last 2 years. To this end we have introduced a Board of Management to ensure that the school is compliant with its Corporate Governance Functions.

I am confident that the team we have in place are going to be able to appropriately implement our governance structures and help the school grow and fulfil its goals.

Mission Statement

To provide the highest level of affordable Jewish education.

Detailed Values Statement

To uphold the laws of Torah and the teachings of Lubavitcher Rebbe.

- To produce graduates fully capable of joining the Lubvitche team of community workers in worldwide Jewish communities.
- To preserve Jewish heritage by teaching classic Hebrew, Yiddish and Aramaic.
- To expose students from the youngest ages onwards, to traditional Torah text, values, skills, ethos and behaviour patterns to become valuable members of the wider community.
- Cater for individual learning needs by using a variety of teaching methods and learning styles.
- To equip students with the skills and knowledge above the requirement of NSW Board of Studies.
- Promoting school growth by creating high achievers and outstanding members of Australian society, which will represent Australia in a positive manner internationally.
- Share ideas and ideals within the wider community.
- Work with wider community projects and charity projects to assist less fortunate members of the community.
- Living and breathing what we teach – to strive to be better members of community.
- To incorporate a religious Jewish way of life into our everyday Australian way of life.

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Code of Conduct

Community Code of Conduct

All members of Yeshiva College Bondi are expected to conduct themselves in accordance with College's core values. All members of the College's community have certain expectations which are accompanied by specific responsibilities. Those responsibilities for staff and students are stated below.

Student Code of Conduct

Student Expectations:

- To be treated with respect, dignity and understanding.
- To be able to participate in College activities
- To work in unthreatening and safe environment
- To work in an environment which recognises and caters each student's individual needs.
- To develop their knowledge skills and interest in the laws of Torah and the teachings of Lubavitcher Rebbe.

Student Responsibilities:

- Develop positive and respectful relationship with their peers
- Treat teachers with respect
- Treat others with respect and be open minded
- Not engage in any form of bullying or harassment whether physical or verbal
- Be sympathetic, considerate and understanding towards others
- Take responsibility for one's own actions and behave in a manner that will uphold Jewish and college values.
- Do not disrupt the learning of others
- Behave and listen to teachers to enable all in your class to learn
- Respect and care for the environment of the College by maintaining cleanliness and taking care of College equipment.
- Respect personal belonging and property of others
- Attend the College punctually each day
- Wear correct College uniform at all times.
- Maintain personal dress and appearance in keeping with College rules and expectations
- Complete work within set timeframes and expectations
- Participate and contribute to Tefillah by bringing the correct materials and maintaining a respectful tone
- Strive for improvement and always work towards your personal best
- Take responsibility for your own learning, co-operate with and ask advice from teachers
- Respect and listen to opinion of others

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Staff Code

Staff Members Expectations:

- To work in a safe, productive, supportive and nurturing environment
- To be informed of matters relating to students that will affect their teaching and learning programs
- To engage in ongoing and professional learning
- Contribute ideas
- To have viewpoints and contributions treated with respect
- To be respected by students

Staff Members responsibilities:

- Implement and abide by the College policies and Code of Conduct
- Model behaviour that clearly demonstrate values of the College
- Dress appropriately
- Be prepared for all lessons
- Arrive at least 15 minutes prior to their first lesson each day
- Attend in school programs on pupil free days
- Act respectfully and professionally towards other members of the College community
- Engage in productive, professional dialogue and not humiliate, bully or engage in gossip about others.
- Report any bullying, harassment or unfair treatment of any student or member of the College.
- Behave in a manner that will promote the good name of the College at all times
- Report any suspicion, gossip or hearsay of child abuse within the College or wider community to the College Principal or General Manager
- Obtain approval prior to taking leave, other than sick leave from the College Principal.
- Maintain an orderly, supportive and engaging learning environment
- Maintain confidentiality and protect the reputation of both individuals and the College in the wider community
- Maintain a "clean as you go" policy
- Care for the College equipment
- Maintain clean and safe environment in the College
- Respect the property of others
- Review teaching methods to suit the College needs
- Offer views in a respectful manner and appropriate context
- Respond professionally and timely to concerns and opinions expressed by staff, students and parents
- Respect students' opinions. Listen and respond in a constructive and nurturing manner

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Parents Expectations

- To have their children educated in a supportive, inclusive and safe environment
- To be informed about their children's progress in a timely manner
- For their children to receive a high standard of Jewish education
- That the needs of each individual child are understood and respected
- That their views and contributions will be treated with respect

Parents Responsibilities

- To support the College's aims, objectives and values
- To take an active interest in their child's educational progress
- To support staff to ensuring their child/children uphold/s the College aims and values and
 - attends school punctually each day
 - wears their school uniform correctly at all times
 - are encouraged to participate fully in all areas of the College program and activities
- To support activities that extend students spiritual, academic, physical and social development.
- Encourage the children to represent the College with pride
- Inform College staff of matters or concerns in relation to their child's progress.
- Encourage children to respond positively to the advice provided by the staff
- Follow College protocols for communication
- Offer ideas in a respectful manner
- Respond respectfully to advice provided by staff
- Dress appropriately within College areas

Resources to support monitoring of the Code

The General Manager will be responsible for monitoring and updating the Code

The Code will be issued to and signed off by the following:

- Students
- Parents

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Areas of Corporate Governance Compliance

Directors and officers must:

1. Act honestly, in good faith and in the best interests of the School
2. Use care, skill and diligence in fulfilling their duties
3. Use the power of their position for a proper purpose
4. Not make improper use of information acquired by their position
5. Not allow personal interests or those of associates, to conflict with the interests of the School
6. Exercise independent judgement in decision making
7. Maintain confidentiality (see attached agreement)

Section 3: Non-compliance

Should the Chair or other responsible person become aware of another responsible person or a staff member breaching the Code of Conduct then an investigation will be commenced.

An investigation will involve the following process:

1. Involve 2 members of Senior Management. If more than 2 members of Senior Management are cited in the complaint the school's external independent party will be engaged to conduct the investigation.
2. It is to include the following documentation:
 - a. Documented interview with the party alleging the breach.
 - b. Documented interview of person/s accused of breach.
 - c. Collation of evidence by investigators to help assess the complaint.
3. Once investigation has been concluded a report will be completed by the investigating party's and presented to the Board of Management or if required to the Board of Directors.
4. Consequences of a breach of the code may result in a written warning, repayment of funds if necessary and/or resignation of the person in breach. In instances where the case involves child welfare the schools child safety policy investigation process will be followed.
5. Should the responsible person feel the conclusion of the investigating party is incorrect they have 14 days to lodge an appeal to the Board of Directors. The appeal must contain evidence showing how the conclusion of the investigation needs to be re-examined.
6. Any such matters, without breaching privacy will be included in reports to the Board of Directors and Board of Management.

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CONFIDENTIALITY AGREEMENT

I _____ (name) understand, as a member of Yeshiva College Bondi Board of Directors of Board of Management ("member") in the course of undertaking my duties as a member of Board, that information may be disclosed that must be kept confidential. It is agreed that:

1. The confidential information which may be disclosed can be described and may include:
 - a. Technical and business information relating to operations
 - b. Existing and/or contemplated services, income, costs, surplus and margin information
 - c. Finances and financial projections
 - d. Clients, schools, business partnerships and/or alignments
 - e. Staff, Parents, Students – past, present and future
 - f. Marketing & Development plans and projections
 - g. Current or future school business and facility plans and models, regardless of whether such information is designated as "Confidential Information" at the time of its disclosure.

2. Confidential information obtained from the discloser will not be shared with anyone unless required to do so by law.

I acknowledge that I have read and understand the above and voluntarily accept the duties and responsibilities as a Board member to respect such confidential matters, both during my membership of the Board and after I have ceased to be a member.

Member **Yeshiva College Bondi**

Name: _____

Signature: _____

Date: _____

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YESHIVA COLLEGE BONDI BOARD CHARTER

Board's Primary Duty

- to ensure that the School's aims and philosophies are carried out and implemented
- to determine strategic objectives and direction of the School
- to ensure the religious ethics of the school are maintained
- to ensure financial governance of the college is maintained.

Board of Management's General Duties

- supervisory role
- manage and monitor risk and compliance
- review progress towards achievement of short and long term goals
- appoint Principal and some senior staff
- review performance of appointments, contracts and remuneration packages
- approve and monitor annual capital and operating budgets
- receive reports from:
 - Principal on School operations
 - General Manager on financial performance and long term financial planning
 - Board Sub-Committees (risk management & legal compliance)
- deal with governance breaches and complaints
- maintain a record of delegations
- meet with leaders of students, faculty, ex students, parents and interest groups
- monitor the level of congruence between the School's operational activities and its ethos and mission as determined by the Board
- assess relationships between the Board and
 - management
 - community
 - stakeholders
 - regulators
 - others
- review the Board's own performance.

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DELEGATION PROTOCOL – GENERAL

The Board of Directors is responsible for the governance and management of the School. The Board, while retaining ultimate responsibility, may delegate responsibilities to the Board of Management, Principal, General Manager, sub- committees or another person or persons as it sees fit. Attached to the right to delegate, the Board has a responsibility to ensure that delegations are being carried out within the requirements of statute and common law and the School's own policies.

The Board, through the Board of Management must ensure that adequate risk management processes and internal controls are in place. Appropriate supervision of management by the Board can be exercised through a number of mechanisms. The Board should receive operational and compliance reports from the Board of Management at its quarterly meetings. In some cases an Audit (Compliance and Risk) Committee may be established to report to the Board in specific areas of school operations and at particular times. The Board must be aware of the requirement for it to implement an appropriate level of supervision and monitoring of the School management while not engaging at any level in the micro-management of school operations.

The day to day management of the operation of the School is, in general, delegated to the Principal and General Manager. This policy is based on a principle of delegation by exception. Matters not delegated to the Principal or General Manager need to be separately identified, documented and the policy framework underlying the delegation clearly articulated.

Examples of Principal and Board joint delegations may include the appointment and termination of Senior Teaching positions, Deputy Principal, it may also include the representation of the School within the media. For matters delegated to the Principal conditional upon executive limitation or a particular policy restriction, such as capital expenditure or student expulsion, an appropriate Delegated Authority must be completed.

The Board of Management is comprised of Rabbi Doctor Dovid Slavin, Director and Chair, Karen Bauer, General Manager and Richard Andrews, Adviser to the school.

Senior Management of the school is comprised of Rabbi Doctor Dovid Slavin, Director and Chair, Karen Bauer, General Manager and Richard Andrews, Adviser, Shaina Feldman, Principal and Rabbi Menachem Dadon, Head Boys School.

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ROLE DELEGATION IN SUMMARY

	Rabbi Doctor Dovid Slavin (Director)	Karen Bauer (General Manager)	Richard Andrews (Adviser)	Shaina Feldman (Principal)	Rabbi Menachem Dadon (Boys School)	Gavriella Aber
Governance	✓	✓	✓			
Remuneration Teacher	✓	✓	✓	✓	✓	
Curriculum	✓	✓		✓	✓	✓
Financial Management	✓	✓	✓			
Administration		✓				
Student Meetings				✓	✓	✓
Parent Meetings	✓			✓	✓	
Remuneration Administration Staff	✓	✓	✓			
Remuneration GM, Principal, Head of Boys School	✓		✓			

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<u>Item</u>		<u>Activity</u>	<u>Authority</u>	
Banking	Accounts	Opening and closing bank accounts	Board of Directors	
		Authorised Signatories to bank accounts	School Board members x 1 General Manager	
	Cheques	Cheque signing (dual)	Any two authorised signatories	
		Holder of cheques	General Manager	
	Credit Cards	Allocation of cards	Board of Management	
		Card Limits	Board of Management	
	Online	Administrator of online access	Business Manager	
		Administrator access authority & limits	Board of Management	
		Setting EFT transfer limits	Board of Management	
		EFT transfers to creditors	Any two authorised signatories	
		Payroll authorisation	Any two authorised signatories	
	Loans & Investments			
			Loans to associated organisations	Board of Directors
		Loans to non-associated organisations	Board of Directors	
		Entering into	Board of Management	

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		borrowing/overdraft facilities – Temp <\$200k	
		Entering into borrowing/overdraft facilities – Temp >\$200k	Board of Directors
		Entering into borrowing/overdraft facilities – Long Term	Board of Directors
		Investment of Funds – approved policy	Board of Directors
		Investment placement including rate and term	Board of Directors
Information Technology		Allocation of access	General Manager
Budget	Approval	Annual recurrent budget	Completed by Board of Management; reviewed and signed off by School Board
		Annual capital budget	Board of Management
		Re-allocation – up to \$25k	Board of Management
		Re-allocation – \$25k and over	Board of Management
Fixed Assets	Purchase (capital expenditure)	within budget	Board of Management
		within budget \$5k or less	General Manager
		outside budget	Board of Management
	Sale/Disposal	All items	Board of Management
Operating / Recurrent Expenditure within approved budget and cash flow		More than \$5,000	Board of Management
		less than \$5,000	General Manager

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Fees	Setting	Annual fees	Board of Management
		Discounts	Board of Management
		Special fee allowances and levies	Board of Management
	Bad Debts	Write off recommendation	General Manager and External Accountant
		write off endorsed and approved	Board of Management
Students	Scholarships	Policy setting with regards to type, value and selection criteria	Board of Management
		Awarding	Principal / sub committee with BoM approval
	Bursaries / Hardship	Policy setting with regards to type, value and selection criteria	Board of Management
		Awarding	Principal / sub committee with BoM approval
	Prizes	Awarding	Principal approved by Chair
Staffing	Employment	Senior Positions	Board of Management and Principal
		Employment of other staff	Board of Management
	Remuneration	Principal	Board of Management
		General Manager	Chair
		Other Senior Staff	Board of Management
Leasing	Capital assets	All Leases	Board of Management

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	Real Property	All Rental agreements	Board of Management
Hire of Premises		Associated organisations	Board of Management
		Non Associated organisations	Board of Management
Other		Honorarium or Ex Gratia Payment	Board of Management
		Directors' Fees	Board of Directors / Members
		Contractual agreements	Board of Management

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Notes:

- *Delegation is on basis that approved operating budgets in various categories should not be exceeded. Any expenditure outside of budget, as noted above, should be approved by the School Board before proceeding.*
- *Delegation limits apply to the position even if it is being held by a person in an acting capacity.*
- *The delegation limits relate to the gross cost excluding GST but include trade-ins, allowances etc. The transaction should not be considered in parts or by instalments or broken into costs of individual items making up the whole.*
- *Established delegation limits must not be exceeded by splitting transactions.*
- *For purchases greater than \$10,000 a minimum of two competitive quotations should be sought, for purchases greater than \$25,000 a minimum of three competitive quotations must be obtained.*