

HIGHVIEW COLLEGE BOARD DIRECTOR INDUCTION POLICY

Person Responsible – Board Chair

(Reviewed annually)



Introduction

The intention of this induction checklist is to ensure that new directors become familiar with the key operations and functions of Highview College. Ideally all items in the checklist are to be completed within two months of a new board member commencing their term. Any queries should be addressed to Gillian Tattersall, Board Chair Highview College, or your assigned mentor.

Initial Contact & Introductions

Person Responsible – Chairman

Description	Provided
Contact new director - provide letter of welcome and appointment	
Director Consent Form	
Fit & Proper Person Declaration	
Arrange Board Induction Session	
New Director Profile (200 words with photo for College website)	
What is a company limited by guarantee? – Handout	
Introduce new director to the board, Principal and Business Manager	
Nominate a mentor	

Inclusion

Person Responsible – All Directors

Description	Completed
Welcome new Director	

Induction Manual

Person Responsible – Chairman

Description	Provided
Key legal duties of Directors	
Good Governance principles	
Childsafe induction pack	
Current board member profiles (website) with contact information	
Confidentiality agreement	
Mandatory Working With Children Check	
Governing documents: <ul style="list-style-type: none">• Memorandum of Understanding – electronic location• Articles of Association – electronic location	
Planning documents: <ul style="list-style-type: none">• Strategic Plan and Masterplan – electronic location	
Current year-to-date budget and funding sources	
Plan of Highview facilities	
Most recent annual report	
Highview College Governance & Management Organisational chart	
Insurance details and Registration (VRQA) details	
Meeting schedule and event calendar	
Relevant Board Policies <ul style="list-style-type: none">• Board Code of Conduct Policy• Board Communications Policy• Board Conflict of Interest Policy• Board Governance Sub-Committee Charter• General Respectful Workplace Policy	
Governance training (ISV / Governance Institute / AICD)	
Sub-committee membership and structure	

Roles and Responsibilities

Person Responsible – Assigned Mentor

Description	Completed
Roles and responsibilities of the board / expectations	
Decision making process	
Questions	

Briefing

Person Responsible – Assigned Mentor

Description	Completed
Recent minutes – electronic location	
Overview of current issues	

Tour

Person Responsible – Assigned Mentor

Description	Completed
Conduct tour of the school; planned development projects	
Introductions to office staff members	
Meeting space, kitchen, toilets, office equipment etc	

Feedback

Person Responsible – New Director

Description	Completed
Provide feedback to the Chair on the induction process	