

*Coming together is a beginning. Keeping together is progress. Working together is success.*

*– Henry Ford*

# Blacktown Sinhala School

## Code of Conduct



*Providing a unique, individualized, accelerated Sinhala language educational program for Sri Lankan Sinhalese community in New South Wales, which gives our children a taste of Sri Lankan traditions, culture and Sinhalese language skills in multicultural Australia.*

November 21, 2020

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<sup>1</sup>This is an abstract of AICD sample risk-committee charter in Director Tool 7 of Achieving Board Effectiveness.

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# 1. Introduction

**The Blacktown Sinhala School** (referred to as school here after) was established under the patronage of Sinhalese Cultural Forum of New South Wales to serve the Sri Lankan Sinhala Community in Sydney.

We are committed to creating a dynamic, vibrant and welcoming environment that will give rise to a lifelong love for Sinhala language and culture for Sri Lankans. Through the student scaled teaching of our panel of qualified trained teachers, a curriculum developed by Sinhalese Cultural Forum of New South Wales abreast with recommendations of Education department of NSW, extended support of parents community and an extensive range of extracurricular opportunities, students can realise their aspirations whilst developing tolerance and mutual respect.

Students who come to The Blacktown Sinhala School are taught not only to read and write their native language but also to aspire to all that they inherited from roots in Sri Lanka, morals and ethos of the Sri Lankan culture and identity.

## 2. Background

Sri Lanka is an island country in the South Asia; known until 1972 as Ceylon which has a documented history that spans over 3000 years. Sri Lanka is a diverse country, home to many religions, ethnicities and languages. It is the land of the Sinhalese, Sri Lankan Tamils, Moors, Indian Tamils, Burghers, Malays and the aboriginal Veddas. Sri Lanka has a rich Buddhist heritage where people belong to diverse cultures and religions live in harmony. The country has had a long history of international engagement, being a founding member of SAARC and a member of the United Nations, the Commonwealth of Nations, the G77 and the Non-Aligned Movement.

**Sri Lankan community in Australia** is considered to be the largest population of Sri Lankans living outside Sri Lanka. Western Sydney suburbs have been a preferred area for settlement for Sri Lankan migrant professionals and families due to infrastructure and cultural instincts.

**The Blacktown Sinhala School (BSS) as part of the Sinhala community language schools in New South Wales** plays a vital role under the direct supervision of Sinhalese Cultural Forum NSW to retain Sinhala culture and language proficiency among Australia born Ausi-Sri Lankan kids for today, tomorrow and the future generations to come.

## **3. Our Vision and Mission**

### **3.1 Vision**

Introduce, appreciate and nurture values of Sri Lankan culture among children living in Australia to knit them together through cultural and linguistic relationships.

### **3.2 Mission**

Our mission is to:

1. Teach Sinhala language through a dedicated and committed group of teachers,
2. Provide and create an environment in which our children will have an enjoyable experience in learning Sinhalese language and make them understand the importance of language as the vehicle to go deep in to Sinhalese culture and civilisation,
3. Facilitate learn through practice by creating an opportunity to participate in Sri Lankan cultural events,
4. Help create a place where our young Ausi-Lankan new generations to meet and develop lifelong relationships with those who have same roots and appreciate similar values.



## **4. The Code of Conduct**

### **4.1 General**

The Code of Conduct specifies the roles and responsibilities of stakeholders of the school, the Parents, the President and Principal, the Management Committee, the Teachers and the Students. The code of conduct is a living document and will be reviewed by the Management Committee accommodating the contemporary needs of the Sinhala school community.

Procedure for amendments or revisions to the contents of the Code of Conduct is explained in section 20.5.3

### **4.2 Document Controller**

The document controller for the Blacktown Sinhala School Code of Conduct is the elected President of the School.

### **4.3 Revisions**

This code of conduct was presented and approved in the AGM held in year 2020 by the parents of Blacktown Sinhala School.

The revisions of the Code of Conduct are given in Table 4.1.

Table 4.1: Revisions

Document	Version	Date	Remarks
	Version 1	04/2019	Initial draft was completed.
	Version 2	02/2020	Equal opportunity policy was added.
	Version 3	02/2020	Complaint handling process was added.
	Version 4	02/2020	Prefect policy was added.
	Version 5	06/2020	Risk Committee Charter was added.

## 5. The School Organisation

Figure 5.1 shows the overview of the organizational structure of the school. This structure is flexible and can be decided by the management committee to make the management effective.

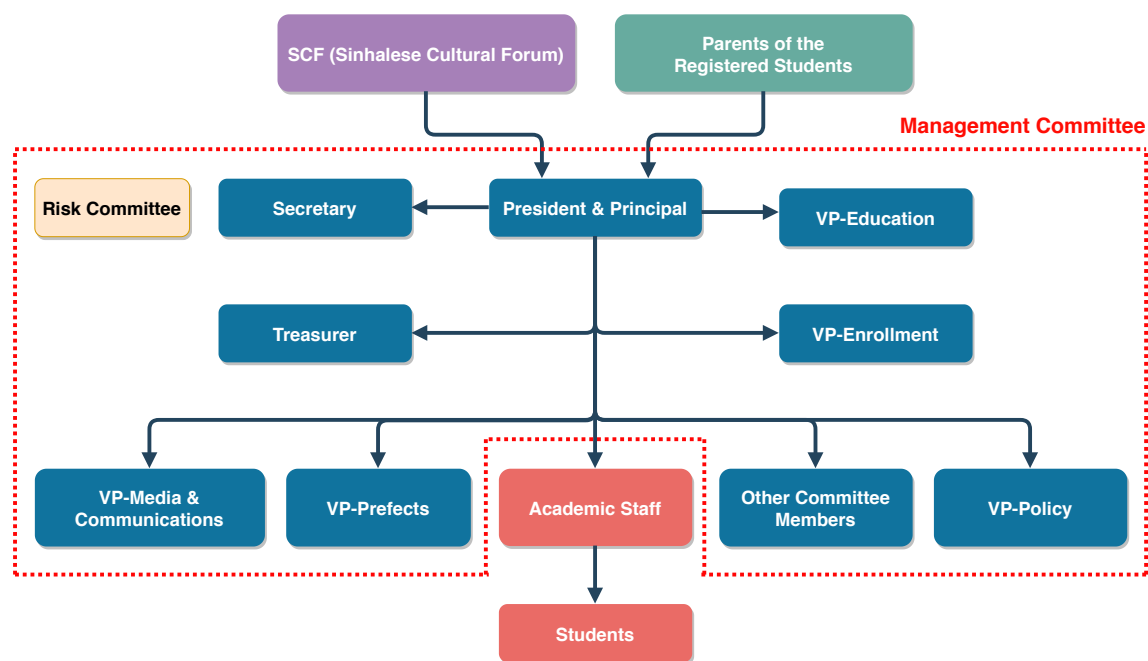


Figure 5.1: The overview of the Blacktown Sinhala School organizational structure.

## 6. Meetings

### 6.1 Annual General Meeting

Annual General Meeting (AGM) of the School must be held once a year. Only parents whose children are registered students of the school are eligible to attend the AGM.

At least two weeks' notice must be provided regarding the date and location of the AGM.

The quorum for an AGM is one third of parents whose children are registered students of the school as decided by the Secretary of the Management Committee. In the AGM, the minutes of the previous AGM is adopted and following office bearers are elected

1. The President and Principal
2. The Secretary
3. The Treasurer
4. At least 7 Management Committee Members

**The president has to resume the duties of the principal position and accountable for the duties of the principal** which describes in detail in section 11.

When more than one person is nominated for a vacant position, then the position is filled by casting vote. The vote is cast by raising hands and the Secretary will count the votes.

For all voting purposes one family will have one vote regardless of number of children enrolled in the school.

A parent who cannot attend the meeting can cast vote by appointing a proxy. This must be in writing with the signature of the parent absent and must be accepted by the Secretary of the Management Committee.

Resolutions can be proposed and adopted at the AGM.

## **6.2 General Meetings/Parent Meeting**

The Management Committee may call General Meetings (GM)/Parent meetings of the school as and when necessary to discuss important operational issues of the school. Resolutions can be proposed and adopted at GMs.

Voting will follow the same procedure as an AGM

## **6.3 Special General Meetings**

President and/or secretary can call a Special General Meeting (SGM) to discuss and resolve any issues that cannot be resolved through a general meeting additionally minimum of ten parents, can request the President to call for a SGM when the group is not satisfied with (a) decision(s) taken by the President and/or the Management Committee. The request must be in writing and signed by the parents. The President must hold an SGM within one month of receiving the initial notification.

The quorum and notice period for an SGM is same as that for the AGM.

Voting will follow the same procedure as an AGM

## 6.4 Management Committee Meetings

The Management Committee meetings must be held at least once in two months or in regular intervals as agreed by the Committee. The Committee Meeting is usually held on the request of the President. Alternatively, a Committee Member who has an important issue to discuss can request to the President or to the Secretary to hold a committee meeting.

Quorum for management committee meetings is five committee members.

## 7. Sinhalese Cultural Forum of New South Wales (SCF-NSW)

The school should maintain a very close relationship with the SCF-NSW. The School President or a nominated representative of the Management Committee will be the representative of the School in Education Sub-Committee (ESC) of the SCF-NSW should attend ESC and SCF-NSW meetings, should express views of the school at these meetings and should also report related matters at the school Committee Meeting. The school adopts the ESC as the mechanism to communicate with the NSW Department of Education and Training, Community Language program and obtain eligible grants from NSW Government Departments.

## 8. The Public Liability Insurance and Other Covers

The Blacktown Sinhala School has to receive the public liability insurance certificate and all other required covers from SCF-NSW. This is a legal requirement to operate. Further, public liability insurance is required to:

1. Renew the Blacktown Sinhala School's contract with the mainstream school (i.e., The Ponds High School) where it should be attached with the agreement, and
2. Sign any legal document on behalf of the school.

The management committee is accountable for due diligence and risk management related to all the liabilities of the school. Further, the management committee should be aware of the limitations of the insurance and the covers, and should follow fiduciary duties to safeguard the school.

As an example, following is the school's public liability insurance and relevant covers for 2020.





**NSW FEDERATION OF COMMUNITY LANGUAGE SCHOOLS INC.**

12A Seaview Street, DULWICH HILL NSW 2203

Phone: 02 9558 6134 Fax: 02 9558 6176 ABN 88 620 784 404

E-mail: [nswfcls@bigpond.com](mailto:nswfcls@bigpond.com)

Website: [www.nswfcls.org.au](http://www.nswfcls.org.au)

AMENDED

22 June, 2020

**Re: a) Public and Products Liability Insurance \$ 20,000,000**  
**b) Voluntary Workers- Personal Accident \$ 100,000**  
**c) Sexual Abuse cover \$ 5,000,000**

**To whom it may concern,**

This is to confirm that the Sinhalese Cultural Forum of NSW Inc is currently a member of the NSWFCLS Inc. and is operating from:

1. NTH PARRAMATTA SINHALA SCHOOL. PARRAMATTA NTH PUBLIC SCHOOL
2. BLACKTOWN SINHALA SCHOOL. PONDS HIGH SCHOOL
3. MINTO SINHALA SCHOOL. MINTO PUBLIC SCHOOL
4. NEWCASTLE SINHALA SCHOOL. MAYFIELD WEST DEMONSTRATION SCHOOL
5. WOLLONGONG UNIVERSITY
6. WAGGA WAGGA SINHALA SCHOOL. STURT PUBLIC SCHOOL
7. DUBBO SINHALA SCHOOL. DUBBO SOUTH PUBLIC SCHOOL

This member is insured with Ansvar Insurance Limited through Arthur J. Gallagher & Co (Aus.) Limited, ABN 34 005 543 920, AFSL 238312.

Policy number 03.300.0572681 /20-21 which expires at: 4pm 1<sup>st</sup> of March 2021

The Certificate of Currency is attached.

I take this opportunity to acknowledge and thank you for your commitment to languages education and giving our member school the opportunity to promote and maintain its language and culture.

Yours sincerely,

Michael Christodoulou AM  
Chief Executive Officer

Akan  
Amharic  
Arabic  
Aramaic/ Syriac  
Armenian  
Assyrian  
Bangla  
Bhutanese  
Bosnian  
Bulgarian  
Burmese  
Cook Islands Maori  
Chaldean  
Chinese  
Croatian  
Czech  
Danish  
Dari  
Dinka  
Dutch  
Edo  
Estonian  
Farsi/Persian  
Filipino  
Finnish  
French  
German  
Greek  
Gujarati  
Hebrew  
Hindi  
Hungarian  
Indonesian  
Italian  
Japanese  
Kannada  
Karen  
Kirundi  
Khmer  
Korean  
Kurmanji  
Krio  
Lao  
Latvian  
Lithuanian  
Macedonian  
Malay  
Malayalam  
Maltese  
Mandaeen  
Maori  
Marathi  
Nepalese  
Niuean  
Nuer  
Oromo  
Polish  
Portuguese  
Pukapuka  
Pulaar  
Punjabi  
Romanian  
Rotuman  
Russian  
Samoan  
Sanskrit  
Serbian  
Sinhala  
Slovak  
Slovenian  
Spanish  
Swahili  
Swedish  
Tamil  
Telugu  
Thai  
Tibetan  
Tigrinia  
Tongan  
Turkish  
Uighur  
Ukrainian  
Urdu  
Urthi  
Vietnamese



## Certificate of Currency

This is to certify that this Ansvr Insurance Limited policy of insurance is current as at the date of issue of this Certificate of Currency, subject to the terms and conditions of the policy indemnifying the Insured as follows:

<b>Policy Number:</b>	03.300.0572681 / 20 - 21
<b>Name of Insured:</b>	NSW Federation of Community Language Schools Inc. & Member Organisations
<b>Type of Policy:</b>	Ansvr Insurance Ltd Education Insurance Policy
<b>Description of Covers:</b>	<b>Public &amp; Products Liability:</b> Limit of Indemnity \$ 20,000,000 Property in Care, Custody & Control - \$ 100,000 Sexual Abuse cover - \$ 5,000,000 <b>Voluntary Workers – Personal Accident:</b> Capital Benefit - \$ 100,000 Weekly Benefit - \$ 500 Out of Pocket Expenses - \$ 5,000 Policy Aggregate Limit any one event - \$ 250,000 Aggregate Limit of Liability All Claims - \$ 1,000,000 Deferral Period – 7 days Indemnity period – 104 weeks
<b>Business Description:</b>	Not for Profit Community Language School
<b>Interested Party:</b>	NSW Department of Education
<b>Situation of Risk:</b>	Anywhere in Australia
<b>Period of Insurance:</b>	From 4.00pm 1/4/2020 to 4.00pm 1/3/2021

**Signed for and on behalf of Ansvr Insurance  
Limited Date: 18 March 2020**

1300 650 540  
[ansvar.com.au](http://ansvar.com.au)

GPO Box 1655  
Melbourne VIC 3001

Ansvr House  
Level 5, 1 Southbank Boulevard  
SOUTHBANK VIC 3006

**John Stenning – Strategic Underwriter**

## 9. Parents

### 9.1 Parents' Responsibilities

1. Ensure students attend school regularly.
2. Actively participate in school operational activities.
3. Actively participate in school development activities by making themselves available for positions in the school management committee.
4. Participate in fund raising and cultural activities.
5. Attend the AGM, GMs and SGMs of the school.

### 9.2 Parents' Behavior

Parents' responsibilities are met by:

1. Taking ownership of the school.
2. Ensuring their children attend the school punctually.
3. Payment of school fees on time.
4. Not exerting undue influence on the school namely, on teachers, on the president and on management committee members to take advantage for their children's over other children.
5. Taking responsibility in the operation of the school.

6. Reporting incidents to the President within the specified guidelines.
7. Acting for the best interest of all children of the school.
8. Accepting management positions in the Management Committee.
9. Supporting the school in crisis situations.
10. Accepting school decisions amicably.
11. Following grievance procedures in the case of disputes and accepting mediation in such situations.
12. Extending generosity in time and money.
13. Attending the AGM, GMs and SGMs.
14. Constructively criticizing Management Committee decisions and accepting final outcomes.
15. Limiting discussion of school matters to proper forums.
16. Not using the school to promote other vested interests and or activities that are non-beneficial to the school.
17. Behaving responsibly in meetings.

## 10. Management Committee

The duty of the members of the management committee is to the school to which they are appointed. This is a **fiduciary duty**. All members are elected in voluntary capacity, no remuneration or payments should be paid or charged for services/time of a committee member.

### 10.1 Responsibilities of the Management Committee

The main responsibilities of the management committee are as follows:

1. Ensure that school and management committee adhere and comply to all laws and regulations that are relevant.
2. Attend meetings of the management committee.
3. Be punctual for the meetings and be prepared having read minutes and agenda.
4. Take on ownership of school activities and functions
5. Keep themselves informed about issues affecting the school.
6. Participate in the school's planning and evaluation process.
7. Acting in the best interest of the school.
8. Discuss and provide constructive criticism on issues and ideas.
9. Be open ideas and views from other parties
10. Support other management committee members in their work.

11. Support the decisions of the committee
12. Support management committee members who take on specific tasks.
13. Keep members informed about actions taken by the management committee.
14. Involve others in the school activities through general meetings and other forums.
15. Act as ambassadors for the school and promote it within the community.
16. Liaise with other community organizations as required.
17. Take part in school delegations.
18. Engage in fund raising activities for school.

## 10.2 Management Committee Behavior

Management Committee responsibilities are met by:

1. Making sure that the school is well organized so that it can carry out its responsibilities effectively.
2. Making sure all office bearers perform their duties adequately.
3. Making sure any sub-committees carry out their tasks adequately.
4. Making sure any employees (including volunteers) carry out their duties as agreed and set out in their job descriptions.
5. Handling over adequate written records and reports to incoming committee members so that they can also maintain proper continuity.
6. Providing regular updates to school community regarding any issues and/or decisions taken by the committee.

## 11. President and Principal

In The Blacktown Sinhala School, the president resumes the duties of the principal. In this way, this role is ultimately accountable in school governance and academic decisions. In this code of conduct wherever the President or Principal term used, it means the both roles keep abreast with each other.

### 11.1 President's Responsibilities:

The main responsibilities of the President are as follows:

1. Manage the activities of the management committee, including meetings.
2. Act as official representative of the school.
3. Act on behalf of the management committee and/or school in emergency or urgent situations.

### 11.2 Principal's Responsibilities

Principal's primary responsibility is to improve and maintain the superior Sinhala language educational standards for the school children. This includes, but not limited to:

1. Developing and implementing school's education strategy in consultation with teachers and management committee.
2. Ensuring the maintenance of student's records and attendance sheets properly.
3. Ensuring the maintenance of teachers' records and attendance sheets properly.

4. Providing teachers with resources and material for educational purposes.
5. Providing/verifying students records or extracts of such records when requested by parents
6. Conducting school examinations, verifying student reports and signing them.
7. Ensuring all students get equal opportunity in school sanctioned activities and programs.
8. Conduct regular meetings with teachers (minimum once every term).
9. Supporting the President in solving conflicts, particularly providing relevant information from teachers.
10. Supporting President implementing disciplinary procedures.
11. Supporting the teachers in developing professional teaching skills.
12. Making sure teachers' opinion is voiced at management meetings.
13. Summarizing discussion at staff meetings and draw it to a close.
14. Supporting the President as required in any other matter

As the head of the school governance and academic functions, following are expected from the President and Principal role.

### **11.3 President (Principal)'s Behavior**

President (Principal)'s responsibilities are met by:

1. Preparing the agenda (with secretary).
2. Prioritizing the business of the meetings.
3. Opening, managing and closing the meetings.
4. Ensuring that there is a quorum at meetings.
5. Welcoming and introducing members and guests.



6. Signing the minutes after they have been confirmed as a true record of the previous meeting.
7. Keeping individuals and meeting focused on the topics being discussed.
8. Making sure members who want to speak are able to do so.
9. Keeping track of time and setting time limits when needed.
10. Summarizing discussions and drawing them to a close.
11. Ensuring that the meeting is not dominated by one individual or a group of individuals.
12. Taking all decision in a democratic manner with proper consultation.
13. Being the sole communicator, verbal and written, to teachers, parents and outside organizations.
14. Liaison between School and NSWSEF.

## **11.4 President (Principal)'s Powers**

President (Principal)'s powers in meetings are as follows:

1. Open the meeting.
2. Decide on points of order (what is the official and proper way to deal with disputes or conflict) about the meeting process.
3. Decide to put questions to vote or check if consensus is reached.
4. Accept or reject proxy votes or representatives.
5. Rule on motions being carded or lost (if voting is used).
6. Remove disorderly participants to allow the meeting to continue.
7. Adjourn (postpone) or close the meeting.

## 11.5 President (Principal)'s Duties

President (Principal)'s duties are as follows:

1. Sign minutes as proof of their confirmation.
2. Sign official documents such as the application for incorporations, lease, finding, submissions, funding, service agreements, and insurance policies.
3. Sign official correspondence from the association.
4. Be the sole point of contact with parents.
5. Be the first point of contact with the other associations or individuals.
6. Be the first point of contact for paid staff and NSWSCF.

**The president is accountable for the duties of the principal. The President can delegate duties during the management committee meeting for an agreed duration which should be recorded by the Secretary in the meeting minutes.**

## **12. Secretary**

### **12.1 Secretary's Responsibilities**

The main responsibilities of the Secretary are as follows:

1. Deal with correspondence to and from the school.
2. Help organize management committee meetings and take minutes of meetings.
3. Ensure that there is a flow of information to and from the Management Committee.
4. Ensure that official files and records are kept up to date.

### **12.2 Secretary's Duties**

1. Preparing papers for management committee meetings (e.g., agendas, background material and minutes).
2. Taking minutes at meetings (or making sure they are taken). Minutes of meetings minutes of all meetings must be recorded in English for official purposes
3. Storing and distribution of minutes of meetings to relevant parties.
4. Contributing to the development of agendas of meetings.
5. The Secretary's role can be shared as agreed by the Management Committee.
6. Accepted and signed off at next meeting.

## **13. Treasurer**

### **13.1 Treasurer's Responsibilities**

The main responsibilities of the Treasurer are as follows:

1. Handling money which comes into, and is spent by the school
2. Maintaining school asset register.
3. Recording income and expenditure
4. Presenting regular financial statements in committee meetings
5. Financial planning

### **13.2 Treasurer's Duties**

The treasurer must make sure that:

1. An annual statement of Income and Expenditure is provided to Community Language Program through Education Sub-Committee of the Sinhalese Cultural Forum of New South Wales.
2. Receipts are issued for all money paid to the school.
3. Ensuring due diligence is done before a major expense is undertaken.
4. All bank accounts are opened and operated correctly.
5. Wages, tax and bills are paid on time.

6. Money received is banked as soon as possible.
7. Petty cash is available for buying small items.
8. UpToDate accounts are maintained
9. Reports and audits are done on time.

## 14. Teachers

Teachers must exercise reasonable duty of care towards students, bearing in mind the special relationship between the two parties, and the responsibility to protect students from harm.

### 14.1 Responsibilities of Teachers

The main responsibilities of the teachers are as follows:

1. Teach Sinhalese Language (speaking, reading and writing) to students.
2. Train students for cultural performances.
3. Develop students' understanding of Sinhala culture.
4. Conducting school examinations, marking student answer scripts and prepare student marks and reports
5. Undertake professional development courses.
6. Teach students by applying contemporary teaching techniques.
7. Display ethical behavior and professional conduct.
8. Support the development of the school.
9. Provide a reasonably advanced notice when it is not possible to carry out teaching duties.
10. Limit discussion of school matters to proper forums.

## 14.2 Teachers' Behavior

Teachers' responsibilities are met by:

1. Undertaking approved training programs by the Community Language Program.
2. Engaging in continuous professional development through training programs.
3. Managing class-rooms efficiently and effectively.
4. Promoting school in the local community.
5. Discussing school issues at proper forums.
6. Reporting disputes to the principal/president.
7. Displaying professionalism in carrying out the teaching duties and high ethical behavior during and outside school hours.
8. Managing unethical behavior of students in a professional manner.
9. Providing at least one month notice when a teacher relinquishes teaching responsibilities.
10. Providing school properties such as attendance of students, examination marks, text books to the Principle President or the Management

## 15. Students

The main responsibilities of the students are as follows:

1. Making use of services/facilities available and learn Sinhalese Language and Sinhalese culture efficiently /effectively.
2. Attending the school punctually.
3. Not engaging in any activity that will disrupt the class
4. Not using any material (electronic printed or otherwise) that are not part of the study material sanctioned by the teacher during the class
5. Participating in cultural activities, concerts etc.
6. Behaving ethically, respect the rights of other students of the school.
7. Reporting any unacceptable behavior of other children to the class teacher and/or the principal/ president.
8. Adhere decisions and guidelines taken by the school regarding classroom and school behavior



## 16. Blacktown Sinhala School Risk Committee Charter<sup>1</sup>

### 16.1 Role

The risk committee assists the management committee in carrying out its duties by providing an independent and objective review, advice and assistance in developing management policy, monitoring the school activity within the scope of its remit and making recommendations to the management committee for resolution. It is not a policy making body, nor does it have a substantive executive function in its own right.

The committee's role includes assisting the management committee in the school's governance and exercising due care, diligence and skill in relation to risk assessment, treatment strategies and monitoring.

### 16.2 Duties and Responsibilities

Consistent with the school's determined appetite for risk, it includes assisting the management committee in understanding risks that may:

1. impede the school from achieving its goals and objectives;
2. impact on the school's performance;

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<sup>1</sup>This is an abstract of AICD sample risk-committee charter in Director Tool 7 of Achieving Board Effectiveness.

3. affect the health, safety or welfare of staff, students and others in relation to the school's operations;
4. threaten compliance with the school's regulatory and legal obligations;
5. impact on the community and the environment in which the school operates;
6. impact on the school's reputation and that of its people; or
7. result in personal liability for school community arising from the school's operations.

## 16.3 Other committee objectives

The school's risk policy objectives will be achieved by school-wide implementation of effective risk identification, management and mitigation programs, including:

1. monitoring and reviewing issues that may impede the goals, objectives and performance of the school;
2. maintaining the school risk management framework and appropriate operational risk management frameworks based on Australian accepted standards;
3. maintaining internal control systems to provide accurate, relevant, timely and reliable financial and operational information;
4. monitoring and reviewing safety systems throughout the school's operations;
5. monitoring operations and maintaining records to ensure compliance with school policies and regulatory requirements;
6. reporting to the management committee on significant circumstances and risk-related issues that may materially affect the school;
7. implementing management systems and loss prevention and control measures directed at managing the potential for loss and damage to the school;
8. managing insurance programs to ensure appropriate coverage by reputable insurers at competitive premium levels with regard to the school's circumstance and need; and
9. ensuring an appropriate risk-aware culture has been embedded throughout the school.

## 16.4 Authority

The management committee authorises the risk committee, through the risk committee chair, to:

1. retain independent risk, actuarial, insurance or other consultants to advise the risk committee or assist in the conduct of risk related issues; and
2. seek any information it requires from school community or from external parties.

## 16.5 Composition

1. The risk committee will consist of at least three, and usually no more than five, members of the management committee. The management committee will appoint the chair and risk committee members.
2. Membership of the risk committee will be reviewed annually and members are eligible for reappointment. The management committee will confirm membership annually in alignment with the annual general meeting.
3. The chair of the risk committee must not be president or principal of the management committee.

## 16.6 Meetings

1. The risk committee will meet a minimum three times a year and as the committee considers necessary.
2. A quorum will be more than half the members. In the chair's absence from a meeting, the members present will select a chair for that particular meeting.
3. All risk-committee members are expected to attend each meeting in person, or through other approved means, such as teleconference or video conference.

4. The risk committee may invite other people to attend as it sees fit and consult with other people, or seek any information it considers necessary, to fulfil its responsibilities.
5. The meeting's notice and agenda will include relevant supporting papers.
6. Minutes must be prepared, approved by the risk-committee chair and circulated to management-committee members within two weeks of a meeting. They must be ratified and signed by the management-committee chair at the next committee meeting.
7. The committee can request additional support or resources through the management committee.

## **16.7 Reporting to the management committee**

The chair of the risk committee is to report to the management committee following each committee meeting. Such reporting may be by distributing a copy of the minutes, supplemented by other necessary information, including recommendations requiring management committee action and/or approval. The chair organises the supply of information regarding the risk committee for inclusion in the school's annual report.

## **16.8 Reviews**

The risk committee will review its performance on an annual basis. The review may be conducted as a self-assessment and coordinated by the chair. The assessment may seek input from any person. The chair monitors training needs.

The risk committee should review this charter and its composition annually to ensure it remains consistent with the management committee's objectives and responsibilities. The management committee should consider the risk committee's review and either approve or further review the risk committee's charter and/or composition.

## **17. Blacktown Sinhala School Equal Opportunity Policy**

### **17.1 Philosophical Basis**

We at Blacktown Sinhala School believe in equal opportunity for all members of the school community. All staff, students, parents and visitors to the school will be treated equally and without discrimination so that their physical, emotional and intellectual needs can be nurtured and developed.

At Blacktown Sinhala School, equal opportunity will be provided to all school community members without discrimination on the basis of gender, socio-economic circumstances, physical features, cultural background, marital, parental or carer status, physical, intellectual or medical disabilities or conditions. Discrimination, harassment, bullying, vilification, victimisation or other inappropriate behaviours will not be tolerated at our school under any circumstances.

### **17.2 Guidelines**

1. Blacktown Sinhala School respects, promotes and follow equal opportunity guidelines laid down by the Australian government and the New South Wales Department of Education.
2. We at Blacktown Sinhala School encourage knowledge, appreciation and acceptance of the different backgrounds which make up the school and wider community.
3. We will identify areas of school life where discrimination and/or disadvantage may occur and properly address these issues.

4. All documentation developed at the school will reflect Equal Opportunity principles.
5. Curriculum content, organisation and implementation will address issues of gender and cultural inclusion by promoting inclusive learning strategies.
6. All students will have equal access to physical resources, teacher time and all areas of learning.
7. It is the responsibility of each staff member to alert the principle should he/she believe a breach of the guidelines is occurring.
8. No one who makes an Equal Opportunity complaint in good faith will be victimised or otherwise subject to any disadvantage or detriment because they made or might make such a complaint.
9. Organisational policies, curriculum policies and processes together with management plans will be reviewed regularly to ensure that they reflect the principles of equal opportunity.
10. This policy will be reviewed annually.
11. For any concerns please contact the principal using the ***Formal Complaint Form***. Only formally lodged complaints will be addressed. This will be a confidential process.

## 18. Prefects

### 18.1 Eligibility Criteria

1. The candidate required to provide a one-pager document of student details including the following details:
  - (a) Year of first attendance to the school
  - (b) Birthday
  - (c) Blacktown Sinhala School Academic awards (Minister’s awards, SCF “Mahavamsa” certificates, etc)
  - (d) Cultural Performances (E.g., School dancing events/Assembly leadership/SCF concert/Wesak programs/etc)
  - (e) Demonstrate the role model capacity
  - (f) Things that candidate would like to implement, and will deliver if they selected, or in other words what they can give back to Blacktown Sinhala School
2. Candidate should have been a student in the school for the last 365 days.
3. Candidate should be in Blacktown Sinhala School year 8 or 9 in the year of the application and should be enrolled in a NSW high school.
4. Shown excellent academic performances with Blacktown Sinhala School

### 18.2 Awarding Policy

The candidate who satisfies the above criteria may be appointed as Prefect. The final decision will be taken by the panel led by the principal which includes all the Blacktown Sinhala School

teachers. Prefects are appointed by the Principal.

## 18.3 Duties and Responsibilities

1. Prefects must respect the rules and regulations of the school and observe the school rules at all times.
2. Prefects must respect the school's equal opportunity policy at all times.
3. Prefects must be excellent ambassadors for the school, representing the school image positively.
4. Prefects must dress appropriately at all times. Prefects shall wear their badge that distinguishes their office at all times.
5. Prefects must be punctual for duties.
6. Prefects must maintain an excellent academic and behaviour record and lead by example, ensuring the pursuit of academic excellence and orderly behaviour.
7. Prefects must be positive and enthusiastic, encouraging and motivating fellow students
8. Prefects must be cooperative, helpful, well-mannered, trustworthy, and responsible
9. Prefects must be respectful toward teachers, your peers, and the school environment
10. Prefects must be willing to take on extra responsibilities
11. Prefects must be able to work independently and complete tasks
12. Prefects must attend all school events and activities when required where possible, and will be expected to help and lead.
13. Prefects must carry out tasks and jobs as may be directed by teachers and principal.
14. Prefects must sign a contract with school and can be removed from post if they fail to fulfill their responsibilities.



## 18.4 Termination Policy

1. If the prefect violate the equal opportunity policy
2. If the prefect has lower than 70% attendance during the awarding year
3. If the prefects doesn't participate at least 2 assemblies during the awarding year, unless an emergency or communicated before with a valid reason
4. If the prefect use the Blacktown Sinhala School Prefect criteria or represent as Blacktown Sinhala School Prefect in any outside event/program without the approval from Principal
5. If the Prefect has made a bad reputation to Blacktown Sinhala School during the awarding year

## 18.5 Complaints Policy

If there are any complaints to selected prefects/selection process or any other matter regarding prefects, a formal complaint should be lodged to the Blacktown Sinhala School Principal using the ***Formal Complaint Form***. Only formally lodged complaints will be addressed. This will be a confidential process.

## **19. Accountability**

The Management Committee is responsible for the funds received from the Community Language Program and the Parents as term fees, donations and fund raisings.

### **19.1 Accountability for Funds Received from Community Language Program**

The School displays the accountability for funds received from the Community Language Program by:

1. Having qualified teachers who follow approved syllabus.
2. Complying with program guidelines.
3. Ensuring grant money is used only for approved expenses stimulated in the conditions on the grant by NSW department of Education and maintain proper records of such expenses.
4. Auditing school accounts annually.

### **19.2 Accountability for Funds Raised by other methods**

The school's accountability for the funds raised from parents is displayed by:

1. Preparing and distribution of account statements of special fund raisings within six weeks of completion of such events.

2. Having prepared annual accounts and adopted at the AGM.
3. Auditing school accounts annually

## 20. Procedures

### 20.1 Enrollment of students

1. New students must be over 4 years old on the date of enrollment.
2. Parent(s) or legal guardian of a new student must complete and sign an enrollment form for the student to be officially enrolled in school.
3. The Student's Sinhala language knowledge will be assessed by a teacher and will be recommended to a class appropriate for his/her knowledge.
4. the management committee has the right to set a cutoff date to stop new enrolments

### 20.2 Disciplinary Procedures

1. When class teacher is aware of behavioral issues, such as children bullying in the class, disturbing the other student's education etc., teacher will advise the child concern to restrain from such behavior.
2. The class teacher should report the matter to the principal/president, if the issue continues and believes that the teacher is unable to address the issue.
3. The principal/president with consultation of the committee will raise the issue with the parent(s) or legal guardian of the student to discuss ways of improving the behavior.
4. If the issue(s) continue, then the president will inform the relevant parent(s) or legal guardian in writing to request to address the said issue(s).

5. If the issue(s) continue, the president will request the parent not to send the child to the school.
6. The parent(s) or legal guardian shall follow the grievance procedure set out in Clause 16.3 if they are not satisfied with the decision taken by the school.

## 20.3 Selection of students to represent school

1. Selection of a student or students to represent school should be done based on merit.
2. In case of a group activity (class or school) all efforts should be taken to provide equal opportunity to each child.
3. School reserves the right to exclude any student from such an event from representing school

## 20.4 Grievance Procedure

Parents should follow the below grievance procedure when they are not satisfied with any decision(s) taken by the school. The school encourages all issues to be resolved amicably throughout the grievance process and parents should respect the fact that school is managed by volunteers.

1. Report the matter in writing to the President who is the only contact person for any complaints. Please use the ***Formal Complaint Form***. Do not complain to teachers or other management committee members.
2. The school requests the parent to report the matter after 24hrs of the incident if the incident is not a life-threatening/critical nature which must be reported immediately. The 24-hour delay is allowed for the parent(s) to assess whether the incident warrants a complaint and to allow the parent(s) to make a meaningful report based on facts.
3. The President, the Principal, the teachers and any member of the management committee should not request or support or provide any information, undermining the integrity of

school, to any parent who plans to make a complain on any issue related to the school. Parents shall display the responsibility by not asking such information from above people.

4. A complaint must be lodged within 21 days of the relevant incident or issue. No complaints will be entertained after this specified period.
5. The president will attempt provide a resolution within 2 weeks of the receipt of the written complaint,
6. If the party in dispute is not satisfy with the solution, then The President will discuss the matter with the Management Committee (and the teaching staff if applicable) and will provide a final resolution.
7. The President should convey all outcomes/resolutions to the parent concerned in writing.

## **20.5 Removal of Office Bearers and other Persons**

The management Committee has the power to remove office bearers from their duties, including the president, or any parent of the school when such a person(s) does/do not act for the best interest of the school. Similarly, parents can call for a SGM (as explained section 5.3) and bring a resolution to remove any member(s) of the management committee

### **20.5.1 The reasons for removal of such persons are:**

1. Sexual abuse of, or misuse of power to take advantage, of school children.
2. unethical behavior of person(s) that could harm the reputation of the school.
3. Misuse of school funds.
4. Undue influence on another Management Committee Member, Office Bearer on school administration matters.
5. Misuse of power to protect vested interests.
6. influencing Management Committee decisions that interrupt the smooth functioning of the school.

7. A person has broken the Federal or State Government laws
8. A person is mentally not fit for the position or the Management Committee believes that the person does not have capacity to carry out duties efficiently.
9. Any other reason that the Management Committee believes that the removal of such a person is warranted for the best interest of school.

## **20.5.2 Procedure for Removal**

### **20.5.2.1 Parent**

Management committee has the right to remove any parent, such removal will be informed in writing to the parent(s) Parent(s) can follow the grievance procedure if they are unhappy with the school decision

### **20.5.2.2 Management committee member**

1. An SGM is required to remove a management committee member.
2. Resolution to remove a management committee member needs to be passed with at least 50
3. The Management committee member in question is not eligible to vote for the resolution.

## **20.5.3 Amendments to the Code of Conduct**

1. Resolutions to amend the code of conduct can only be done at an AGM or at a SGM.
2. The section(s) and the exact wording of the amendment along with the rationale for the amendment needs to be informed to the members in writing at least two weeks prior to the meeting.
3. Resolution needs at least 50

## 21. Privacy

### 21.1 Collection and use of personal information

School collects information about students and their families to:

1. educate students
2. to be used in school sanctioned events and publications
3. support students' social and emotional wellbeing, and health
4. fulfil legal requirements
5. take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care)
6. communicate with parents about students' schooling matters and celebrate the efforts and achievements of students and provide general updates.
7. maintain the good order and management of our school

School should only collect personal information of students and parents that are relevant and required for above purposes.

The school shall only use or disclose gathered information

1. for the primary purpose for which it was collected
2. for a related secondary purpose that is reasonably to be expected



3. when necessary to lessen or prevent a serious threat to person's life, health, safety or welfare or the public's health, safety or welfare
4. with the consent of the person if being used for a purpose that was not mentioned during the time of gathering.
5. unless otherwise required, permitted or authorized by law.

Parents should not request personal information regarding school children or parents from the school nor school should provide such information if requested.

The President should ensure that, complies by the relevant Federal and NSW State Government Privacy Laws.

## 22. Formal Complaint Form

Following form may be used as part of the complaint/grievance procedure by students, parents and any party who wish to initiate a formal written complaint involving any violations of law or policy directly affecting the rights of the complaining party.

**Blacktown Sinhala School**

**Confidential**

**Please email this form only to:**  
[principal@thebss.org.au](mailto:principal@thebss.org.au)

**Formal Complaint Form**

This form may be used as part of the complaint/grievance procedure by students, parents and any party who wish to initiate a formal written complaint involving any violations of law or policy directly affecting the rights of the complaining party.

Date: \_\_\_\_\_

Name of Student / Complaining-Party: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Email \_\_\_\_\_ Mobile \_\_\_\_\_

Provide a complete description/explanation of the complaint, including the date of the incident on which the complaint is based, names of students or others responsible or involved in the incident, names of witnesses, and all other relevant facts. Use additional papers as needed to add more information.

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Describe any earlier efforts to resolve this matter or the reasons no such efforts were pursued.

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What specific remedy or corrective action are you seeking?

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**Parent/Guardian/Complaining-Party Signature** \_\_\_\_\_

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<https://policies.education.nsw.gov.au/policy-library/policies/leading-and-managing-the-school?refid=285839>.
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