

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

AN ORDINANCE to provide for the constitution for the management of a corporation to be known as the Newcastle Anglican Schools Corporation.

BACKGROUND

The Diocese of Newcastle operates four Diocesan Schools and as part of the supervisory structure an unincorporated body known as the Diocesan Anglican Schools Commission.

It is intended by this Ordinance to establish a corporation to be known as the Newcastle Anglican Schools Corporation to take over the work of the Diocesan Anglican Schools Commission and better provide for the management of all Diocesan schools.

BE IT THEREFORE ordained by the Bishop, Clergy, and Laity of the Diocese of Newcastle in Synod assembled as follows.

PART 1 – PRELIMINARY

1 Short Title

This Ordinance may be cited as the ***Newcastle Anglican Schools Corporation Ordinance 2007***.

2 Definitions

2.1 In this Ordinance, unless the context otherwise requires:

Anglican Ethos Statement	means the Ethos Statement as approved by the Board of the Newcastle Anglican Schools Corporation
Authorised Deposit Taking Institution (ADI)	has the same meaning as in the <i>Banking Act 1959</i> (Cth).
Affiliated School	means a school recognised by the Board as a school which is associated with the Anglican Diocese of Newcastle and the Corporation.
Bishop	means the Bishop of Newcastle, in the absence of the Bishop it means the Commissary and, during any vacancy in the See, the Administrator of the Diocese.
Board	means the Board of the Corporation.
Board Member	means a member of the Board in accordance with clause 20.
Business Day	means a day which is not a Saturday, Sunday or public holiday in Sydney, New South Wales.
Business Manager	means the Business Manager of the Corporation.
Chair	means as applicable: <ul style="list-style-type: none"> (a) the person who holds the position as chair of the Corporation pursuant to clause 2;

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

	(b) the person who holds the office of Chair of the Board and/or any committee of the Board, including a School Council.
Church Trust Property Act	means the <i>Anglican Church of Australia Trust Property Act 1917</i> (NSW).
Commissary	means the person appointed by the Bishop to act in his/her place when the Bishop is absent from the Diocese.
Committee	means a committee established by the Board under clause 43.
Corporation	means the Newcastle Anglican Schools Corporation, established under the <i>Newcastle Anglican Schools Corporation Ordinance 2007</i> .
Corporations Act	means the <i>Corporations Act 2001</i> (Cth).
Corporation Officer	means the executive officer of a Division.
Diocesan Chief Executive	means the Diocesan Chief Executive of the Diocese
Diocesan Council	means the Diocesan Council of the Diocese or a committee of the Diocesan Council with the delegated authority of the Council (to the extent of that delegation).
Diocese	means the Diocese of Newcastle in the Anglican Church of Australia.
Division	means an area of activity of the Corporation which is not a school, including any Existing Division.
Existing Division	means the schools management division of the Corporation.
Existing Schools	means: <ul style="list-style-type: none"> (a) Bishop Tyrell Anglican College; (b) Lakes Grammar – An Anglican School; (c) Manning Valley Anglican College; and (d) Scone Grammar School.
Finance Debt	means and includes any indebtedness or other liability (present or future, actual or contingent) relating to any financial accommodation including: <ul style="list-style-type: none"> (a) an advance or loan; (b) drawing, accepting, endorsing, discounting, collecting or paying a bill of exchange, cheque or other negotiable instrument; (c) the discounting or sale of receivables; (d) entering into any agreement or transaction in connection with raising financial accommodation as a result of which a debt or liability or a contingent debt or liability, will or might arise (including any finance lease, hire purchase agreement or title retention agreement); (e) any commodity, currency or interest rate swap agreement, forward exchange rate agreement or futures contract (as defined in any statute);

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In Force Date: 1 October 2020

Last Review: 17 August 2020

Page 2 of 24

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

	<p>(f) any reimbursement obligation or indemnity relating to any financial accommodation (including any letter of credit or bank undertaking); or</p> <p>(g) any Guarantee of any other Finance Debt.</p>
Guarantee	means the guarantee of any obligation of another party by the Corporation.
Head of Entity	means the person appointed by the Board with the concurrence of the Bishop to be the head of the relevant entity as defined in legislation relating to child protection (with this definition also applying to the term Head of Agency where relevant).
Mediation Rules	means the rules adopted by the Board from time to time for the purpose of Dispute Resolution procedure in clause 44.
Member	means a member of the Corporation from time to time in accordance with clause 6.
Mission	means the mission of the Corporation as set out in clause 4.
NAC	means Newcastle Anglican Corporation
Objects	means the objects of the Corporation as set out in clause 4.
Officer	means any person holding a designated position within the governance structure of the entity including the Chairperson, Deputy Chairperson or Diocesan Chief Executive (or his/her delegate).
Ordinance	means this ordinance.
Principal	means the chief executive officer of a School whether known as the Principal or some other title.
Responsible Person	means a responsible person as determined by any relevant law and any ordinance of the Synod.
School	means a school, college or other educational institution conducted by or on behalf of the Corporation and shall include the Existing Schools but not an Affiliated School.
School Committee	means any committee or working group appointed for a School by that School's Council from time to time pursuant to clause 31(g).
School Council	means the governing body of a School constituted by the Board pursuant to clause 30.
School Ordinances	<p>means the:</p> <p>(a) the <i>Scone Grammar School Council Ordinance 1993</i>;</p> <p>(b) the <i>Bishop Tyrrell Anglican College Council Ordinance 1998</i>;</p> <p>(c) the <i>Manning Valley Anglican College Council Ordinance 2001</i>; and</p> <p>(d) <i>Lakes Grammar – An Anglican School Ordinance 2011</i>.</p>
School Strategic Plan	means the school strategic plan adopted by any School Council from time to time.

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In Force Date: 1 October 2020

Last Review: 17 August 2020

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

Security	means any mortgage, charge, lien, pledge, general security agreement or any assignment, trust or other arrangement securing the performance or payment of any obligation. It includes a security interest under section 12 of the <i>Personal Property Securities Act 2009</i> (Cth).
Strategic Plan	means the strategic plan adopted by the Corporation from time to time.
Synod	means the Synod of the Diocese, and includes when the Synod is in recess, the Diocesan Council.
Trust Property	means all or any part of any real or personal property of the Corporation within the meaning of the term "church trust property" in section 4 of the <i>Church Trust Property Act</i> including (without limitation): <ul style="list-style-type: none"> (a) land and any buildings or improvements on or estates or interests in the land; (b) the Schools; (c) real or personal property within or outside the geographical boundaries of the Diocese; and (d) real or personal property acquired at any time after the date of assent of this Ordinance, within the meaning of the term "church trust property" in section 4 of the <i>Church Trust Property Act</i>.

Interpretation

- 2.2 In this Ordinance, unless there is something in the subject or context which is inconsistent:
- (a) the singular includes the plural and vice versa;
 - (b) each gender includes the other gender;
 - (c) the word "person" means a natural person and any partnership, association, body or entity whether incorporated or not;
 - (d) the words "writing" and "written" include any other mode of representing or reproducing words, figures, drawings or symbols in a visible form;
 - (e) where any word or phrase is defined, any other part of speech or other grammatical form of that word or phrase has a cognate meaning;
 - (f) a reference to any clause or schedule is to a clause or schedule of this Ordinance;
 - (g) a reference to any ordinance other than this Ordinance or the School Ordinances is a reference to an ordinance (as so named) of the Diocese of Newcastle;
 - (h) a reference to any statute, proclamation, rule, code, regulation or ordinance includes any amendment, consolidation, modification, re-enactment or reprint of it or any statute, proclamation, rule, code, regulation or ordinance replacing it;
 - (i) an expression used in a particular part or division of the ordinance that is given by that part or division a special meaning for the purposes of that part or division has, unless the contrary intention appears, in any clause that deals with a matter dealt with by that part or division the same meaning as in that part or division;
 - (j) the provisions of this Ordinance displace the replaceable rules (but not replaceable rules that mandatory apply to a public company) contained in the ordinance; and
 - (k) headings do not form part of or affect the construction or interpretation of this Ordinance.

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In Force Date: 1 October 2020

Last Review: 17 August 2020

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

- (l) where reference in this Ordinance is made to the Bishop, except where that reference is to the Bishop as Chairperson of the Newcastle Anglican Schools Corporation, such reference should be interpreted as the Bishop exercising the powers of the Bishop of the Diocese (rather than acting in the capacity of Chairperson of Newcastle Anglican Schools Corporation).

PART 2 – THE CORPORATION

3 Constitution of Corporation

The Corporation is constituted with the powers and functions in this Ordinance.

4 Objects and Mission

The Objects and the Mission of the Corporation are:

- (a) the establishment, promotion, governance, support and advancement of quality education through accessible, affordable and local Anglican Schools that communicate the Gospel of Jesus Christ in a caring environment to students, staff, parents and the wider community; and
- (b) an act of the Corporation is not invalid merely because it is contrary to or beyond the Objects.

5 Not-for-profit

The assets and income of the Corporation shall be applied solely in furtherance of the above-mentioned Objects and Mission and no portion shall be distributed directly or indirectly to the Members except as bona fide compensation for services rendered or expenses incurred on behalf of the Corporation.

6 Membership of the Corporation

6.1 The Members of the Corporation shall be the Existing Schools.

6.2 The Diocesan Council may, upon application by:

- (a) an Anglican school; or
- (b) a school having educational and religious policies and practices that are consistent with the Objects and Mission of the Corporation,

admit such school as a Member of the Corporation.

6.3 The Diocesan Council may, upon admitting a school as a Member under clause 6.2 of this ordinance declare that a provision of this Ordinance shall not apply to that school.

7 Powers

7.1 The Corporation has the general power to:

- (a) control, manage and conduct the Schools;
- (b) promote, acquire and establish other schools (by acquisition and ownership of shares in companies or otherwise) and control, manage, and conduct those schools;
- (c) to establish relationships with schools as Affiliated Schools of the Corporation and the Diocese;
- (d) make such arrangements, financial or otherwise for the development, extension and improvement of the Schools;
- (e) order and conduct the affairs of the Schools in any manner in which it sees fit; and

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In Force Date: 1 October 2020

Last Review: 17 August 2020

Page 5 of 24

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

(f) pay any reasonable and lawful licence fee or levy to the Diocese determined by the Diocesan Council.

(a)

7.2 The Corporation can only exercise the powers in section 6 of the *Bodies Corporate Act* to:

(a) carry out the objects of the Corporation set out in clause 4; and

(b) do all things incidental or convenient in relation to the attainment of an object under clause 4.

8 Church Trust Property

8.1 Pursuant to the *Church Trust Property Act* and as otherwise allowed by law, the Corporation is:

(a) authorised to govern, manage and control all Trust Property in any manner in which it sees fit and to do all things incidental to such government, management and control; and

(b) authorised to pool any Trust Property and all matters and things incidental to such pooling.

8.2 Pursuant to the *Church Trust Property Act*, the *Bodies Corporate Act* and any other relevant law, it is expedient for the Corporation to be authorised, empowered and directed and the Corporation is so authorised, empowered and directed (as it deems appropriate) to:

(a) borrow or otherwise raise moneys by such means and methods as the Corporation determines are appropriate and without limitation incur any Finance Debt and enter into derivative and other related financial arrangements and transactions;

(b) provide any Security or Guarantee in favour of a third party (including any ADI) over all or any part of the Trust Property and any other assets it holds; and

(c) in the case of the enforcement of any right of any creditor, or default under any obligation, arising under or in connection with any Security or Guarantee provided by the Corporation or Finance Debt incurred by the Corporation, without limitation:

(i) to sell all or any part of the Trust Property and other assets whether subject to any Security or otherwise;

(ii) to apply all or any part of the Trust Property and other assets or any proceeds from any realisations of the Trust Property and other assets in full or partial satisfaction of any such Finance Debt or liability secured by any such Security or Guarantee; and

(iii) to be indemnified from all or any part of the Trust Property and any other assets it holds.

8.3 The Corporation shall comply with the *Designated Funds Ordinance 2015*.

9 President

9.1 The Bishop shall be the President of the Corporation and the President of each School.

9.2 The Bishop may give notice that he or she wishes the Board or a School Council to meet with the Bishop or a person appointed by the Bishop. Any such meeting shall be arranged within twenty-four (24) hours (or at such other time that may be agreed by the Bishop).

9.3 The Bishop may appoint a person to act as the delegate of the Bishop and who shall preside in the absence of the Bishop and may undertake the functions and responsibilities of the Bishop unless directed otherwise by the Bishop.

9.4 Nothing in this section shall prohibit the Bishop from attending and speaking at an ordinary meeting of the Board or a School Council.

10 Inspection and Inquiries by the Bishop and the Diocesan Council

10.1 The Board shall ensure that:

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In Force Date: 1 October 2020

Last Review: 17 August 2020

Page 6 of 24

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

- (a) the Bishop and the Diocesan Council are kept informed of all key financial, strategic and risk matters associated with the Corporation and each member school in such manner and with such frequency as the Bishop and Diocesan Council determine; and
 - (b) any requests of the Bishop and the Diocesan Council are considered by the Board and/or the relevant School Council.
- 10.2 The Diocesan Council may at any time and in such manner as it thinks fit:
- (a) direct an inspection of the Corporation or a member School, its finances, its buildings and equipment; and / or
 - (b) direct an inquiry into the educational, operational and general affairs of the Corporation or a Member School.
- 11 Board Membership
- 11.1 The Board of the Corporation shall comprise the Board members of NAC.
- 11.2 The Officers of the NAC shall be the Officers of the Corporation.
- (a)
- 11.3 Any change in the composition of the Board of NAC shall also result in an identical change to the composition of the Board of the Corporation.
- 12 (Repealed)
- 13 (Repealed)
- 14 (Repealed)
- 15 (Repealed)
- 16 (Repealed)

PART 3 – PERSONS SERVING ON BOARDS, SCHOOL COUNCILS OR COMMITTEES

17 Responsible Persons

Every person serving on the Board or a School Council or Committee established under this Ordinance must:

- (a) be and act as a Responsible Person;
- (b) be cleared to work with children in accordance with the *Child Protection (Working with Children) Act 2012 (NSW)*;
- (c) affirm in writing that they affirm the Christian faith; and
- (d) affirm in writing that that they affirm the Mission of the Corporation.

18 Service on the Board, School Councils and Committees is voluntary

No member of the Board, a School Council or Committee shall receive a payment in connection with that person's activities as a member of the Board, School Council or Committee unless it is in reimbursement for a payment made by the person in connection with the operation of the Corporation or a school.

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In Force Date: 1 October 2020

Last Review: 17 August 2020

Page 7 of 24

19 Termination of appointment

The office of a person serving on a School Council or a Committee established under this Ordinance shall become vacant if:

- (a) the term of office for the Member expires; or
- (b) the person:
 - (i) resigns by notice in writing to the Bishop;
 - (ii) dies;
 - (iii) becomes an insolvent, under administration or is unable to control his or her financial affairs;
 - (iv) ceases to hold any qualification which was necessary for election to office;
 - (v) is absent from three (3) consecutive ordinary meetings without the leave of the Board or the relevant School Council or Committee and the Board, School Council or Committee by resolution declares the office to be vacant;
 - (vi) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the laws relating to mental health or becomes otherwise incapable of acting;
 - (vii) is removed from office in accordance with any Ordinance of this Diocese; or
 - (viii) is removed as a Board Member by resolution of the Diocesan Council with the consent of the Bishop;
 - (ix) becomes or is a prohibited person within the meaning of the *Child Protection (Prohibited Employment) Act 1998* (NSW).

19A Removal of Board Members

A Board member of the Corporation (except the Bishop) ceases to be a Board member when that person ceases to be a Board member of NAC, irrespective of the reason.

PART 4 – BOARD

20 Responsibilities of the Board

The responsibilities of the Board include:

- (a) developing the Corporation's Strategic Plan, education framework and policies;
- (b) promoting the Mission of the Corporation by ensuring that it and every School and Division operates in a manner that:
 - (i) upholds the Corporation's Mission, and
 - (ii) supports any education framework adopted by the Corporation, and
 - (iii) implements the Corporation's Strategic Plan and policies;
- (c) encouraging every School Council and Principal to develop the individual character of their School in the context of its local environment and in a relationship of interdependence with the Corporation;
- (d) serving as the Board of each School; and
- (e) ensuring that the Bishop and any delegate of the Bishop are informed by the Diocesan Chief Executive (or his/her delegate) on any key financial, strategic and risk matters associated with the Corporation or a School to ensure that any requests of the Bishop, any delegate of the Bishop or the Diocesan Chief Executive are considered by the Board in a timely manner.

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

21 Meetings of the Board

21.1 The proceedings of the Board shall be governed in the following manner:

- (a) the Board may meet for the dispatch of business, adjourn or otherwise regulate its meetings and proceedings as it may resolve;
- (b) the Board may act even if there are vacancies on the Board;
- (c) the Board must meet at least five (5) times each calendar year;
- (d) a meeting of the Board may be convened by:
 - (i) the Chair of the Board; or
 - (ii) any four (4) Board Members of the Board;
- (e) the person or persons convening a meeting of the Board must set out or cause to be set out in the notice of meeting the purposes for which the meeting is required and must give at least twenty-four hours' prior written notice of such meeting to the other Board Members;
- (f) a Board meeting may be held by the Board Members communicating with each other by any technological means by which they are able simultaneously to hear each other and to participate in discussion;
- (g) the Board Members need not all be physically present in the same place for a Board meeting to be held;
- (h) a Board Member who participates in a meeting held in accordance with this clause is taken to be present and entitled to vote at the meeting; and
- (i) the Diocesan Chief Executive (or any delegate appointed under clause 41) may attend and participate in all meetings of the Board but may not vote. Diocesan Chief Executive (or any delegate appointed under clause 41) may be excluded from any Board meeting by resolution of the Board.

21.2 Annual General Meeting

A general meeting of the Corporation, called the annual general meeting, must be held once every calendar year, at which the Board must present an annual report of the Corporation's activities and an audited report of the Corporation's finances.

21.3 Special General Meeting

The Bishop or the Board may, whenever they think fit, convene a special general meeting of the Corporation to consider any business relating to the affairs of the Corporation."

21.4 Bishop to Chair General Meetings

Where the Bishop is not present at a general meeting and has not appointed a delegate or the delegate is not present, the Deputy Chairperson shall preside over the general meeting.

22 Board Quorum

The quorum for a meeting of the Board is four members of the Board.

23 Voting at Meetings of the Board

- (a) Questions arising at a Board meeting are decided by a majority of the votes of the Board Members present and voting.
- (b) Any question affecting matters of faith, ritual or ceremony in a School or an Affiliated School must also be approved by the Bishop.

24 Circulating Resolutions

A question may be resolved without a formal meeting of the Board in the following manner:

- (a) If three-quarters (3/4) of the Board Members who are eligible to vote on a resolution (excluding any Board Member who, at the time the statement is provided or sent, is on leave of absence formally approved by the Board) have signed a document containing a statement that they are in favour of a resolution in terms set out in the document, then a resolution in those terms is taken to have been passed at a Board meeting held on the day on which the document was last signed by a Board Member.
- (b) For the purposes of clause 23(a):
 - (i) two (2) or more identical documents, each of which is signed by one (1) or more Board Members, together constitute one (1) document signed by those Board Members on the days on which they signed the separate documents; and
 - (ii) an electronic message, whether a facsimile, email or otherwise, which is received by the Diocesan Chief Executive (or his/her delegate) on behalf of the Board and is expressed to have been sent by a Board Member is to be taken to be a document signed by that Board Member at the time of its receipt by the Diocesan Chief Executive (or his/her delegate);
- (c) The minutes of the Board meetings must record that resolution was passed in accordance with this clause.

25 Material Conflict of Interest

- 25.1 A Board Member who has a perceived or actual material conflict of interest in a matter that is to be considered by the Board must inform the Board at the earliest opportunity, must inform the Board prior to the matter being discussed and withdraw from the meeting.
- 25.2 The minimum quorum for consideration at a Board meeting of a matter in which one (1) or more Board Members have a material conflict of interest is three (3) Board Members who are entitled to vote on any motion that may be moved at the meeting in relation to that matter.

26 Minutes

- 26.1 The Board must cause minutes to be made of:
 - (a) the names of the persons present at all Board meetings and meetings of Board committees;
 - (b) all disclosures of material conflicts of interest;
 - (c) all proceedings of Board meetings and meetings of Board committees;
 - (d) all resolutions made by the Board and Board committees; and
 - (e) all appointments of officers.
- 26.2 Minutes must, upon a resolution of the Board, be signed by the Chair of the meeting and if so, signed are conclusive evidence of the matters stated in such minutes.

27 Common Seal and assumptions

The rules and assumptions about the common seal are as follows:

- (a) the Board by resolution may authorise any person or persons to do any act or sign or execute any document on behalf of the Corporation;
- (b) for the purpose of affixing the common seal of the Corporation, the provisions of section 7 of the *Bodies Corporate Act* apply;
- (c) the Board must provide for the safe custody of the common seal. Subject to the next paragraph, the common seal must not be used without the authority of the Board and must be used in the presence of at least two (2) Members who must sign every document to

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

which the Common Seal is affixed;

- (d) where as a matter of urgency a document is required to be executed under the common seal, the Chair or Deputy Chair may affix the Seal to that document and sign the document and at the first opportunity he or she must report to the Board the action taken;
- (e) a person is entitled to make the assumptions in clauses 26(f) and (g) in relation to dealings with the Corporation. The Corporation is not entitled to assert in proceedings in relation to the dealings that any of the assumptions are incorrect;
- (f) a person may assume that:
 - (i) a document has been duly executed by the Corporation if the document (including any power of attorney) appears to have been executed in accordance with clause 26(c) or (d);
 - (ii) this Ordinance has been complied with;
 - (iii) the Officers and agents of the Corporation properly perform their duties to the Corporation; and
 - (iv) an Officer or agent of the Corporation who has authority to issue a document or a certified copy of a document on its behalf also has authority to warrant that the document is genuine or is a true copy;
- (g) the Corporation may maintain a register of Officers, a register of Board Members and a register of Members and any person may assume that anyone who appears in the register (or a copy of it certified by the Chair, Deputy Chair, Diocesan Chief Executive (or his/her delegate) or the Corporate Secretary) or who is otherwise held out by the Corporation to be an Officer, Board Member or Member has been duly appointed or elected to that position; and in the case of anyone who so appears or has been so held out as an Officer, has the authority to exercise the powers and perform the duties customarily exercised or performed by a similar officer of a corporation or company similar to the Corporation.

28 Report and Accounts

The Corporation must:

- (a) report in a form acceptable to, as applicable, the Synod, the Trustees or the Diocesan Council:
 - (i) at least once in every year to the Synod on the performance, financial position and activities of the Corporation in the preceding year; and
 - (ii) at least once every year to the Trustees and the Diocesan Council on its activities;
- (b) provide such other information as to its affairs and operations as the Bishop, the Diocesan Council or the Synod may from time to time request; and
- (c) ensure the proper reporting of the performance, financial position and activities of each School as may be required by law.

29 Committees

29.1 Any powers the Board seeks to delegate to a committee shall be delegated to a Committee of NAC.

29.2 Where any power is delegated to a Committee of NAC by the Board, the Board shall convey any directions or restrictions upon the delegation of the power.

29.3 The Committee of NAC to which any power is delegated under clause 23.1 shall conduct its business in accordance with the framework provided under clause 23 of the *Newcastle Anglican Corporation Ordinance 2017* (as amended).

- 29.4 The Board must ensure that all Committee members are:
- (a) Responsible Persons; and
 - (b) cleared to work with children in accordance with the *Child Protection (Working with Children) Act 2012* (NSW) (as amended).

29.5 The Board may revoke the delegation to a committee at any time.

PART 5 – SCHOOLS

30 Schools

The Corporation may conduct the Existing Schools and with the consent of the Diocesan Council and the Bishop may conduct, establish, purchase or otherwise acquire Schools either within the Diocese or elsewhere.

31 School Councils

- 31.1 The Board shall in normal circumstances establish a School Council to govern the operation of one (1) or more Schools provided that:
- (a) the Board may at any time abolish a School Council at which time all members of that School Council cease to hold office;
 - (b) where there is no School Council the Board shall undertake the functions and responsibilities of the School Council;
 - (c) a School Council is a Committee of the Board;
 - (d) the Board must notify the Bishop in writing whenever it establishes or abolishes a School Council; and
 - (e) the Diocesan Chief Executive (or his/her delegate) shall notify the Diocesan Council in writing of the names, qualifications, experience and church affiliation of the members of each School Council by no later than 28 February in each calendar year.
- 31.2 Each School Council comprises:
- (a) the Principal, or in the absence of the Principal the person undertaking the duties of the Principal; and
 - (b) up to seven (7) people appointed by the Board for a term of up to three (3) years and whose term expires on 15 December of the last year of their term.

31.3 The School Council may act even if there are vacancies on the School Council.

31.4 the Bishop may appoint a person to be the Chair of the School Council, in the absence of an appointment the Chairperson shall be the Principal or, in the absence of the Principal, the person undertaking the duties of the Principal.

32 Responsibilities of a School Council

The responsibilities of a School Council include:

- (a) promoting the Mission of the Corporation by ensuring that each School for which it has governance responsibility operates in a manner that:
 - (i) supports the mission and ministry of the Diocese;
 - (ii) upholds the Corporation's Mission;
 - (iii) supports any education framework developed by the Corporation; and
 - (iv) complies with the policies and procedures of the Corporation;
- (b) developing and implementing a school strategic plan, education philosophy, and associated

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

policies for the relevant School that are consistent with the Corporation's Strategic Plan, education framework and Policies;

- (c) preparing in such manner and at such times as the Board determines a recurrent and capital expenditure budget for the relevant School for consideration by the Board and advising the Board in such manner and at such times as the Board determines on the implementation of any budget approved by the Board;
- (d) developing the individual character of each School for which it has governance responsibility in the context of its local environment and in a relationship of interdependence with the Corporation;
- (e) The members of the Council, with the exception of the Principal, shall assist the Bishop and the Board in the appointment and review of the Principal in such manner as the Bishop and the Board determine;
- (f) supporting the Principal in the governance of the School in accordance with any policy and procedure approved by the Board;
- (g) appointing such School Committees and School working groups as the Council determines in accordance with any policy and procedure approved by the Board; and
- (h) reporting to the Board in such manner and frequency as the Board may resolve.

33 Proceedings of School Councils

- 33.1 Subject to this Ordinance and any policy of the Board, each School Council may meet together for the dispatch of business, adjourn or otherwise regulate its meetings and proceedings as it may resolve.
- 33.2 The School Council itself may elect a Deputy Chair from among the members of the School Council.
- 33.3 Each School Council must meet at least twice each school term.
- 33.4 A meeting a School Council may be convened by:
- (a) the Chair of the Corporation; or
 - (b) the Chair of the School Council; or
 - (c) any four (4) members of the School Council.
- 33.5 The person or persons convening a meeting of a School Council must set out or cause to be set out in the notice of meeting the purposes for which the meeting is required.
- 33.6 The quorum necessary for the transaction of the business of a School Council is more than 50% of the number of members of the School Council appointed in accordance with section 30.2 (excluding any member who, at the time of the transaction of the business, is on leave of absence formally approved by the School Council).
- 33.7 The Principal and the Diocesan Chief Executive (or his/her delegate) may attend and participate in all meetings of a School Council but may not vote.
- 33.8 The Diocesan Chief Executive (or his/her delegate) may appoint a representative to attend on his or her behalf. The Principal or the Diocesan Chief Executive (or his/her delegate) representative may be excluded by resolution of the School Council.

PART 6 – FOUNDATIONS, COLLEGIANS ASSOCIATIONS AND SIMILAR BODIES

34 Recognition

This document is current at the date of last review and is maintained electronically by the Anglican Diocese of Newcastle. Users should refer to the Newcastle Anglican website to confirm the currency of the instrument.

In Force Date: 1 October 2020

Last Review: 17 August 2020

Page 13 of 24

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

The Board may recognise a Foundation, Collegians Association or similar body for a school where that Foundation, Collegians Association or similar body affirms that all fund raising, expenditure, investment or lending will be in accordance with the policies and procedures of the Corporation.

35 Legal Arrangements and Memorandums of Understanding

The Board may enter into legal arrangements and may enter into a Memorandum of Understanding (howsoever named) with any Foundation, Collegians Association or similar body recognized by the Board.

36 Establishment

The Board may establish a Foundation, Collegians Association or similar body for a School on such conditions as the Board shall determine.

PART 7 – PATRONS

37 Nomination and Appointment

The Bishop on the nomination of a School Council and with the concurrence of the Board may appoint a patron or patrons for a School on such terms and conditions as the Bishop may determine.

PART 8 – OTHER DIVISIONS

38 Establishment and Operation of Other Divisions

38.1 In addition to any Existing Division, the Board may establish one or more other Divisions of the Corporation (Other Division(s)) the operation of which may be overseen by a committee of the Board.

38.2 Each committee that oversees another Division must report to the Board in such manner and frequency as the Board may resolve.

38.3 The primary responsibility of another Division is to assist in the promotion of the Mission of the Corporation.

38.4 Subject to this Ordinance and any policy of the Board, each committee overseeing another Division may meet together for the dispatch of business, adjourn or otherwise regulate its meetings and proceedings as it may resolve.

PART 9 – AFFILIATED SCHOOLS

39 Recognition

With the written concurrence of the Bishop, the Board may recognise a school as an Affiliated School of the Corporation.

40 Memorandums of Understanding

With the written concurrence of the Bishop, the Board may enter into a legal arrangement or Memorandum of Understanding (howsoever named) with an Affiliated School which prescribes the nature and extent of the affiliation between the School and the Corporation.

PART 10 – EMPLOYMENT AND RELATED MATTERS

41 Employment generally

41.1 Any person appointed to an executive or leadership role including that of Diocesan Chief Executive (or his/her delegate), Principal or Deputy Principal must:

- (a) be of Christian faith and character;
- (b) be a member of the Anglican Church of Australia or of some other church holding the apostolic faith approved by the Bishop;
- (c) have signed a statement in the form last approved by the Board that indicates that he or she is willing to promote the Mission of the Corporation; and
- (d) have consented to abide by any code of conduct established in accordance with the *Professional Standards Ordinance 2019*.

41.2 The Corporation may establish employment policies that allow the Corporation to appoint only employees who are members of the Anglican Church of Australia or who are of Christian faith and character provided that they are suitably qualified and experienced for the position.

41.3 Subject to the terms of the relevant employment contract, any employee may have his or her employment terminated for incompetence or misconduct or if his or her conduct or statements are, in the reasonable opinion of the Board or those appointed by the Board to appoint other employees, inconsistent with Christian faith or character or the fundamental declarations and ruling principles of the Anglican Church of Australia.

42 Management of Corporation of Entity

42.1 The Diocesan Chief Executive shall be responsible for the management and administration of the Corporation’s operations and may with the concurrence of the Bishop delegate any powers or responsibilities to an Executive Director or some other person as determined by the Diocesan Chief Executive and approved by the Board.

42.2 The Board with the concurrence of the Bishop may appoint an Executive Director or some other person to the position of Head of Entity for the Corporation and may prescribe the duties to be undertaken as the Head of Entity.

43 Principals

43.1 The appointment and remuneration of a Principal shall occur in the following manner:

- (a) Upon a vacancy occurring in the office of Principal, the Board shall, following consultation with the Bishop, establish a Nominating Committee comprising:
 - (i) two (2) people appointed by the Board;
 - (ii) two (2) people appointed by the School Council;
 - (iii) one (1) person appointed by the Bishop; and
 - (iv) such other persons as determined by the Board.
- (b) The Nomination Committee shall undertake the appointment process in such manner as it determines.
- (c) The Nomination Committee shall nominate a suitably qualified person to the Bishop for appointment as Principal.
- (d) The Bishop may accept or decline a nomination from the Nomination Committee. If the Bishop declines a nomination, they are entitled to do so without giving reasons and in that event the Nomination Committee shall make a further nomination. This process will be repeated as many times as necessary until the Bishop accepts a nomination.

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

- (e) The Board following consultation with the School Council shall, subject to the agreement of the Bishop, determine the remuneration and terms and conditions of each Principal.
- 43.2 The Board may, subject to this Ordinance and the law, revoke the appointment of a Principal.
- 43.3 In leading the School, the Principal is to demonstrate Christian principles through a living faith and serve as the spiritual leader of the School.
- 43.4 The Principal is responsible to the Board through the School Council for the implementation of the School's strategic plan, the implementation of the Board's and the School Council's policies and decisions, and the general administration and daily operation of the School.
- 43.5 The School Council may, within Board policy:
- (a) give the Principal powers, discretions and duties;
 - (b) withdraw, suspend or vary any of the powers, discretions and duties given to the Principal; and
 - (c) authorise the Principal to delegate any of the powers, discretions and duties given to the Principal.
- 43.6 The Principal may, within Board and School Council policy, employ people at the School for such period, for such remuneration and on such terms as the Principal may determine and, subject to those terms and the law, may terminate such employment.
- 43.7 The Principal is the formal channel of communication between:
- (a) the School Council and the School's employees; and
 - (b) the School Council and the Board.
- 43.8 The Principal shall ensure that:
- (a) the Bishop and the Diocesan Chief Executive (or his/her delegate) are kept informed on key financial, strategic and risk matters associated with the School; and
 - (b) any requests of the Bishop or the Diocesan Chief Executive (or his/her delegate) are considered by the School Council in a timely manner.
- 44 Corporation Officers
- 44.1 The Board may appoint for each Division a Corporation Officer for such period, for such remuneration and on such terms as the Board may resolve and, subject to those terms and the law, may revoke such appointment.
- 44.2 In leading the Other Division, a Corporation Officer is to demonstrate Christian principles through a living faith.
- 44.3 A Corporation Officer is responsible to the Board through the Committee overseeing the Other Division for:
- (a) the implementation of the Other Division's strategic plan;
 - (b) the implementation of the Board's and the committee's policies and decisions; and
 - (c) the general administration and daily operation of the Other Division.
- 44.4 A Corporation Officer may, within Board policy, employ such people as he or she deems necessary in the Other Division on such terms as the Other Executive Officer may determine and, subject to those terms and the law, may terminate such employment.

44.5 A Corporation Officer and the Diocesan Chief Executive (or his/her delegate) may attend and participate in all meetings of the committee overseeing another Division but may not vote. The Diocesan Chief Executive (or his/her delegate) may appoint a representative to attend on his or her behalf. The Corporation Officer or the Diocesan Chief Executive's (or his/her delegate) representative may be excluded by resolution of the committee overseeing the Other Division.

45 School Chaplain

The Bishop may appoint and licence one or more chaplains to a School after consultation with the School Principal.

PART 11 – GENERAL MATTERS

46 Dispute Resolution

The Bishop shall settle and determine any doubt or dispute arising in reference to any matter subject to this Ordinance and may from time to time make directions for remedying any breach, error or omission related to the administration of the Newcastle Anglican Schools Corporation. Any determination or direction from the Bishop shall be final.

47 Liabilities

47.1 The Corporation is solely responsible for all liabilities incurred by it or on its behalf other than:

- (a) a liability incurred by or on behalf of the Corporation where another Guarantor has agreed to guarantee, that liability; and
- (b) a liability incurred by a Principal Debtor which the Corporation (whether alone or otherwise) has agreed to guarantee.

In any such case, both the Corporation and that Principal Debtor or Guarantor will be responsible for that liability together with any Co-Guarantor which has agreed to guarantee that liability.

47.2 The Corporation, its Members, a School Council and the members of a School Council must not represent to any person or corporation that:

- (a) the Bishop; or
- (b) the Synod; or
- (c) the Diocesan Council; or
- (d) any person or persons or any other corporate body or corporation holding church Trust Property for the Anglican Church of Australia in the Diocese; or
- (e) any other corporate body constituted by or pursuant to the *Bodies Corporate Act* (each a Diocesan Body) (other than the Corporation and any Principal Debtor, Guarantor and Co-Guarantor as contemplated by clause 45.1,

will or may meet or discharge all or any part of the liability or liabilities which have been or may or will be incurred wholly or partly by or on behalf of the Corporation.

47.3 The Corporation must not execute or deliver in favour of any person or entity and does not have power to execute or deliver in favour of any person or entity any Security or Guarantee under the terms of which the Corporation represents to the relevant person or entity that any Diocesan Body (other than the Corporation and any Principal Debtor, Guarantor and Co-Guarantor as contemplated by clause 45.1 will or may meet or discharge all or any part of the liability or liabilities of the Corporation which are the subject of that Security Interest or Guarantee.

47.4 Nothing in this Ordinance shall adversely affect the right of any person or entity to recover any liabilities which have been or may or will be incurred by or on behalf of the Corporation.

48 Confidentiality

Every Member, every School Council member, every member of a Board, School Council or Committee, the Diocesan Chief Executive (or his/her delegate), every Principal and every Corporation Officer must keep confidential all aspects of all transactions of the Corporation, except:

- (a) to the extent necessary to enable the person to perform his or her duties to the Corporation, School, School Council, Committee or other entity;
- (b) as may be required by the President, Delegate of the President and Diocesan Chief Executive;
- (c) as required by law;
- (d) when requested to disclose information by the Board to the Board, any auditor or the Synod; and
- (e) as otherwise permitted by the Board.

49 Indemnity

49.1 Each Member, Board Member, and member of a Committee, School Council or a School Council Committee (**in this clause 48, Indemnified Person**) is, to the maximum extent permitted by law, indemnified out of the property of the Synod against any liability that Indemnified Person may incur to another person in their capacity as such, except to the extent the liability is either of the following:

- (a) a liability owed to the Corporation;
- (b) a liability that is owed to someone other than the Corporation and did not arise out of conduct in good faith; and
- (c) this clause does not apply to a liability for legal costs.

49.2 Each Indemnified Person is, to the maximum extent permitted by law, indemnified out of the property of the Synod against any liability for legal costs that member may incur in their capacity as such, except to the extent the liability is a liability for legal costs incurred in defending an action for a liability incurred as such a Member and the costs are incurred:

- (a) in defending or resisting proceedings in which the person is found to have a liability for which he or she could not be indemnified under this clause 48.2;
- (b) in defending or resisting criminal proceedings in which the Indemnified Person is found guilty;
- (c) in defending or resisting proceedings brought by a liquidator for a court order if the grounds for making the order are found by the court to have been established; or
- (d) in connection with proceedings for relief to the Indemnified Person in which the court denies the relief.

49.3 Clause 48.2(c) does not apply to costs incurred in responding to actions taken by a liquidator as part of an investigation before commencing proceedings for the court order.

49.4 Clauses 48.1 and 48.2 are separate and independent indemnities and one is not to be read down by reference to the other.

49.5 The Corporation may pay a premium in respect of a contract insuring a person who is or has been a member against a liability incurred by the person as a member provided the premium is not for a contract insuring the Member against a liability (other than one for legal costs) arising out of:

- (a) conduct by the Member involving a wilful breach of duty in relation to the Corporation; or
- (b) the Member improperly using his or her position or improperly using information obtained as a Member to:
 - (i) gain an advantage for himself or herself or someone else; or
 - (ii) cause detriment to the Board, a Board committee, a School Council and School

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

Council committee.

50 Income and Property

The Corporation's income and property is to be applied solely towards the promotion of the Corporation's Objects. No part of the Corporation's income and property may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the Members. However, this clause does not prevent:

- (a) the payment in good faith of remuneration to any employee of the Corporation or to any Member or other person in return for any services actually rendered to the Corporation;
- (b) the payment to a Member of out-of-pocket expenses incurred in carrying out the duties of a Member where the payments do not exceed an amount previously approved by the Board;
- (c) the payment to a Member for any service rendered to the Corporation in a professional or technical capacity where:
 - (i) the provision of that service has the prior approval of the Board; and
 - (ii) the amount payable is approved by a resolution of the Board and is on reasonable commercial terms;
- (d) the payment to a Member as an employee of the Corporation where the terms of employment have been approved by a resolution of the Board.

51 Parish Property

No property of the Corporation is, or may be, held for the sole benefit of any parish of the Diocese and if any such property is to be acquired and held it may not be acquired or held without an ordinance which authorises the acquisition and the holding of that property.

PART 12 – WINDING UP

52 Winding Up

52.1 If, on the Corporation's winding up or dissolution, there remains after satisfaction of all its liabilities any property, such property must not be distributed among the Members but must be given to the Trustees of Church Property for the Diocese of Newcastle to be held on trust for the educational purposes of the Diocese but, if the Diocese does not exist at that time, to some other similar institution or institutions, provided such other institution or institutions:

- (a) have objects similar to the Corporation's Objects; and
- (b) prohibit the distribution of income and property among its or their members to an extent at least as great as imposed on the Corporation; and
- (c) have been endorsed by the Australian Commissioner of Taxation as exempt from income tax.

Such institution or institutions are to be determined by the Members at or before the time of dissolution and, in default, by the Chief Judge in Equity of the Supreme Court of New South Wales or such other Judge of that Court or any other Court as may have or acquire jurisdiction in the matter.

If effect cannot be given to this provision, then such property must be given to some charitable object which prohibits the payment of any income or property to its members.

PART 13 – TRANSITIONAL ARRANGEMENTS

53. Amendment, Amalgamation and Repeals

This document is current at the date of last review and is maintained electronically by the Anglican Diocese of Newcastle. Users should refer to the Newcastle Anglican website to confirm the currency of the instrument.

In Force Date: 1 October 2020

Last Review: 17 August 2020

Page 19 of 24

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

- 53.1 The governance of each School shall on a date determined by the Bishop on the advice of the Corporation Board in each case be amended by the amendment of the ordinance of that School in the manner set out in Schedule A of this Ordinance.
- 53.2 The amalgamation of the schools shall occur on a date determined by the Bishop on the advice of the Corporation Board in each case:
- (a) Scone Grammar School shall be amalgamated into the Corporation and the *Scone Grammar School Council Ordinance 1993* repealed;
 - (b) Bishop Tyrrell Anglican College shall be amalgamated in the Corporation and *Bishop Tyrrell Anglican College Council Ordinance 1998* repealed;
 - (c) Manning Valley Anglican College shall be amalgamated into the Corporation and the *Manning Valley Anglican College Council Ordinance 2001* repealed; and
 - (d) Lakes Grammar – An Anglican School shall be amalgamated into the Corporation and the *Lakes Grammar – An Anglican School Ordinance 2011* repealed.
- 53.3 Where a School is amalgamated in accordance with this Ordinance:
- (a) the Principal and all staff in office upon the amalgamation of the School will remain in office with no derogation of entitlements;
 - (b) the property of the School is vested in the Corporation; and
 - (c) the Corporation assumes the liabilities and responsibilities for school.

This document is current at the date of last review and is maintained electronically by the Anglican Diocese of Newcastle. Users should refer to the Newcastle Anglican website to confirm the currency of the instrument.

In Force Date: 1 October 2020

Last Review: 17 August 2020

Page 20 of 24

PART 14 – SCHEDULES

Schedule A

Amendments to School Ordinances

1. The School Ordinances are amended in the following way:
 - (a) In clause 2:
 - (i) The definition of Board is deleted, and a new definition is inserted to read ""Board or "School Board" means the Board of the Newcastle Anglican Schools Corporation acting as the Board of the School"".
 - (ii) A new definition is inserted to read ""Council or "School Council" means the School Council constituted in accordance with clause 3.".
 - (iii) A new definition is inserted to read ""Corporation Ordinance" means the Ordinance of the Newcastle Anglican Schools Corporation 2007".
 - (b) A new clause 2A is inserted to read
 - a. *The governance of the school shall, subject to the provisions of this Ordinance, be the responsibility of the School Board, and*
 - b. *The School Board may establish a School Council in a manner consistent with the Corporation Ordinance with the powers, responsibilities and indemnities of a School Council established under the Corporation Ordinance."*
 - (c) Clauses 3, 4, 5, 6 and 8 shall be repealed.
 - (d) In respect of the Ordinances of Bishop Tyrrell Anglican College, Manning Valley Anglican College and Scone Grammar School, clause 9 shall be repealed.

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

PART 15 - ORDINANCE ADMINISTRATION

Table of Amendments

Date	Current Section	Amendment	Section Amended
23 June 2016	All	<i>Newcastle Anglican Schools Corporation Ordinance 2016</i>	All
24 August 2017	2	<i>Newcastle Anglican Schools Corporation Ordinance 2017</i>	2.1
	10	<i>Newcastle Anglican Schools Corporation Ordinance 2017</i>	7.1
	11	<i>Newcastle Anglican Schools Corporation Ordinance 2017</i>	7.1(f)
	10(f)	<i>Newcastle Anglican Schools Corporation Ordinance 2017</i>	7.2
	16	<i>Newcastle Anglican Schools Corporation Ordinance 2017</i>	9.1
	17		9.2
	18		9.3
	19	<i>Newcastle Anglican Schools Corporation Ordinance 2017</i>	10.1
	20		10.2
	69	<i>Newcastle Anglican Schools Corporation Ordinance 2017</i>	41.1
	Repealed	<i>Newcastle Anglican Schools Corporation Ordinance 2017</i>	20(d)(i)
	Repealed	<i>Newcastle Anglican Schools Corporation Ordinance 2017</i>	32.4(a)
	18(a)	<i>Newcastle Anglican Schools Corporation Ordinance 2017</i>	9A.1(a)
	18(b)	<i>Newcastle Anglican Schools Corporation Ordinance 2017</i>	9A.1(b)
	19(a)	<i>Newcastle Anglican Schools Corporation Ordinance 2017</i>	9A.2(a)
	19(b)	<i>Newcastle Anglican Schools Corporation Ordinance 2017</i>	9A.2(b)
	Repealed	<i>Newcastle Anglican Schools Corporation Ordinance 2017</i>	20(d)(i)
	Repealed	<i>Newcastle Anglican Schools Corporation Ordinance 2017</i>	32.4(a)
	42.1	<i>Newcastle Anglican Schools Corporation Ordinance 2017</i>	40.1
23 May 2019	Definitions	<i>Newcastle Anglican Schools Corporation Ordinance Amendment Ordinance 2019</i>	Definitions
	11.2	<i>Newcastle Anglican Schools Corporation Ordinance Amendment Ordinance 2019</i>	11.2
	11.3	<i>Newcastle Anglican Schools Corporation Ordinance Amendment Ordinance 2019</i>	11.3
26 March 2020	7.1	<i>Governance During Australian Covid-19 Pandemic Emergency Ordinance 2020</i>	7.1

This document is current at the date of last review and is maintained electronically by the Anglican Diocese of Newcastle. Users should refer to the Newcastle Anglican website to confirm the currency of the instrument.

In Force Date: 1 October 2020

Last Review: 17 August 2020

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

	9.2	<i>Governance During Australian Covid-19 Pandemic Emergency Ordinance 2020</i>	9.2
	New	<i>Governance During Australian Covid-19 Pandemic Emergency Ordinance 2020</i>	9.4
	21(e)	<i>Governance During Australian Covid-19 Pandemic Emergency Ordinance 2020</i>	20(e)
	22	<i>Governance During Australian Covid-19 Pandemic Emergency Ordinance 2020</i>	21
	46	<i>Governance During Australian Covid-19 Pandemic Emergency Ordinance 2020</i>	45
03 April 2020	7.1	<i>Governance During Australian COVID-19 Pandemic Emergency Ordinance 2020 – Amendment to Schedule One</i>	7.1
17 August 2020	19(b)(viii)	<i>Governance Restructure Transitional Ordinance 2020</i>	19(b)(viii)
	21(d)	<i>Governance Restructure Transitional Ordinance 2020</i>	21(d)
	21(e)	<i>Governance Restructure Transitional Ordinance 2020</i>	21(e)
17 August 2020	2.1	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	2.1
	2.2	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	2.2
	7.1	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	7.1
	9.2	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	9.2
	11.1	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	11.1
	11.2	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	11.2
	11.3	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	11.3
	Repealed	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	12 – 16
	19	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	19
	19A	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	New
	20(e)	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	20(e)
	21	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	21

This document is current at the date of last review and is maintained electronically by the Anglican Diocese of Newcastle. Users should refer to the Newcastle Anglican website to confirm the currency of the instrument.

In Force Date: 1 October 2020

Last Review: 17 August 2020

Page 23 of 24

NEWCASTLE ANGLICAN SCHOOLS CORPORATION ORDINANCE 2007

24	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	24
27	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	27
29	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	29
31.1	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	31.1
31.2	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	31.2
31.4	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	31.4
32	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	32
33.7	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	33.7
33.8	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	33.8
41.1	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	41.1
42	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	42
42.8	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	42.8
44.5	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	44.5
48	<i>Newcastle Anglican Schools Corporation Ordinance 2007 Governance Amendment Ordinance 2020</i>	48

This document is current at the date of last review and is maintained electronically by the Anglican Diocese of Newcastle. Users should refer to the Newcastle Anglican website to confirm the currency of the instrument.

In Force Date: 1 October 2020

Last Review: 17 August 2020

Page 24 of 24