APPOINTMENT OF DEPUTY PRINCIPAL

THE POSITION

Covenant Christian School is seeking an exceptional Deputy Principal to provide strategic and operational leadership across the school. Working closely with the Principal, the Deputy Principal will oversee the day-to-day operations of the school, enabling the Principal to focus on further developing and embedding the school's distinctive Classical Christian Education approach.

As a key leader within our school community, the Deputy Principal plays a vital role in upholding the school's educational vision, fostering a positive and collaborative staff culture, supporting the wellbeing and professional growth of staff, and ensuring excellence in teaching, learning, and school operations. The successful applicant will be a visible and approachable leader who is committed to serving students, families, and colleagues with wisdom, humility, and integrity.

We are seeking a leader with outstanding organisational, administrative, and people management skills, together with the ability to lead teams, manage change, and build strong relationships across the school community. This position would suit an experienced senior educational leader seeking to contribute to a thriving Christian school. Equally, it presents an outstanding opportunity for an aspiring leader looking to broaden their experience and prepare for future principalship.
The successful applicant must be a committed Christian who wholeheartedly supports the mission and vision of Covenant Christian School and is enthusiastic about advancing Classical Christian Education.

Covenant Christian School ACT is a member of Christian Education National (CEN), a national community of member associations and schools serving more than 250,000 students across Australia.

OUR SCHOOL

We are a vibrant Christian school community committed to providing a soundly Christian and Classical Education for young people grounded on the teachings and principles taught in God's Word, the Bible. We are a caring, Christ-centred school which provides a unique and special environment that equips a young person well for further study or to enter the workforce.

We have adopted a classical approach to Christian Education as the most effective way of implementing our Vision and Mission:

OUR VISION

In dependence of God's Grace, Covenant Christian School will nurture and equip students with a heart to glorify God by serving Him and living according to his Word.

OUR MISSION

Covenant Christian School is a safe, caring, and loving community. In partnership with parents, we seek to cultivate Christian character in our students and equip them to joyfully serve God and contribute positively to society. This is achieved through a Christ-centred approach in which the gospel is central and God's Word is applied to every area of learning and life. Students and staff are challenged, encouraged, and supported to love learning, pursue excellence, and glorify God in all they do.

SOME OF OUR KEY DISTINCTIVES

Covenant Christian School offers a unique educational experience that draws from the rich heritage of Christian schooling that stretches back even before the 16th century Reformation. We favour a pedagogy that has proven itself over time as being able to meet our mission of challenging and encouraging both students and staff “to love learning and pursue excellence to the glory of God”.

Characteristics of our program include:

A CHRIST-CENTRED EDUCATION THROUGHOUT THE CURRICULUM

Our staff are personally committed to serving Christ – they share a love for God’s Word and are encouraged to bring their Christian beliefs into every aspect of their teaching. Our staff are very much aware that they model what faithful Christian living looks like to our young people.

A STRONG MORAL FRAMEWORK

Covenant seeks to develop the moral character of our students through upholding the Bible’s teaching about morals and virtuous living. This includes promoting godly character traits such as kindness, gentleness, respect for authority, self-control, integrity, diligence, tenacity, and so on as well as teaching God’s design for marriage as between one man and one woman for life and that male and female are a created reality and norm, not a choice.

AN EMPHASIS ON DEVELOPING WISE AND ELOQUENT STUDENTS

We aim to teach more than just academics – we also aim to develop students in a holistic way who are familiar with the rich wisdom we have inherited from previous generations. A major aspect of this is the role model provided by our staff who are all professing, committed Christians who are encouraged to share the teachings of Scripture with students throughout the instructional program.

We also aim to develop students who are able to articulate their own thinking in a confident and eloquent manner. To this end we use a world class reading, writing and spelling program in our Primary years (LEM phonics). Students are also taught composition through the Institute for Excellence in Writing (IEW) Structure and Style approach which aims to help students develop their reasoning skills through writing across the curriculum. Our implementation of a Classical Christian educational approach guides students in the skills of logic and rhetoric, cultivating eloquence grounded in a love of truth.

FURTHER KEY DISTINCTIVES

DIRECT INSTRUCTION

Direct or explicit instruction is very much teacher-directed learning. The teacher breaks down the material into smaller instructional tasks and models to the students through worked examples how to do the tasks. Students then practice under the guidance of the teacher and encouraged as they move to competence. This form of instruction accords with what we know about how the human brain works, (That is, learning occurs most effectively when teaching is clear, systematic, and does not rely on students constructing knowledge independently without appropriate guidance.)

A WISE USE OF TECHNOLOGY

Unlike many schools, we do not require families to provide their children with an electronic device for use in the classroom. Our staff are encouraged to use technology only when there is a clear educational benefit for students. We have adopted Chrome OS as our base for student computing. Several portable sets of Chromebooks, for in-class use, are located throughout the campus.

DEPUTY PRINCIPAL
POSITION DESCRIPTION

THE ROLE

Position Information			
Responsible for	The day-to-day running of the school as a key member of the School Executive		
Classification & Allowance	POR- AP Combined 301- 600	**Line Manager**	Principal
Date of Commencement	Monday 18 January, 2027 or as negotiated	**Reporting to**	Principal
Tenure	5 year renewal following satisfactory reviews.	**Appointment**	5 year renewable agreement following 6 month probation period.
Document Revision Date	22 October 2026	**Member of**	Senior Management Team (SMT) and School Executive

The Deputy Principal has responsibilities over students from our Preschool classes through to Year 10. Working closely with the respective Heads of School, the Deputy Principal is responsible for the day-to-day running of the school. In the absence of the Principal, the Deputy Principal will act on the Principal's behalf. In the absence of one of the Heads of School, the Deputy will fulfil their role.

The Deputy Principal is part of the School Executive, working closely with the Principal and the Business Manager. The Deputy Principal is a full-time position with a teaching load of approximately 0.4 FTE. The teaching load will be reviewable each year. A generous Position of Responsibility allowance is paid in addition to the base salary.

The Australian Institute for Teaching and School Leadership describe five Professional Practices which are particular to the role of the Deputy Principal:

- Leading teaching and learning
- Developing self and others
- Leading improvement, innovation and change
- Leading the management of the school
- Engaging and working with the community

As such, the Deputy Principal will provide proactive leadership, Christian role-modelling and initiative in building the quality and strength of the Preschool – Year 10 school.

DEPUTY PRINCIPAL POSITION DESCRIPTION CONT.

Executive Leadership Responsibilities:

- Assist the Principal in leading and managing the school in line with current strategic direction of the school, particularly as a strong advocate for the implementation of the School's classical Christian interpretation of the Australian Curriculum.
- Publicly support the Principal and deputise for them when required.
- Working with the Principal and other staff to ensure the Covenant Christian School Graduate Profile is effectively developed through the routines, practices and instruction of the school.
- Meet as part of the Senior Management Team (SMT) for general planning and leadership of the school.
- Lead and manage projects across the school that contribute to the development of staff and student welfare.
- Lead and manage staff teams and individuals.
- Organise and lead assemblies as required.
- Participate in the recruitment and induction of new staff and provide monitoring and support, including mentoring and coaching, in collaboration with the Senior Management Team.
- Assist the Principal and the Director of Curriculum and Learning (DCL) to audit the School's current standing against Society of Classical Learning (SCL) standards, identify what resources and support our teachers need to thrive, and then lead (with the Principal and the DCL) the staff through the formal accreditation process (most likely over the course of 2027 - 2028).
- Ensure the Staff Handbook (website based) is updated annually.
- Other responsibilities, as delegated by the Principal.

Operational Leadership Responsibilities:

Delegated responsibility for the day-to-day operations of the school, ensuring that the school has effective and efficient systems in place to support teaching, learning, administration, and school operations.

Student discipline and welfare

Ensure student discipline is effective and well-managed as will be evident by:

- Well-ordered and calm classrooms with respectful and compliant students as the norm.
- Students who are well-behaved, polite and who wear their uniform with pride in a tidy and compliant manner.
- Orderly school events such as assemblies, school tours, and parent evenings.

DEPUTY PRINCIPAL POSITION DESCRIPTION CONT.

Executive Leadership Responsibilities:

- Instances of alleged bullying among students are effectively investigated and appropriate consequences applied to ensure all students experience a safe and well-ordered environment both in the classroom and during break times.
- Support and lead the management and discipline of students with the Heads of School in accordance with school policy and procedures.
- Support Heads of School with challenging situations with parents.
- Oversee the Student Representative Council.

Operational

- Manage the school events calendar to ensure effectiveness and accuracy in conjunction with the Senior Management Team (SMT).
- Communicate events and responsibilities to staff in a timely and effective manner
- Oversee the development of the school timetable each semester in conjunction with the Heads of School (Secondary and Primary) in consultation with the SMT, including
    - Room management.
    - Timetable production.
    - Oversight of the timetabling system.
    - Monitoring of staff absences, workload allocation of other duties to ensure fairness.
    - Oversight of rosters e.g. playground duties, assemblies etc.
    - Oversee casual teaching and day-to-day variations in conjunction with the Heads of School.

- Parent-teacher interviews, including
    - Oversight of the setup and scheduling of interviews.
    - Communication with stakeholders.
    - Operational oversight and staff wellbeing at interview events.

- Policy, risk and compliance:
    - In conjunction with the Principal and the Business Manager initiate, evaluate and refine school policies and procedures relating to student welfare and teaching and learning to ensure the highest levels of risk management and compliance.
    - Work with the Principal and the SMT to ensure ongoing school registration and compliance is maintained.

DEPUTY PRINCIPAL POSITION DESCRIPTION CONT.

- Staff oversight
  - Manage the annual probation cycle for new staff on time and ensure reports are presented to the Staff Selection Committee.
  - Manage any performance issues through effective use of appraisals, mentoring, and improvement processes, and keeping the Principal appraised of areas of concern. Lead and run performance management meetings as required.
  - Support the Heads of School in their supervision of staff to ensure continuous personal development (professionally and spiritually), and continued harmony among colleagues.
  - Attend Staff Selection Committee meetings and produce accurate minutes in a timely manner.

Spiritual Leadership

- Wholeheartedly support the school's Mission and Vision.
- Upholds the School's Statement of Faith with integrity and models this to the School community.
- Model Christian virtues in all dealings.
- Prioritise the Biblical underpinnings of all learning and a soundly Biblical Christian worldview in education and practice that aligns with the School's Classical Education philosophy.
- Pursue and maintain a high standard of pastoral care and discipline in all facets of school life.

The Applicant

Applicants must be suitably qualified and registered to teach (or able to gain registration) with the Australian Capital Territory Teacher Quality Institute (TQI). To align with the school's Christian beliefs, applicants must be committed Christians of reformed evangelical or similar persuasion who are members of, and actively involved in, a local Protestant Christian church. All applications will be considered on their merit and teachers are encouraged to apply regardless of their level of experience. It is a requirement that all applicants hold a current Working With Vulnerable People (WWVP) registration.

It is the employment policy of the Council of the Covenant College, Tuggeranong ACT Association Incorporated that all employees meet the above criteria.

DEPUTY PRINCIPAL POSITION DESCRIPTION CONT.

Personal Attributes and Skills

The Deputy Principal will have:

- Integrity, energy, diligence, and commitment.
- A passion for developing and growing Christian education from a soundly biblical perspective, combined with enthusiastic support for the classical Christian educational direction of the School.
- Strong professional presence and an outstanding record as a teacher and educational leader.
- Robust communication, organisational, administrative, and project-management skills.
- Demonstrated capacity to engage and inspire students, teachers, parents, and other members of the wider community.
- Proven ability to successfully lead and manage change in an educational context.
- Ability to be decisive and directional where situations require, as well as compassion for others.
- A commitment to life-long learning, actively seeking to expand and deepen their professional knowledge.

APPLICATION PROCESS

To ensure your application is fully considered, please ensure your submission includes all of the following requirements:

- Completed Teacher Application form: Please fill out all required fields in the form.
- Current Resume/ Curriculum Vitae: Detailing your professional history, qualifications, and achievements.
- Written Responses to Supplementary Questions: Addressing the specific criteria outlined in the candidate pack.
- Pastoral Reference: A written reference from your current Pastor supporting your application and active Christian Commitment.
- As part of the shortlisitng process, applicants may be asked to complete a Christian Worldview Assessment (online).

Please forward your complete application package via email to principal@covenant.act.edu.au by

By 4pm on Friday the 20th of November, 2026

Should you have any questions or require further clarification about the role or application process, please do not hesitate to contact the school on (02) 6294 2455 or email principal@covenant.act.edu.au

A contribution towards relocation expenses will be available to the successful candidate.

Application Timeline	
Shortlist of Applicants prepared	23- 27 November, 2026
Interviews Commence	7 Devember, 2026
Endorsements and Offers	14- 18 December, 2026
Commencement of new Deputy Principal	Monday 18 January, 2027 or as negotiated

Deputy Principal Supplementary Questionnaire

Thank you for your interest in the position of Deputy Principal (Preschool to Year 10). Please provide written responses to the following questions to help the Selection Committee evaluate your suitability for this executive role. Candidates are asked to provide an initial written response as part of their application, and should expect that these will be explored further should they be offered an interview:

1. Spiritual Leadership & Classical Christian Alignment

- **Question 1:** "This role requires providing strong advocacy for our classical Christian interpretation of the Australian Curriculum. How have you practically integrated a soundly Biblical worldview into education in the past, and how would you advocate for our classical Christian educational approach? As part of your response, briefly explain what the term 'classical Christian education' means to you?"
- **Question 2:** "Covenant Christian School is theologically reformed in basis. Describe your understanding of what this means and your personal convictions in areas crucial to education such as the creation, the Lordship of Christ over all things, limits on authority in the spheres of the church, the family, and the civil government, and how these work out in Christian education."

2. Operational & Timetabling Management

- **The Question:** "You will have delegated responsibility for the day-to-day running of the school, including oversight of developing the semester timetable and staff duty rosters. Can you describe your experience managing complex timetabling systems and how you ensure fairness when allocating workloads and managing sudden staff absences?"

3. Student Discipline, Welfare, & Community Relations

- **The Question:** "Our school values well-ordered, calm classrooms where students are respectful and wear their uniforms with pride. How do you practically manage student discipline and welfare, particularly when investigating serious issues like alleged bullying or supporting Heads of School through challenging situations with parents?"

4. Staff Management & Performance Optimization

- **The Question:** "As Deputy Principal, you will manage the annual probation cycle for new staff and handle ongoing performance issues. How do you conduct performance management meetings and appraisals in a way that addresses areas of concern while still promoting professional and spiritual harmony among colleagues?"

5. Executive Deputising & Strategic Change Leadership

- **The Question:** "What experience have you had in leading organisational change and what things have you learned from this experience?"

Covenant Christian School

ABN 80 161 716 452

CRICOS No. 02943C

1 Woodcock Drive
Gordon ACT 2906

PO Box 1067
Tuggeranong 2901

Phone: 02 6294 2455

www.covenant.act.edu.au

Teacher Application Form

Position

Position	For Year	Advertised in
Requested workload (FT/PT/Casual)	Days per week	How did you hear about Covenant Christian School?

Applicants Personal Details

Surname & Title				
Christian Names				
Home Address	Street and No.			
	Suburb/Town		State	Postcode
Postal Address (if different)		Suburb	State	Postcode
Home Phone				
Work Phone				
Mobile				
Email Address				
Date & Place of Birth	Date	Place		
Nationality				
Residency Status (if applicable)		TQI Registration No.		
Postal Address (if different)		WWVP No.		
Marital Status		Maiden Name (if applicable)		
Spouse's Name (if applicable)		Maiden Name (if applicable)		
Children (if applicable)	Boys: Girls:	Age (s)		

Reason for Application

(a short explanation as to why you are making application to teach in this particular Christian school)

Church Affiliation and Involvement

Denomination	
Congregation	
Years of Membership	
Pastor / Minister	
Church involvement (briefly describe your church involvement over the past two years)	

Educational Background and Work Experience

(listed here or in CV)

Teacher (and other) Qualifications	Institution	Degree/Diploma/Certificate	Year
	Institution	Degree/Diploma/Certificate	Year
	Institution	Degree/Diploma/Certificate	Year
	Institution	Degree/Diploma/Certificate	Year
Membership of Professional Associations	Institution		
	Institution		
Union Membership (if applicable)			

Work History Details

(from most recent, listed here or in CV)

Position	School/Organisation	From	To	FTE	Reason for Leaving

Referees

(please provide details of three referees who can attest to your character and/or competency as a teacher)

Professional – Supervisor

Name			Position	
Address	Street and No.			
	Suburb/Town	State	Postcode	
Work Phone		Mobile		

Name			Position	
Address	Street and No.			
	Suburb/Town	State	Postcode	
Work Phone		Mobile		

Character - Pastor/Elder

Name			Position	
Address	Street and No.			
	Suburb/Town	State	Postcode	
Work Phone		Mobile		

Subjects Willing and Qualified to Teach

Subject	Grades	Qualification/Experience

Additional Information

(please submit the following as documents with your application form - please tick to confirm)

A statement briefly addressing each of the selection criteria	
A letter from your Pastor or an Elder testifying to your active involvement in the life of your church (including regular attendance at worship services)	
Your CV	

Conditions of Employment

(to be read and signed by applicant)

I, _____

Full Name of Applicant (please print)

1. give my consent to a representative of Covenant Christian School to contact the referees nominated and any previous employers regarding this application;
2. agree to provide a current medical certificate if requested, should my application be successful; and
3. give my consent to the school to request a police report should my application be successful;
4. confirm that I am not, nor have been, the subject of an allegation of reportable conduct towards a child (provide more detail in a separate document if this is not the case).

I have read and agree to all conditions requested on this application form.

_____ _____

Signature of Applicant Date

For Office Use Only

Date Received	…… / …… / 20 …	Letter of Offer Sent	…… / …… / 20 ……
Letter of Acknowledgement Sent	…… / …… / 20 …	Starting Date	…… / …… / 20 ……
Call for Preliminary Interview	Yes No	Application Held Over	Yes No
Preliminary Interviewed on	…… / …… / 20 …		
Formal Interview	on: …… / …… / 20 …… by: / /		
Referees' Reports	1.		
	2.		
	3.		

COVENANT COLLEGE, TUGGERANONG, A.C.T.

ASSOCIATION INCORPORATED

CONSTITUTION

AND

RULES OF THE ASSOCIATION

COVENANT CHRISTIAN SCHOOL

[Incorporating all amendments up to and including 27 March 2024]

Contents

CONSTITUTION 4
Name of the Association 4
Objects and Purposes of the Association 4
Basis of the Association 4
Educational Creed 5
Educational Creed 6
Powers of the Association 7
Alteration of the Constitution 8
RULES OF THE ASSOCIATION 9
Definitions 9
Membership of the Association 10
Income and Property of the Association 12
Accounts of Receipts, Expenditures, etc. 12
Banking and Finance 13
Appointment of the Auditor 14
Duties of the Auditor 14
Annual General Meeting 15
Special General Meeting 15
Notice of General Meetings 15
Business and Quorum at General Meetings 15
Chairman to Preside at General Meetings 16
Adjournment of General Meetings 16
Determination of Questions Arising at General Meetings 16
Votes 16
Taking of Poll 17
When a Poll is to be Taken 17
Affairs of Association to be Managed by a Council 17
Constitution of Council 17
Restrictions on Eligibility for a Public Officer 18
Officers of the Association 18
Election by Association of Members of the Council 18
Appointment by Board of Electors of Members of Council by Sessions 19
Board of Electors 19
When a Vacancy on Council Arises 21
Committees and Subcommittees of Council 21
Meetings of the Council and of its Committees 22
Disclosure of Interests in Contracts etc. 22
Executive Committee 23
Annual Subscription 23
Financial Year 23
Notices 23
Dispute Between Members 23

Expulsion of Members 24
Staff 24
Acceptability and Responsibility of Principal and Staff 25
School Staff Seats on Council 25
Seal of the Association 25
Dissolution of the Association 26
Other Matters 26

COVENANT COLLEGE, TUGGERANONG, A.C.T. ASSOCIATION INCORPORATED

CONSTITUTION

Name of the Association	**1.** The name of the Association is COVENANT COLLEGE, TUGGERANONG, A.C.T. ASSOCIATION INCORPORATED hereinafter called the 'Association'.
Objects and Purposes of the Association	**2.** The objects for which the Association is formed are: (a) to provide for children a pre-school, sub-primary, primary, secondary and senior secondary education of a general nature consistent with the teaching of Christianity, including religious instruction and education in the Holy Scriptures of the Old and New Testaments interpreted consistently with the basis of the Association; and purposes being: (b) to conduct and arrange a school subject to and consistent with these provisions; (c) to encourage among the staff and Association membership, the pursuit and dissemination of true Christian scholarship in all areas of the school's curriculum and interest, so as to establish a truly Christian world view in all disciplines of life; (d) (i) by precept and example, to confront students with the claims of the Lord Jesus Christ so that in God's appointed time, they might come to exhibit the fruits of true repentance and faith in Christ, confessing Him as Lord and Saviour; (ii) to train students in the beginnings of Christian scholarship and seek to give incentive for their continuing development as Christian scholars; (iii) to develop and apply principles that set forth the Christian ideals of citizenship, godly character and the spirit of reverence, so that personality and sense of responsibility are developed together in the entire life of the scholar; (iv) to this end, students will be encouraged to achieve the highest standard consistent with their capabilities in all their activities, pursuing excellence for the glory of God. (e) subject to the provisions hereof, to provide for the students of the School regular opportunities for religious observance and worship in a form which is consistent with Presbyterian usages; (f) for the purpose of the foregoing, to provide the necessaries and conveniences, and such means of recreation, as the Association (as herein after defined) for the time being may think expedient for all or any of the students of the School and the staff of the School.
Basis of the Association	**3.** The supreme standard of the Association shall be the Scriptures of the Old and New Testament as the infallible Word of God, as it is interpreted particularly in the light of and consistent with the Westminster Confession of Faith primarily, and other Reformed Confessions of Faith (such as the Belgic Confession, 39 Articles of Religion, Baptist Confession of Faith of 1689 and Augsburg Confession).

Educational Creed	**4.**	Believing that the Lord God, by graciously giving the Scriptures, has revealed to His people certain basic principles intensely relevant to education, the Association is governed by the following guiding principles: (a) LIFE: Since life is religion, God summons us to serve Him everywhere and requires from us that we educate our children in the fear of the Lord. (b) BIBLE: The Word of God written, is the power of God unto salvation, the truth that enlightens our understanding and the only infallible authority for all our activity, including the education of our children. In revealing that the world in its origin, gracious preservation and ultimate restoration is the purpose of creation, the Scripture provides us with the true key to the Knowledge of God, ourselves and the world. (c) GOD AND CREATION: God created all things out of nothing, by a special act, through the Word of His Power, in an orderly historical sequence and all very good. Each basic type of life form (`kind') was created distinctly. Since all creation is upheld by His power we can only understand it in its relation to the triune God, for whose glory all creation exists. (d) MAN: Man was created male and female in the image of God to enjoy the true communion with the Creator in knowledge, righteousness and holiness and was instructed to exercise dominion over the world in strict and loving obedience to God, to interpret all reality in accordance with His design and law and to reflect in his person and works the excellence of his Maker. (e) SIN: Man at the fall disobeyed God's law and forsook his office, separated himself from God, became estranged from his neighbour, and brought God's curse upon all creation. As a result man is dead in sin, wholly corrupt throughout the whole man, become blind to the true meaning of life and misuses and represses the knowledge of God which confronts him in creation and scripture. The creation is neither chaotic nor meaningless but is ordered and pregnant with meaning by the creative act of God, graciously preserved and sustained by Him in spite of the disruptive effects of man's sin, and subject to the law of the Creator in all things. (f) CHRIST: The Christ of the Scriptures, the Word of God incarnate, who being the eternal Son of God, became man and therefore was and continues to be God and man in two distinct natures and one person forever, redeems our life in its entirety, restores our fellowship with God and our neighbour and renews our mind to know rightly God, ourselves and the world in which we live. (g) THE KINGDOM OF GOD: The Kingdom of God makes education and science possible and meaningful. Since we subject every thought to the obedience of Christ, we therefore reject every attempt to withdraw any aspect of life from the divine commandment to love the Lord with all our heart and mind. (h) PURPOSE: The purpose of Christian education is to direct the child to commit his heart to the truth, to attain understanding, wisdom and righteousness and to perform his competent and responsible service to the Lord. (i) COVENANT: God has provided for Christian parents the covenant of grace which is God's appointed means to effect Christ's redemption in their children. In the light of this gracious covenant, God has given parents the responsibility to nurture and educate their children. The Christian school should be established in order to enable parents to fulfil their educational responsibility.

	(j) THE CHRISTIAN SCHOOL: The school is a community of teachers, students and members of a fellowship of Christian believers established and controlled by the Association of Parents and Friends operating under this constitution, united in the communal confession of faith in Christ the Head. Although parents have a primary responsibility for education of the child, yet as Christ has one Body and as believers are members together of that one Body, the Church of God, the school is the responsibility of the whole body of Christ. Within the school community the student is subject to the authority of the teacher, whose legitimate authority is to be upheld by the whole school community. Authority is never to be exercised or maintained for its own sake, but in the school is only to be used for the effective nurture of the child, in harmony with the special task of the school and with an awareness that all authority is of God, to whom all who exercise authority must give account. (k) DEFINITION OF TERMS: All terms used in this section must be defined in terms of the Reformed Confessions of Faith and particularly the Westminster Confession of Faith.
Educational Creed	**4.** Believing that the Lord God, by graciously giving the Scriptures, has revealed to His people certain basic principles intensely relevant to education, the Association is governed by the following guiding principles: (a) LIFE: Since life is religion, God summons us to serve Him everywhere and requires from us that we educate our children in the fear of the Lord. (b) BIBLE: The Word of God written, is the power of God unto salvation, the truth that enlightens our understanding and the only infallible authority for all our activity, including the education of our children. In revealing that the world in its origin, gracious preservation and ultimate restoration is the purpose of creation, the Scripture provides us with the true key to the Knowledge of God, ourselves and the world. (c) GOD AND CREATION: God created all things out of nothing, by a special act, through the Word of His Power, in an orderly historical sequence and all very good. Each basic type of life form (`kind') was created distinctly. Since all creation is upheld by His power we can only understand it in its relation to the triune God, for whose glory all creation exists. (d) MAN: Man was created male and female in the image of God to enjoy the true communion with the Creator in knowledge, righteousness and holiness and was instructed to exercise dominion over the world in strict and loving obedience to God, to interpret all reality in accordance with His design and law and to reflect in his person and works the excellence of his Maker. (e) SIN: Man at the fall disobeyed God's law and forsook his office, separated himself from God, became estranged from his neighbour, and brought God's curse upon all creation. As a result man is dead in sin, wholly corrupt throughout the whole man, become blind to the true meaning of life and misuses and represses the knowledge of God which confronts him in creation and scripture. The creation is neither chaotic nor meaningless but is ordered and pregnant with meaning by the creative act of God, graciously preserved and sustained by Him in spite of the disruptive effects of man's sin, and subject to the law of the Creator in all things. (f) CHRIST: The Christ of the Scriptures, the Word of God incarnate, who being the eternal Son of God, became man and therefore was and continues to be God and man in two distinct natures and one

	person forever, redeems our life in its entirety, restores our fellowship with God and our neighbour and renews our mind to know rightly God, ourselves and the world in which we live. (g) THE KINGDOM OF GOD: The Kingdom of God makes education and science possible and meaningful. Since we subject every thought to the obedience of Christ, we therefore reject every attempt to withdraw any aspect of life from the divine commandment to love the Lord with all our heart and mind. (h) PURPOSE: The purpose of Christian education is to direct the child to commit his heart to the truth, to attain understanding, wisdom and righteousness and to perform his competent and responsible service to the Lord. (i) COVENANT: God has provided for Christian parents the covenant of grace which is God's appointed means to effect Christ's redemption in their children. In the light of this gracious covenant, God has given parents the responsibility to nurture and educate their children. The Christian school should be established in order to enable parents to fulfil their educational responsibility. (j) THE CHRISTIAN SCHOOL: The school is a community of teachers, students and members of a fellowship of Christian believers established and controlled by the Association of Parents and Friends operating under this constitution, united in the communal confession of faith in Christ the Head. Although parents have a primary responsibility for education of the child, yet as Christ has one Body and as believers are members together of that one Body, the Church of God, the school is the responsibility of the whole body of Christ. Within the school community the student is subject to the authority of the teacher, whose legitimate authority is to be upheld by the whole school community. Authority is never to be exercised or maintained for its own sake, but in the school is only to be used for the effective nurture of the child, in harmony with the special task of the school and with an awareness that all authority is of God, to whom all who exercise authority must give account. (k) DEFINITION OF TERMS: All terms used in this section must be defined in terms of the Reformed Confessions of Faith and particularly the Westminster Confession of Faith.
Powers of the Association	5. The powers of the Association are ordinarily exercised by its elected Council and shall be deemed to include: (a) purchases, taking on lease or in exchange, the hiring or otherwise acquiring of any real or personal property that may be deemed necessary or convenient for any of the objects or purposes of the Association; (b) the buying, selling, supplying of and dealing in goods of all kinds; (c) the construction, maintenance and alteration of buildings or works necessary or convenient for any of the objects of the Association; (d) the appointment and employment of such persons as may be necessary and from time to time the dismissal, suspension or re-employment of such persons and subject to rule 33 the remuneration of them for services rendered. Remuneration may include any accommodation, means of transport or other facilities provided by the Association; (e) the accepting of any gift, whether subject to a special trust or not, for any one or more of the objects or purposes of the Association;

	(f) the taking of such steps from time to time as the Council or the members in a general meeting may deem expedient for the purpose of procuring contributions to funds of the Association whether by way of donation, subscription or otherwise, excluding lotteries, raffles, games of chance, the showing of pornographic pictures, the sale of pornographic literature and similar methods of raising funds; (g) the printing and publishing of such newspapers, periodicals, books, leaflets and other documents as the Council may think desirable for the promotion of the objects and purposes of the Association; (h) subject to clause (f), the borrowing and raising of money in such manner and on such terms as the Council may think fit or as may be approved or directed by resolution passed at a general meeting; and the securing of the repayment of money so raised or borrowed or the payment of a debt or liability of the Association by giving mortgages, charges or securities upon or over all or any of the real or personal property of the Association; (i) the investment of any monies of the Association not immediately required for any of its objects or purposes in such manner as the Council may from time to time determine; (j) the making of grants, scholarship assistance, gifts, subscriptions and donations; (k) the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes and conveniences calculated to benefit servants or past servants of the Association and their dependants, and the granting of pensions, allowances, superannuation and other benefits to servants or past servants of the Association and their dependents, and the making of payments towards insurance in relation to any of those purposes; (l) the establishment and support, and aiding in the establishment or support, of any other association formed for any of the objects and purposes of the Association; (m) the doing of all such other lawful things as are incidental to or conducive to the attainment of the objects and purposes of the Association.
Alteration of the Constitution	**6.** (1) No addition, alteration or amendment shall be made to sections 2 and 3 of the Constitution or to this section of the Constitution. (2) Subject to section 6 (1) the Constitution may only be added to, altered or amended by: (a) resolution supported by a two third majority vote of the total financial membership of the Association at a general meeting of members; and (b) resolution supported by a simple majority vote of the Presbyterian Schools Association.

RULES OF THE ASSOCIATION

Definitions	**1.** (1) In these rules, unless the contrary intention appears: ‘the Act’ means the Associations Incorporation Act 1991 (ACT) as amended and re-enacted from time to time and a reference to a provision of the ACT is a reference to that provision as amended and re-enacted from time to time; ‘Corporations Act’ refers to the Corporations Act 2001 (Cth) as amended and re-enacted from time to time and a reference to a provision in the Corporation Act is a reference to that provision as amended or re-enacted from time to time; ‘Legislation Act’ refers to the Legislation Act 2001 (ACT) as amended and re-enacted from time to time and a reference to a provision in the Legislation Act is a reference to that provision as amended or re-enacted from time to time; 'the Association' or 'this Association' shall mean the above-mentioned Association; 'the Council' means the Council of Management for the Association; 'Councillor' means a member of the Council; 'public officer', in relation to an incorporated association, means the public officer of the association appointed in pursuance of section 57 of the Act; 'the School' shall mean the School to be operated and managed by the Association; 'the Chairman' means the Chairman of the Council and thereto of the Association and shall include any assistant or acting Chairman; 'the Secretary' means the Secretary of the Council and thereto the Association and shall include any assistant or acting Secretary; 'the Treasurer' means the Treasurer of the Council and thereto the Association and shall include any assistant or acting Treasurer; 'Presbyterian Kirk Session' shall mean the elders and inducted ministers of the Tuggeranong Parish of the Presbyterian Church of Australia; 'Reformed Session' shall mean the elders, deacons and inducted ministers of the Reformed Church of Canberra of the Christian Reformed Churches of Australia; and words importing one gender includes the other; and words importing the singular number include the plural and vice versa. (2) In these rules, expressions referring to writing shall unless the contrary intention appears, be construed as including references to printing, photography and other modes of representing or reproducing words in a visible form.

	(3) (i) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Legislation Act as in force from time to time, unless this interpretation is in conflict with Rules 2, 3 or 4 of the Constitution of the Association. (ii) Where a conflict occurs, the words or expression will be interpreted in accordance with Rules 2,3 and 4 of the Constitution.
Membership of the Association	**2.** (1) A person who is nominated and approved for membership as provided in these rules is eligible to be a member of the Association on payment of the annual subscription prescribed in, or fixed, under these rules. (2) A person who is not a member of the Association at the time of the formation of the Association shall not be admitted to membership unless: (a) he is nominated as provided in sub-rule (3) of this rule; and (b) his admission as a member is approved by the Council. (3) A nomination of a person for membership of the Association: (a) shall be made in writing and include a statement that the applicant supports the Association's objects and agrees to comply with the Association's rules. This application shall be signed by two members of the Association; (b) shall be accompanied by the written consent of the person nominated (which may be endorsed on the form of nomination); (c) the nominee shall have: (i) made a conscientious Public Profession of Faith or equivalent (depending in which Protestant denomination the nominee worships; determined by Council) and is able to subscribe to: (A) A confession that he or she has personal faith in God as the Heavenly Father, in Jesus Christ as the Saviour and Lord, and in the Holy Spirit as the Sanctifier; (B) A promise of dependence on Divine Grace, to serve the Lord and to walk in His way all the days of his or her life; (C) A promise to make diligent use of the means of grace, to share dutifully in the worship and service of the Church, and to give of his or her substance, as the Lord may prosper him or her, for the advancement of His Kingdom throughout the world. (ii) become a Communicant Member (or equivalent as determined by the Council) in good standing of a Protestant Denomination, submitting a reference to support the same from the Minister of their local congregation or from the local ruling body of the said Church; (iii) a conscientious belief in the principles of Christian Education being able to maintain such principles set out in section 4 of this Constitution;

(d) shall be interviewed by two members of the Association who are appointed by the Council to establish that the nominee is able to assent to sub-rule (3)(c) of this rule and finding the nominee is able to do so conscientiously, obtain written consent;

(e) shall be accompanied by a reference from the Minister of their local congregation or from the local ruling body of the said Church in support of the person's written confirmation that they are a Communicant member (or equivalent as determined by the Council) in good standing of a Protestant Denomination;

(f) shall be lodged with the Secretary of the Council.

(4) All persons who are parents of children at the school, teachers at the school, parents with children enrolled at the school and other interested members of churches who are able to fulfil the requirements of paragraph 2(3)(c) of this rule should be encouraged to join the Association.

(5) Preference of enrolment shall be given to:

(a) children of parents who are members of the Association over non-members;

(b) children of parents who are longer serving members of the Association;

(c) children who have siblings already attending the school; and

(d) other considerations which the Council may from time to time resolve to be important.

(6) As soon as is practicable after the receipt of a nomination, the Secretary of the Council shall refer the nomination to the Council.

(7) Upon a nomination being approved by majority vote of the Council, the Secretary of the Council shall, with as little delay as possible, notify the nominee, in writing, that he has been approved for membership of the Association and, upon receipt of the sum payable by or on behalf of the nominee as his first year's subscription, shall enter the nominee's name in a register of members to be kept by the public officer, whereupon the nominee becomes a member of the Association.

(8) Where both husband and wife are members of the Association then one spouse shall be entitled to a reduction of the annual membership fee by one half.

(9) Nominees for membership shall have attained the age of 21 years and shall not be existing pupils at the school.

(10) A member of the Association may, at any time, resign from the Association by delivering or sending by post to the Secretary of the Council a written notice of resignation.

(11) Upon receipt of a notice under sub rule (10) of this rule, the Secretary of the Council shall remove the name of the member by whom the notice was given from the register of members, whereupon that member ceases to be a member of the Association.

(12) A right, privilege or obligation of a person by virtue of his membership of the Association.

(a) is not capable of being transferred or transmitted to another person; and

(b) terminates upon the cessation of his membership.

	(13) Each member shall contribute a maximum of twenty dollars ($20) towards payment of liabilities of the Association on a winding up. (14) (1) Members of the Association will be provided with the Constitution and any amendments from time to time. (2) Members may request, in writing, a summary of the minutes of Council. This request must state the purpose for requiring access to the minutes. (3) Council may refuse to grant access to a member if Council is satisfied that allowing access to the minutes would be prejudicial to the interests of the Association. Council will provide the Member with their reasons for this decision.
Income and Property of the Association	**3.** (1) The income and property of the Association, however derived, shall be applied solely towards the promotion of the objects of the Association and no portion thereof shall be paid or transferred, directly or indirectly by dividend, bonus, or otherwise to any member of the Association. (1A) The funds of the Association shall be derived from annual subscriptions of members, fees, donations and, subject to any resolution passed by the Association in a general meeting and subject to Schedule 1(9) of the Act and Section 5(f) of the Constitution, and such other sources as the Council determines. (2) The Association shall not: (a) appoint or employ a current member of the Council to any office or position if such office or position carries remuneration by way of salary, fees or allowances; or (b) pay to any such Councillor any remuneration or other benefit in money or money's worth (other than the repayment of out-of-pocket expenses). (3) Nothing in the forgoing provisions of this rule prevents the payment in good faith to a servant or member of the Association of: (a) remuneration in return for services actually rendered to the Association by the servant or member or for goods supplied to the Association by the servant or member in the ordinary course of business. (b) interest not exceeding current bank overdraft rate on money lent; or (c) a reasonable and proper sum by way of rent for property or premises let to the Association by the servant or member.
Accounts of Receipts, Expenditures, etc.	**4.** (1) True accounts shall be kept: (a) of all sums of money received and expended by the Association and the manner in respect of which the receipt or expenditure takes place; and (b) of the property, assets and liabilities of the Association, and subject to any reasonable restriction as to time and manner of inspecting them that may be imposed by the Association for the time being, those accounts shall be opened to the inspection of the members of the Association. (2) The Treasurer of the Association shall be responsible for faithfully keeping all general records, accounting books and records of receipts and expenditure connected with the operations and business of the Association

	in such form and manner as the Council may direct and in accordance with generally accepted accounting practices and procedures. (3) The accounts, books and records referred to in sub rules (1) and (2) of this rule shall be kept at the Association's office or at such other place as the Council may decide and shall at all times be deemed to be in the custody of the Treasurer. (4) The records, books and other documents of the Association shall be open for inspection at a place in the Territory, free of charge, by a member of the Association at any reasonable time during ordinary office hours in the Territory.
Banking and Finance	**5.** (1) The Treasurer of the Association shall, on behalf of the Association, be responsible for the receipt of all monies paid to the Association and forthwith after the receipt thereof issue official receipts. (1A) The Association will (a) keep records that correctly record and explain its transactions and the financial position of the Association; (b) keep its accounting records in such a way that (i) true and fair accounts can be prepared, and (ii) a statement of the accounts can conveniently and properly be reviewed or audited, and (c) retain its accounting records for at least 7 years after the transactions to which they relate were completed. (2) The Council shall cause to be opened with such bank as the Council selects banking accounts in the name of the Association into which all monies received shall be paid as soon as possible after receipt. (3) The Council may receive from the Association's bank or bankers for the time being the cheques drawn by the Association on any of its accounts with the bank or bankers and may release and indemnify the bank or bankers from and against all claims, actions, suits or demands that may be brought against the bank or bankers arising directly or indirectly out of those cheques or the surrender thereof to the Association. (4) The Council shall from time to time determine the limit of cash payments out of the Association's funds. Until such determination, no payments on an account exceeding $50 may be made by cash out of the Association's funds. (5) No cheques shall be drawn on the Association's bank account except for the payment of expenditure that has been authorised by the Council. (6) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by the Treasurer, or in his absence by such other member or members of the Association as the Council may nominate for that purpose, and shall be countersigned by one other member of the Association as the Council may nominate. (7) The Treasurer shall prepare at the end of each financial year a Statement of Income and Expenditure and Balance Sheet to be presented at the Annual General Meeting.

Appointment of the Auditor	**6.** (1) At each annual general meeting of the Association, the members present shall be asked to appoint a person as the auditor of the Association who is neither a member of the Association nor the public officer of the Association and has not prepared or assisted with the preparation of the accounts. (1A) The auditor must be either (i) registered as auditor under the Corporations Act, or (ii) a member of the Institute of Chartered Accountants in Australia, the Institute of Public Accountants or CPA Australia. (2) A person so appointed shall hold office until the annual general meeting next after that at which he is appointed, and is eligible for re-appointment. (3) The first Auditor of the Association may be appointed by the Council before the first annual general meeting and, if so appointed, shall hold office until the first annual general meeting, unless previously removed by a resolution of the members at a general meeting, in which case the members at that meeting may appoint an auditor to act until the first annual general meeting. (4) If an appointment is not made at an annual general meeting the Council shall appoint an auditor of the Association for the then current financial year of the Association. (5) If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the Council may appoint a person as auditor and the person so appointed shall hold office until the next annual general meeting.
Duties of the Auditor	**7.** (1) At least once in each financial year the accounts of the Association shall be examined by the auditor. (2) The auditor shall certify as to the correctness of the accounts of the Association and shall report thereon to the members present at the annual general meeting. (3) In his report, and in certifying to the accounts, the auditor shall state: (a) whether he has obtained the information required by him; (b) whether, in his opinion, the Statements and Balance Sheet are properly drawn up so as to exhibit a true and correct view of the financial position of the Association according to the information at his disposal and the explanations given to him and as shown by the books of the Association; and (c) whether the rules relating to the administration of the funds of the Association have been observed, in accordance with the Act, and in accordance with the Australian Accounting Standards; and (d) whether in his opinion, the accounts do not comply with Australian Accounting Standards, and why. (4) The Secretary of the Council shall cause to be delivered to the auditor a statement of the Association's accounts. (5) The auditor: (a) has a right of access to the accounts, books, records, vouchers and documents of the Association; (b) may require from the servants of the Association such information and explanations as may be necessary for the performance of his duties as auditor;

	(c) may employ persons to assist him in investigating the accounts of the Association; and (d) may, in relation to the accounts of the Association, examine any member of the Council or any servant of the Association.
Annual General Meeting	**8.** (1) The Association shall, in each year, hold an annual general meeting. (2) The annual general meeting shall be held on such day (being no later than 3 months after the close of the financial year of the Association) as the Council may determine. (3) The annual general meeting shall be in addition to any other general meeting that may be held in the same year. (4) The annual general meeting shall be specified as such in the notice convening it. (5) The ordinary business of the annual general meeting shall be to: (a) confirm the minutes of the last annual general meeting and of any special general meeting held since that meeting; (b) receive from Council, auditor and servants of the Association reports upon the transactions of the Association during the last financial year; (c) appoint the auditor and determine his remuneration; and (d) receive notice of the remuneration of servants of the Association and members of the Association pursuant to rule 3(3). (6) All general meetings other than the annual general meeting shall be called special general meetings. (7) The annual general meeting of the Association can occur in-person, via electronic media, or by a blend of in-person and electronic media.
Special General Meeting	**9.** (1) The Council may, whenever it thinks fit, convene a special general meeting of the Association. (2) The Council shall, on the requisition in writing of no fewer than 20 members of the Association convene a special general meeting of the Association no later than 6 weeks and no earlier than 2 weeks after the submission of the requisition. (3) A requisition for a special general meeting shall state the objects of the meeting and shall be signed by the requisitionists and deposited at the office of the Association. (4) The minutes of any special general meeting shall be confirmed at the next annual general meeting. (5) Special general meetings of the Association can occur in-person, via electronic media, or by a blend of in-person and electronic media.
Notice of General Meetings	**10.** The Secretary of the Council shall at least 14 days before and as soon as possible after the date fixed for holding a general meeting of the Association send to all members by prepaid post or by electronic mail a notice specifying the mode (refer Sections 8(7) and 9(5)) place, day and time for the holding of the meeting and the nature of the business to be transacted.
Business and Quorum at General Meetings	**11.** (1) No item of business shall be transacted at a general meeting unless a quorum of members entitled to vote under these rules is present during the time when the meeting is considering that item.

	(2) One third of the total financial membership of the Association being personally present constitutes a quorum for the transaction of the business of a general meeting. (3) If, within one hour after the appointed time for the commencement of a general meeting, a quorum is not present at the meeting and it is convened upon the requisition of members, it shall be dissolved; in any other case it shall stand adjourned to the same day in the next week at the same time and unless another place is specified by the Chairman at the time of the adjournment or by written notice to members given before the day to which the meeting is adjourned at the same place, and if at the adjourned meeting a quorum is not present within one hour after the time appointed for the commencement of the meeting, the meeting shall be dissolved.
Chairman to Preside at General Meetings	**12.** (1) The Chairman of the Association (or if he appoints his Vice-chairman) shall preside as chairman of every general meeting. (2) If the Chairman or his Vice-chairman is absent from a general meeting, the members present shall elect one of their number to preside as Chairman thereat.
Adjournment of General Meetings	**13.** (1) The Chairman of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place. (2) Where a meeting is adjourned for fourteen days or more, the like notice of the adjourned meeting shall be given as in the case of the original meeting. (3) Except as provided in the foregoing provisions of this rule, it is not necessary to give any notice of an adjourned meeting.
Determination of Questions Arising at General Meetings	**14.** A question arising at a general meeting of the Association shall be determined on a show of hands, unless a poll is demanded before or on the declaration of the result of the show of hands. A declaration by the Chairman that a resolution has, on a show of hands, been carried (unanimously or by a particular majority) or lost, and an entry to that effect in the minute book of the Association are evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
Votes	**15.** (1) Upon any question arising at a general meeting of the Association, a member has one vote only. (2) (i) Votes shall be given in person or by proxy. Proxy votes must be in writing and provided to another member to present on their behalf at a general meeting of the Association. One member may only hold one (1) proxy vote. (ii) Before accepting a proxy vote, the Secretary of the Council (or delegate) must check that the proxy vote is made by a member who is eligible to vote under Rule 15(3). (3) Only financial members may vote.

	(4) The Chairman does not have a deliberative vote. (5) In the case of an equality of voting on a question, the Chairman of the meeting is entitled to exercise a casting vote.
Taking of Poll	**16.** If at a meeting a poll on any question is demanded, it shall be taken at that meeting in such a manner as the Chairman may direct and the result of the poll shall be deemed to be the resolution of the meeting on the question.
When a Poll is to be Taken	**17**. A poll that is demanded on the election of a Chairman or on a question of adjournment, shall be taken forthwith, and a poll that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairman may direct.
Affairs of Association to be Managed by a Council	**18.** (1) The affairs of the Association shall be managed by the Council constituted as provided in rule 20. (2) The Council: (a) shall control and manage the business and affairs of the Association; (b) shall, subject to these rules, exercise all such powers and functions as are exercised by the Association other than those powers and functions that are required by these rules to be exercised by general meetings of members of the Association; (c) subject to the Act and these rules, has power to perform all such acts and things as appear to the Council to be essential for the proper management of the Association. (d) The Council will provide a report to the Association at the Annual General Meeting on the work and decisions of the Council over the preceding 12 months.
Constitution of Council	**19.** (1) The Council shall consist of nine (9) elected and appointed members, as well as ex officio members referred to in rule 34. (2) Three (3) members shall be elected at an annual general meeting of the Association and six (6) shall be appointed by the Board of Electors. (3) Each Councillor elected at an annual general meeting of the Association shall, subject to these Rules, hold office until the conclusion of the annual general meeting of the third year after his election and is eligible for re-election for one further term of three (3) years but thereafter is ineligible for election or appointment until after the lapse of twelve (12) months (4) Each Councillor appointed by the Board of Electors shall, subject to these Rules, hold office until the conclusion of the annual general meeting of the third year after his appointment and is eligible for re-appointment for one further term of three (3) years but thereafter is ineligible for appointment or election until after the lapse of twelve (12) months. (5) No person whose spouse is already a Councillor is eligible for election or appointment to the Council and the election or appointment of any person whose spouse is simultaneously elected or appointed is invalid. (6) Nominations for both casual and term positions of Council should generally only be accepted from individuals who have been active Association members for a minimum of 12 months, unless exceptional circumstances apply.

Restrictions on Eligibility for a Public Officer	**19A** The Council must not appoint a public officer, Council member or Committee member if that person (i) is bankrupt or personally insolvent (ii) has been convicted of an indictable offence, or for fraud or dishonesty, or (iii) has not complied with the Associations Incorporation Act 1991.
Officers of the Association	**20.** (1) At the first ordinary meeting of the Council after each annual general meeting of the Association the Council shall elect from within its own membership the following to be officers of the Council and officers of the Association until the conclusion of the first ordinary meeting of the Council after the next following annual general meeting of the Association: (a) a Chairman; (b) a Treasurer; and (c) a Secretary. (1A) Council shall elect a public officer of the Association from within the membership of the Council, from time to time. (2) In the event of a vacancy occurring in any of the offices in sub-rule (1) hereof, the Council shall elect from within its own membership a replacement. However, a member must not hold more than 1 position on the Council at the same time. (3) The Council may, according to its discretion, at any time appoint an assistant to, or a person to act in the office of, any of the Officers.
Election by Association of Members of the Council	**21.** (1) Nominations of candidates for election as councillors: (a) shall in each case be made in writing and signed by two members of the Association other than the candidate; (b) shall be accompanied by the written consent of the candidate (which maybe endorsed on the form of nomination) with a brief statement in support of his candidacy for distribution irrespective of whether a ballot is required; and (c) shall be delivered to the Secretary of the Association at least twenty eight (28) days before the date fixed for the holding of the annual general meeting. (2) Where a person is nominated pursuant to sub-rule (1): (a) the Council shall within twenty one (21) days prior to the annual general meeting interview the person by two (2) councillors who shall explain to the person the content of section 3 of the Constitution; and (b) the person shall during the interview with councillors, or at least within three (3) days of the interview, make a statutory declaration that he or she subscribes to the content of Section 3 of the Constitution. In the event that a person is unable to unreservedly subscribe to the content of Section 3 of the Constitution, the nomination will be considered invalid and the person deemed ineligible for election as a councillor. (3) If insufficient valid nominations are received to fill the vacancies on the Council by the closing date for nominations, the candidates validly nominated shall be deemed to be elected. (4) If the number of nominations received is equal to the number of vacancies to be filled the persons nominated shall be deemed to be elected.

	(5) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held. (6) The ballot for the election of councillors shall be conducted at the annual general meeting in such form as the Council may direct. (7) Where a casual vacancy or unfilled position exists, the Council may, according to its discretion, and subject to these Rules, appoint a person to fill the vacancy: (a) before filling the vacancy such a person must be interviewed by two (2) Councillors who shall explain to the person the content of Section 3 of the Constitution; (b) the person shall make a statutory declaration that he gives conscientious subscription to the beliefs expressed in Section 3 of the Constitution; and (c) the appointed Councillor shall, subject to these Rules, hold office until the conclusion of the annual general meeting of the first year after his appointment.
Appointment by Board of Electors of Members of Council by Sessions	**22.** (1) The Board of Electors will receive nominations from each of the Presbyterian Kirk Session and the Reformed Session for the purpose of appointing six (6) members of the Council. (2) The Presbyterian Kirk Session and the Reformed Session may each nominate to fill three (3) positions on the Council. (3) Nominations must be received by the Board of Electors: (a) at least sixty (60) days before the annual general meeting of the Association at the conclusion of which vacancies will arise; or (b) at any time after an annual general meeting of the Association in the case of a casual vacancy or unfilled position. (4) Nominations must be accompanied by a full profile of each nominee, a statement of reasons why the nominating Session believes the nominee is an appropriate person for appointment, a record of interview of the nominee by two (2) members of the Council who have explained Section 3 of the Constitution to the nominee, a statutory declaration by the nominee that he gives conscientious subscription to the beliefs expressed in Section 3 of the Constitution and a certificate signed by the Secretary or Chairman of the Association that the nominee is a member of the Association. (5) Where a casual vacancy or unfilled position exists, the Board of Electors will receive nominations as provided by sub-rule (1) hereof.
Board of Electors	**22A.** (1) There shall be a Board of Electors, the duties of which shall be (a) to appoint six (6) Council members; and (b) to consider and support or oppose every proposed amendment, alteration or addition to the Constitution or Rules of the Association. (2) The Board of Electors shall consist of five (5) members, each of whom shall: (a) be not a member of the Council;

(b) make a statutory declaration that he gives conscientious subscription to the beliefs expressed in Section 3 of the Constitution;

(c) be of good repute;

(d) be a bona fide practising member of a reformed church; and

(e) have no spouse, child, parent or sibling on the Board of Electors.

(3)

(a) In the event of the number of members falling below five (5) the Board of Electors shall itself appoint additional members to bring the number up to five (5). At no time will the Board of Electors have less than five (5) members for a period exceeding three (3) months and at no time will the number of members drop below three (3).

(b) The Board of Electors shall maintain a permanent record of the dates of appointment and termination of its members showing full name, address and occupation of each and shall provide the Secretary of the Council with all details and changes.

(c) The record referred to in sub-rule (3)(b) hereof shall be in addition to the minutes of the Board of Electors.

(4) A member of the Board of Electors shall cease to hold office if that member:

(a) no longer gives unreserved assent to the provisions of Section 3 of the Constitution;

(b) ceases to be a practising member of a reformed church;

(c) becomes bankrupt or applies to take or takes advantage of any law relating to bankruptcy or insolvent debtors or compounds with his creditors;

(d) is convicted of any offence involving immorality or dishonesty;

(e) resigns in writing to the Board of Electors;

(f) becomes of unsound mind;

(g) is the subject of a vote of no confidence passed unanimously by the Council as a result of requests from both the Presbyterian Kirk Session and the Reformed Session;

(h) fails to attend to the business of the Board of Electors over a period of twelve (12) months; or

(i) ceases to be a member of the Association.

(5)

(a) The initial members of the Board of Electors will be elected at the special general meeting of the Association at which the Board of Electors is established. Thereafter, the Board of Electors will be self-perpetuating as provided by sub-rule (3) hereof.

(b) The detailed procedure of the Board of Electors shall be within its own discretion, provided that there is always a chairman who fulfils its executive functions.

(6) On receiving a nomination for a Councillor pursuant to rule 22, the Board of Electors shall within twenty (20) days consider the nomination and

(a) if the nomination is approved, effect an appointment by resolution and thereupon shall forthwith inform the Session making the nomination and the Secretary of the Council.

(b) if the nomination is not approved, shall forthwith inform the Session making the nomination and request another nomination. If requested by the Session, the Board of Electors will provide

	reasons for not approving the nomination. If the Session rejects the reasons and provides a basis for its rejection, the Board of Electors will reconsider the nomination. (7) In its consideration of nominations the Board of Electors may: (a) make its own inquiries; (b) take into account the personal knowledge and opinions of any person; (c) exercise its discretion on the basis of objective or subjective reasoning; (d) disregard educational or business criteria. (8) The Association shall not pay to any member of the Board of Electors: (a) any remuneration or other benefit in money or money's worth; (b) any travel or other expenses.
When a Vacancy on Council Arises	**23.** (1) The office of an officer of the Association or an ordinary councillor becomes vacant if the officer or the councillor: (a) can no longer give his unreserved assent to the statements set out in section 3 of this Constitution; (b) dies; (c) becomes bankrupt or applies to take or takes advantage of any law relating to bankruptcy or insolvent debtors or compounds with his creditors; (d) becomes of unsound mind; (e) resigns his office by writing under his hand addressed to the Council; (f) fails, without leave granted by the Council, to attend three (3) consecutive meetings of the Council; (g) ceases to be a member of the Association; (h) fails to pay all arrears of subscription due by him within fourteen days after he has received a notice in writing signed by the Secretary of the Council stating that he has ceased to be a financial member of the Association; (i) fails to disclose an interest required to be disclosed pursuant to rule 26.
Committees and Subcommittees of Council	**24.** (1) Council appoints its committees and subcommittees as it sees fit and from time to time and shall prescribe the powers and functions thereof. (2) The membership of all such committees and subcommittees shall ordinarily include at least one: (a) councillor; (b) member of the Association as a general rule but in special cases Council may appoint a person who is not an Association member for a special purpose; (c) member of the school executive. (3) Committees and subcommittees shall not interfere with the day to day running of the school which is the domain of the school executive. (4) Committees and subcommittees are responsible to the Council. (5) Three appointed members of committees or subcommittees constitute a quorum at a meeting of the committee or subcommittee.

	(6) Notice of each committee and subcommittee meeting shall be served on each member of the committee by delivering to him at a reasonable time before the meeting. (7) The Council must not delegate a function given to Council under the Act or another ACT law, or by resolution of the members at a general meeting.
Meetings of the Council and of its Committees	**25.** (1) The Council shall meet at least four (4) times in each financial year. (2) Special meetings of the Council may be convened by the Chairman or any five (5) of its members. (3) Prior notice shall be given to members of the Council of all meetings including adjourned meetings, specifying the general nature of business to be transacted. (4) Any five (5) members of the Council constitute a quorum for the transaction of business of a meeting of the Council. (5) If a quorum is not present within half an hour of the time appointed for the meeting, the Chair or Convenor may continue to hold the meeting as a special committee of Council. This meeting can pass motions as Council, but these don't take effect until ratified at the next general Council meeting. (6) At a meeting of the Council the Chairman shall preside, opening each meeting with prayer and a reading from the Scriptures. (7) Questions arising at meetings of the Council or its committees shall be determined by majority vote. (8) Each member present at a meeting of the Council or its committee is entitled to one vote; in the event of an equality of votes on any question, the Chairman or convenor who does not have a deliberative vote may exercise a casting vote. (9) Notice of each Council meeting shall be served on each member of the Council by delivering it to him at a reasonable time before the meeting. (10) The Council may only consider matters included in the meeting notice, unless the majority of members at a meeting agree that a new item of business is urgent and it is appropriate to consider this at the meeting. (11) Each member of Council must vote personally at a meeting such that: (i) they are physically present at the meeting, or (ii) they take part using a method of communication that allows a Council member to participate in the discussion so that they can make an informed decision about Council matters.
Disclosure of Interests in Contracts etc.	**26.** (1) A member of the Council who has a personal material interest in any contract or arrangement made or proposed to be made with the Association must disclose the nature and extent of the interest to the Council and to the Association at the next Annual General Meeting. . (2) If a member of Council subsequently has a personal material interest in a contract or arrangement after it is made or entered into, he shall disclose his interest at the first meeting of the Council after he becomes so interested. (3) No member of the Council shall be in attendance whilst Council is discussing in respect of any contract or arrangement in which he has a

	personal material interest or vote on such a matter and if he does so vote his vote shall not be counted.
Executive Committee	**27**. The Chairman, the Treasurer and the Secretary constitute an executive committee which may issue instructions to the public officer and the servants of the Association in matters of urgency connected with the management of the affairs of the Association during the intervals between meetings of the Council, and where any such instructions are issued shall report thereon to the next meeting of Council.
Annual Subscription	**28.** (1) Until otherwise fixed pursuant to sub-rule (2) of this rule, the annual subscription payable by members shall be prescribed by the Council. (2) The amount of the annual subscription may be altered from time to time by the members of the Association by resolution. (3) The annual subscription of a member is due and payable on or before the first day of the financial year of the Association.
Financial Year	**29**. The financial year of the Association is the period beginning on January 1 of each year and ending on December 31 next following.
Notices	**30.** A notice may be served by or on behalf of the Association upon any member either personally or by sending it through the post in a prepaid letter addressed to the member at his usual or last known place of abode.
Dispute Between Members	**30A** (1) If a dispute arises between two members of the Association which deals with the work of the Association or the Constitution and Rules of the Association, it is expected that the members will deal with this dispute using biblical principles. (2) If the parties do not resolve the dispute by agreement as per sub-rule (1), then any party to the dispute may start dispute resolution by giving written notice to Council. This notice must include the names and contact details of all parties, and give a brief summary of the matters in dispute and any steps previously taken to resolve the dispute. (3) If the dispute is not resolved, despite sub-rule (1), the following procedure will apply: (a) the Chair will take the matter to Council to make a decision in the best interests of the school, (b) each party will be given the opportunity to be heard, and (c) if either or both parties are not satisfied with the decision of Council, they make take the matter to the Association for their consideration and decision. (4) The Association may decide (a) not to adjudicate the matter and let the decision of Council stand, or (b) to make a decision for either party. (5) In making this decision, the Association may meet in person or use out-of-session voting, either by paper votes or electronically. However, the rules for a quorum in the Constitution and Rules of the Association must be met. Note: Members should also consider 1 Corinthians 6:1-6 about resolving disputes without taking a brother to court.

Expulsion of Members	**31.** (1) Subject to this rule, the Council may expel a member from the Association if, in the opinion of the Council, the member has been guilty of conduct detrimental to the interests of the Association. (1A) The Association may, by resolution at a general meeting, and consistent with Rule 14, remove a Council member from Council before the end of their term in office if a majority of Council members votes to expel a Council member, and makes this recommendation to the Association, if (i) the person can no longer give his or her unreserved assent to the statements set out in Section 3 of this Constitution, or (ii) the person is no longer living a life consistent with the statements set out in Section 3 of this Constitution, or (iii) the person does not discharge their Council duties consistent with their duty of care, and with due diligence, or (iv) does not discharge their Council duties in good faith and with proper purpose, or (v) uses their position for personal gain, or improperly uses the information obtained through Council to gain an advantage for themselves or someone else, or to cause detriment to the Association. (1AA) Any action by the Association to expel a member must ensure due process and procedural fairness. (1B) The public officer will be removed from office if the public officer (i) becomes bankrupt or personally insolvent (ii) is not physically or mentally fit to fulfil the functions of the office, as diagnosed by a Council-appointed suitably qualified medical practitioner (iii) has been convicted of an indictable offence relating to a body corporate (iv) has been convicted or fraud or dishonesty resulting in imprisonment for 3 or more months (v) is disqualified from managing a corporation, or (vi) ceases to live in the ACT. (1C) Where the public officer position becomes vacant, Council must appoint a new public officer within 14 days. (2) The expulsion of the member pursuant to sub-rule (1) does not take effect until the expiration of fourteen (14) days after the service on the member of a notice informing him of his expulsion. (2A) A member expelled under sub-rule (1) of this rule shall have the right to address a Special General Meeting of the Association if one is convened for that purpose pursuant to Rules 9(2) and 9(3). (3) A member who has not paid the annual subscription and any other monies payable to the Association shall not be entitled to vote, stand for election or otherwise take part in the affairs of the Association. Further, an unfinancial member shall cease to be a member of the Association if at the expiration of the financial year in which fees or monies are due, such fees or monies remain unpaid.
Staff	**32.** (1) Each member of staff must: (a) on interview for employment by Council (at least one councillor and the Principal to be present), have Sections 3 and 4 of the Constitution carefully explained to him, with time being given for a sufficient understanding of their contents; (b) make a statutory declaration that he:

	(i) understands sub-rule (1)(a) hereof; (ii) gives conscientious subscription to the beliefs expressed in Section 3 of the Constitution; and (iii) promises to maintain the content of Section 4 of the Constitution; (c) be a Communicant member (or equivalent) in good standing of a Protestant denomination, submitting a reference to support the same from the Minister of his local congregation or from the local ruling body of the said Church; and (d) be encouraged to become and/or remain a member of the Association. (2) A suitably qualified Principal shall be appointed by the Council. (3) Suitably qualified academic, executive and non-teaching staff shall be appointed by the Council in consultation with the Principal. (4) The Council may delegate the appointment of non-teaching staff to the Principal. (5) All staff, academic or otherwise, shall be appointed subject to any terms and conditions determined by Council. (6) The Council shall have the sole right to dismiss staff provided that in the case of non-teaching staff such right may be delegated to the Principal.
Acceptability and Responsibility of Principal and Staff	**33.** (1) The Council alone shall make policy decisions and the Principal with his executive shall operate within such policies with discretion given to them to act executively in matters of day to day nature. (2) The Principal with his executive are answerable to the Council alone. (3) The Principal with his executive may report to the Association or committees of Council but need not answer to these bodies. (4) The staff are answerable to the Principal and his subject authorities only. (5) Matters of student discipline are the responsibility of the teacher in consultation and supported by the Principal and his subject authorities only.
School Staff Seats on Council	**34**. The Principal and Business Manager each have a seat on Council without voting rights.
Seal of the Association	**35.** (1) The seal of the Association shall be in the form of a rubber stamp, inscribed with the name of the Association encircling the word 'Seal'. (2) The use of the seal of the Association will be by the authority of the Council and be reserved for ceremonial documents. The fixing thereof will be attested to by the signature of two committee members of the Association. However, all other documents and proceedings are deemed to be authenticated simply by the signatures of two committee members of the Association. (3) The seal shall remain in the custody of the Business Manager.

	Note: The use of the seal of the Association before 28 March 2023, shall not, despite 35 (2), affect the validity of the documents to which it was previously affixed.
Dissolution of the Association	**36**. If upon the winding up or dissolution of the Association there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association; it shall be given or transferred to some other institution or institution having objects similar to those of the Association, and which prohibits the distribution of its or their income to an extent at least as great as is imposed on the Association under or by virtue of rule 3 above, and that the receiving institution be one that is recognised by item 63A in the First Schedule to the Sales Tax (Exemptions and Classification) Act; such institutions to be determined by the members of the Association at or before the time of dissolution, and if effect cannot be given to the aforesaid provision, then to some charitable object.
Other Matters	**37.** (1) Notwithstanding Sections 33 and 70 of the Associations Incorporation Act 1991, these rules may only be added to, altered, or amended by a resolution at a general meeting supported by a simple majority of the total financial membership of the Association or supported by three-quarters of the members present entitled to vote at that general meeting, whichever is the greater. (2) The resolution referred to in sub-rule (1) hereof will not take effect unless and until it is approved by the Board of Electors. (3) A general meeting referred to in sub-rule (1) hereof must have been convened by 21 days' written notice and such notice must have set out that such a resolution was to be proposed at that general meeting (4) The School Executive, under the direction of the Council, is responsible for the custody of any books, documents or securities, including electronic records, of the Association.

Statement of Faith

The Statement of Faith of the School (Sections 3 & 4 of the Constitution) is as follows:

Basis of the Association

3. The supreme standard of the Association shall be the Scriptures of the Old and New Testament as the infallible Word of God, as it is interpreted particularly in the light of and consistent with the Westminster Confession of Faith primarily, and other Reformed Confessions of Faith (such as the Belgic Confession, 39 Articles of Religion, Baptist Confession of Faith of 1689 and Augsburg Confession).

Educational Creed

4. Believing that the Lord God, by graciously giving the Scriptures, has revealed to His people certain basic principles intensely relevant to education, the Association is governed by the following guiding principles:

(a) LIFE: Since life is religion, God summons us to serve Him everywhere and requires from us that we educate our children in the fear of the Lord.

(b) BIBLE: The Word of God written, is the power of God unto salvation, the truth that enlightens our understanding and the only infallible authority for all our activity, including the education of our children. In revealing that the world in its origin, gracious preservation and ultimate restoration is the purpose of creation, the Scripture provides us with the true key to the Knowledge of God, ourselves and the world.

(c) GOD AND CREATION: God created all things out of nothing, by a special act, through the Word of His Power, in an orderly historical sequence and all very good. Each basic type of life form (`kind') was created distinctly. Since all creation is upheld by His power we can only understand it in its relation to the triune God, for whose glory all creation exists.

(d) MAN: Man was created male and female in the image of God to enjoy the true communion with the Creator in knowledge, righteousness and holiness and was instructed to exercise dominion over the world in strict and loving obedience to God, to interpret all reality in accordance with His design and law and to reflect in his person and works the excellence of his Maker.

(e) SIN: Man at the fall disobeyed God's law and forsook his office, separated himself from God, became estranged from his neighbour, and brought God's curse upon all creation. As a result man is dead in sin, wholly corrupt throughout the whole man, become blind to the true meaning of life and misuses and represses the knowledge of

God which confronts him in creation and scripture. The creation is neither chaotic nor meaningless but is ordered and pregnant with meaning by the creative act of God, graciously preserved and sustained by Him in spite of the disruptive effects of man's sin, and subject to the law of the Creator in all things.

(f) CHRIST: The Christ of the Scriptures, the Word of God incarnate, who being the eternal Son of God, became man and therefore was and continues to be God and man in two distinct natures and one person forever, redeems our life in its entirety, restores our fellowship with God and our neighbour and renews our mind to know rightly God, ourselves and the world in which we live.

(g) THE KINGDOM OF GOD: The Kingdom of God makes education and science possible and meaningful. Since we subject every thought to the obedience of Christ, we therefore reject every attempt to withdraw any aspect of life from the divine commandment to love the Lord with all our heart and mind.

(h) PURPOSE: The purpose of Christian education is to direct the child to commit his heart to the truth, to attain understanding, wisdom and righteousness and to perform his competent and responsible service to the Lord.

(i) COVENANT: God has provided for Christian parents the covenant of grace which is God's appointed means to effect Christ's redemption in their children. In the light of this gracious covenant, God has given parents the responsibility to nurture and educate their children. The Christian school should be established in order to enable parents to fulfil their educational responsibility.

(j) THE CHRISTIAN SCHOOL: The school is a community of teachers, students and members of a fellowship of Christian believers established and controlled by the Association of Parents and Friends operating under this constitution, united in the communal confession of faith in Christ the Head. Although parents have a primary responsibility for education of the child, yet as Christ has one Body and as believers are members together of that one Body, the Church of God, the school is the responsibility of the whole body of Christ. Within the school community the student is subject to the authority of the teacher, whose legitimate authority is to be upheld by the whole school community. Authority is never to be exercised or maintained for its own sake, but in the school is only to be used for the effective nurture of the child, in harmony with the special task of the school and with an awareness that all authority is of God, to whom all who exercise authority must give account.

(k) DEFINITION OF TERMS: All terms used in this section must be defined in terms of the Reformed Confessions of Faith and particularly the Westminster Confession of Faith.

Statement of Faith - Supporting Supplement

As a Christian learning community, we confess the following Biblical truths, and seek to promote these truths among our families and students by the teaching and lifestyle of the Principal and Staff.

With God's help the Principal and Staff should:

(a) Give first priority in life to the one true God revealed in the Bible as three persons: Father, Son and Holy Spirit. - Matt 4:10; Matt 22:37; 2 Cor 13:14

(b) Not worship material goods, popularity or power. - Mark 8:36

(c) Not use language that is blasphemous or unwholesome. - Ephesians 4:29

(d) Be just and fair in all dealings with other people. Not discriminate in relationships against others because of race, beliefs, gender, disability or values. - Gal 3:28

(e) Be willing to support families and to provide for family needs and to set apart time for God and relaxation. - 1 Tim 5: 18b: 1 Tim 2: 2b

(f) Honour parents and those set in authority over us. - Eph 6: 1-3; Col 3:22

(g) Respect the sanctity of life in all situations, love others as oneself and avoid actions, words or attitudes that will deliberately hurt others. Be quick to forgive where offences have occurred. - John 15:13; Matt 6: 12

(h) Respect the sanctity of marriage as a lifelong commitment between a man and a woman rejecting divorce as an option to solving marriage difficulties except as allowed by the Bible, maintain fidelity in marriage, and ensure that sex occurs only within a monogamous marriage; and that we abstain from pre-marital sex, extra-marital sex and/or intimate romantic relationships outside of the marriage relationship, de-facto marriage and homosexual relationships. - 1 Thess 4:3; Heb 13:4; Gen 2:23-24; Mark 10: 7-9; 1 Cor 6: 9

(i) Respect the property and good name of others and not steal their property or their reputation. - Eph 4; 31, 32; Matt 19:18

(j) Speak truthfully and not lie or spread false or distorted information about others. - Col 3: 9

(k) Abstain from greed, lust, pornography, gluttony, drunkenness and banned substances. – Rom 6:11-14

(l) Handle disputes or grievances in a God honouring and Biblical manner. - Matt 7: 1-5; James 4:11

(m) Not adhere to teaching or promote any occult beliefs, values or practices, e.g. astrology, divination, eastern spiritualism, or mysticism, New Age beliefs or practices, or any other religious or cultish practices based on the above, and contrary to the Word of God. - Deut 18:10-12; Gal 5:19; Rev 21:8