

# **Metropolitan East School Sport Board**



# **Management Procedures**

**(updated 31/01/2020)**

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Appendix 1 – Terms of Reference

## **1.0 NAME**

- 1.1 The name will be ***Metropolitan East School Sport Board***.

## **2.0 AIM**

- 2.1 To provide representative sporting opportunities and pathways to students within the Metropolitan East School Sport Region.

## **3.0 POWERS AND FUNCTIONS**

- 3.1 In its role as a departmental committee, the operations of the Metropolitan East School Sport Board are subject to the policies, practices and directives of Education Queensland, through the Queensland School Sport Council.
- 3.2 To exercise the general control and management of Metropolitan East School Sport, through the Regional School Sport Management Committee and with the Committee for the Management of School Sport for Athletes with a Disability.
- 3.3 To supervise, endorse and, where relevant, approve or direct the activities of the Regional School Sport Management Committee and with the Committee for the Management of School Sport for Athletes with a Disability.
- 3.4 To subscribe to, become a member of and co-operate with any other organisation, whether incorporated or not, whose objectives are similar to those of Queensland School Sport.
- 3.5 To establish an Executive Committee and other sub-committees consisting of members of the Metropolitan East School Sport Board and any persons coopted as the Board sees fit to coordinate, investigate and report on any activity or matter deemed necessary.
- 3.6 To distribute documents for the efficient conduct and administration of Sport in State Schools, Non-State Schools and any other educational institutions affiliated with the Met East Region.
- 3.7 To manage all funds held by Metropolitan East School Sport in accordance with the Financial Procedures provided by Education Queensland.
- 3.8 To interpret the meaning of these Management Procedures subject to Section 3.1 above.

Refer to Terms of Reference – Appendix 1

## **4.0 MEMBERSHIP OF THE METROPOLITAN EAST SCHOOL SPORT BOARD**

- 4.1 Membership of the Metropolitan East School Sport Board shall be:
- Voting members –
    - 4.1.1 Two representatives elected from each of the Secondary and Primary School Sport Sectors
    - 4.1.2 One representative elected from each of the regional secondary and primary sport specific bodies
    - 4.1.3 One representative of the Region's Disabilities Committee
    - 4.1.4 A representative from the Regional Office where the RSSO is located
    - 4.1.5 Up to three representatives of parents, sport and recreation and the community

4.1.6 A Chair nominated by Education Queensland.

- Non - Voting members –

4.1.7 The Regional School Sport Officer and the Assistant Regional School Sport Officer.

4.1.8 At the Board's discretion, an additional person/s may be invited to attend Board meetings to address the gender balance.

*Note: Membership derived from 4.1.1 and 4.1.2 must include at least one representative with a non-State school background.*

4.2 Any member of the Metropolitan East School Sport Board may resign from membership of the Board at any time by giving notice in writing to the Regional School Sport Officer.

## **5.0 EXECUTIVE COMMITTEE**

5.1 Membership of the executive committee shall consist of –

5.1.1 The Chair of the Metropolitan East School Sport Board

5.1.2 The Chair of the Metropolitan East 10 – 19Yrs Management Committee

5.1.3 The Regional School Sport Officer (non-voting).

5.2 Members of the Executive Committee are to be elected by and from the voting members of the Management Committee at the Annual General Meeting of those Committee.

5.3 The role of the Executive Committee will be:

5.3.1 to assist and to support the Regional School Sport Officer in the day to day management of the affairs of the Board

5.3.2 to keep a watching and planning brief on the Board's strategic plan

5.3.3 to oversee the budget

5.3.4 to consider approval for Life Member Awards & Regional Service Awards.

Refer to Terms of Reference - Appendix 1

## **6.0 VACANCIES**

6.1 The Board shall have the power at any time to appoint any member of the Board to fill any casual vacancy caused by the resignation of a Community Representative until the next annual general meeting.

6.2 A vacancy caused by the resignation of any other representative shall be filled by the relevant body.

## **7.0 GENERAL MEETINGS OF THE METROPOLITAN EAST SCHOOL SPORT BOARD**

7.1 The time, date and venue of the Board meetings shall be determined at the Metropolitan East School Sport Board meeting.

7.2 The business to be transacted at a Board meeting shall be listed as an agenda to be distributed to all committee members prior to the date of the meeting.

- 7.3 All matters of significance require a notice of motion to allow a representative position to be determined by the constituent bodies. Each meeting's agenda shall provide for:
- 7.3.1 Confirmation of minutes and business arising
  - 7.3.2 Specific correspondence requiring action
  - 7.3.3 A financial report from the Regional School Sport Officer
  - 7.3.4 An Executive Officer's report from the Regional School Sport Officer
  - 7.3.5 Other reports from appropriate members of the Board
  - 7.3.6 Strategic planning led by the Chair and/or members of the Executive Committee
  - 7.3.7 Items of general business as posted on the agenda.
  - 7.3.8 Risk Assessment
- 7.4 The Chair shall preside at all meetings of the Board. If the Chair is unable to attend any meeting, the Chair of the Regional Management Committee shall chair the meeting.
- 7.5 At every meeting of the Metropolitan East School Sport Board, a number equal to a majority of Board members shall constitute a quorum.
- 7.6 A quorum held to be present at the opening of a meeting of the Board shall be deemed to be present for the whole of that meeting.
- 7.7 Issues arising at any meeting of the Board shall be decided by a majority of votes and, in the case of a tied vote, the motion shall be lost.
- 7.8 The Chair shall have a deliberative vote but no casting vote.
- 7.9 For the purpose of ensuring the accuracy of the recording of minutes, the minutes of every Metropolitan East School Sport Board shall be subject to a motion of confirmation at the next meeting of the Board.

Refer to Terms of Reference – Appendix 1

## **8.0 ANNUAL GENERAL MEETINGS OF METROPOLITAN EAST SCHOOL SPORT BOARD**

- 8.1 The business to be transacted at the final meeting for each calendar year shall include:
- 8.1.1 The receiving of the Chair's annual report
  - 8.1.2 A statement of income and expenditure, and assets and liabilities for the preceding financial year
  - 8.1.3 The receiving of the Regional School Sport Officer's report
  - 8.1.4 Adoption of a budget for the next financial year
  - 8.1.5 The confirmation of membership of the Executive Committee
  - 8.1.6 Consideration of nominations of persons as the Board's Community Representatives
  - 8.1.7 The confirmation of the Executive Committee's list of awards.

## **9.0 FUNCTIONS OF SUB-COMMITTEES**

- 9.1 Any sub-committee shall in its operations conform to these management procedures and any further conditions imposed on it by the Metropolitan East School Sport Board.
- 9.2 A sub-committee shall coordinate, investigate and report on any activity or matter deemed necessary by the Board.
- 9.2.1 District Sport Committees shall, based on their Management Procedures, coordinate sporting competitions and manage their financial processing and records within their designated geographical area.
- 9.3 All sub-committee members may be required to attend Board meetings to report on their activities and to assist the Board with the implementation of projects assigned to them.

## **10.0 MEMBERSHIP OF METROPOLITAN EAST SCHOOL SPORT BOARD'S MANAGEMENT COMMITTEE**

- 10.1 Membership of **the** Metropolitan East School Sport Management Committee shall be:
- Voting members –
    - 10.1.1 Two representatives elected from the 10 – 12Yrs school sport districts of the Region.
    - 10.1.2 Two representatives elected from the 13 – 19Yrs school sport districts of the Region
    - 10.1.3 A Chair elected by voting members.
  - Non - Voting members –
    - 10.1.4 The Regional School Sport Officer and the Assistant Regional School Sport Officer.
    - 10.1.5 One invited representative of each of the approved regional sport sectors.
    - 10.1.6 One representative of the region's Disabilities Committee.
- 10.2 Any member of the Metropolitan East School Sport Management Committee may resign from membership of that Committee at any time by giving notice in writing to the Regional School Sport Officer.

Refer to Terms of Reference – Appendix 1

## **11.0 FUNCTIONS OF METROPOLITAN EAST SCHOOL SPORT MANAGEMENT COMMITTEE**

- 11.1 To manage regional selection trials on behalf of the Board.
- 11.2 To manage state championships on behalf of the Board.
- 11.3 To offer students and teachers the opportunity to be involved in the representative school sport program.
- 11.4 To make recommendations to the Metropolitan East School Sport Board as requested by the Board.
- 11.5 To provide representatives to act as Board members.

## **12.0 GENERAL MEETINGS OF THE METROPOLITAN EAST SCHOOL SPORT BOARD'S MANAGEMENT COMMITTEE**

- 12.1 The time, date and venue of the Management Committee meetings shall be determined at the Metropolitan East School Sport Board meeting.
- 12.2 The business to be transacted at a Management Committee meeting shall be listed as an agenda to be distributed to all committee members prior to the date of the meeting.
- 12.3 All matters of significance require a notice of motion to allow a representative position to be determined by the constituent bodies.
- 12.4 Each meeting's agenda shall provide for:
  - 12.4.1 Confirmation of minutes and business arising
  - 12.4.2 Specific correspondence requiring action
  - 12.4.3 A financial report from the Regional School Sport Officer
  - 12.4.4 An Executive Officer's report from the Regional School Sport Officer
  - 12.4.5 Other reports from appropriate members of the Management Committee
  - 12.4.6 District Sport Committees will present a written report to the Board stating a period overview, financial standing and provide a Financial Report generated from SIMS at the Treasurer's school.
  - 12.4.7 Items of general business as posted on the agenda.
  - 12.4.8 Risk Assessment
- 12.5 The Chair shall preside at all meetings of a Management Committee. If the Chair is unable to attend any meeting, the Deputy Chair shall chair the meeting.
- 12.6 At every meeting of a Management Committee, a number equal to a majority of Management Committee members shall constitute a quorum.
- 12.7 A quorum held to be present at the opening of a meeting of a Management Committee shall be deemed to be present for the whole of that meeting.
- 12.8 Issues arising at any meeting of a Management Committee shall be decided by:
  - 12.8.1 a majority of votes and, in the case of a tied vote, the motion shall be lost **and**
  - 12.8.2 at least half of the District representatives eligible and present at the meeting.
- 12.9 The Chair shall have a deliberative vote but no casting vote.
- 12.10 For the purpose of ensuring the accuracy of the recording of minutes, the minutes of every Metropolitan East School Sport Management Committee shall be subject to a motion of confirmation at the next meeting of the Board.

### **13.0 ANNUAL GENERAL MEETING OF METROPOLITAN EAST SCHOOL SPORT BOARD MANAGEMENT COMMITTEE**

- 13.1 The business to be transacted at the final meeting of each calendar year shall include: The receiving of the Chair's annual report.
- 13.2 A statement of income and expenditure of the Metropolitan East School Sport Board, and its assets and liabilities for the preceding financial year.
- 13.3 The receiving of the Regional School Sport Officer's report.
- 13.4 Recommendation of a budget for the next financial year.
- 13.5 District Sport Committees will present a written report stating a period overview, financial standing and provide a Financial Report generated from SIMS at the Treasurer's school.
- 13.6 District Sport Committees to present:
  - 13.6.1 Annual budget
  - 13.6.2 District Handbook listing management procedures, policy information, and fixture / competition procedures
  - 13.6.3 Annual Financial statement
  - 13.6.4 AGM minutes.
- 13.7 Consideration of nominations of persons as the Management Committee's representatives on the Metropolitan East School Sport Board.
- 13.8 The consideration of the nominations for service awards for recommendation to the Metropolitan East School Sport Board.

### **14.0 FUNDS AND ACCOUNTS**

- 14.1 The funds of the Metropolitan East School Sport Board shall be managed at all times according to the financial procedures provided by Education Queensland.
- 14.2 The funds of the Metropolitan East School Sport Board shall be deposited in an account in accordance with Education Queensland Policy.
- 14.3 Accounts shall be kept and maintained either in written or printed form showing correctly the financial affairs of Metropolitan East School Sport.
- 14.4 The Regional School Sport Officer shall present at each Metropolitan East School Sport Board meeting a comprehensive financial statement for the period since the last Board meeting, including full details of the nature and purpose of all expenditure and a short statement of budget comparison.
- 14.5 All expenditure shall be in accordance with Education Queensland policy and be approved or ratified at a Metropolitan East School Sport Board meeting.
- 14.6 Income and equipment shall be used solely in promotion of the aims of Metropolitan East School Sport and in the exercise of its powers and functions.
- 14.7 The Management Committees, other sub-Committees, conveners and other agents of the Board will operate no separate accounts. Items 14.1 to 14.3 above indicate how Regional operations will be funded.
- 14.8 As soon as practicable after the end of the financial year the Regional School Sport Officer shall prepare a statement containing the particulars of –



- 14.8.1 The income and expenditure for the financial year just ended and
- 14.8.2 The assets and liabilities of Metropolitan East School Sport at the end of that year.
- 14.9 The Metropolitan East School Sport Board shall cease operations if 75% of all members of the Sport Board attending a meeting convened for that purpose vote in favour of a resolution to that effect, or as directed by Education Queensland.
- 14.10 If Metropolitan East School Sport Board ceases operation in accordance with Section 12.9, all remaining assets, after payment of all accounts, shall be transferred to the Queensland School Sport Board or as directed by Education Queensland.

## **15.0 FINANCIAL YEAR**

- 15.1 The financial year of the Metropolitan East School Sport Board shall close on 30 June in each year, or on a date approved by Education Queensland.

## **16.0 AWARDS**

- 16.1 These awards will be known as the Metropolitan East School Sport Service Awards.  
These awards recognise a person's valued and/or continued commitment to the Metropolitan East School Sport Program.
- 16.2 Nomination for a service award will begin with a nominating group, be passed to the relevant Management Committee for its support and finally considered by the Executive Committee.

A "nominating group" is any group of teachers – a group from one or more schools, a regional committee charged with running a regional trial or a state championship, a Regional Management Committee or the Board.

The "relevant Management Committee" is the 10 - 19Yrs Management Committee for which the nominee has served (eg, the 13 – 19Yrs Management Committee for a nominee whose contribution has been to 13 – 19Yrs Swimming, the 10 – 12Yrs Management Committee for a nominee whose contribution has been to 10 – 12yrs Swimming).

The "relevant Management Committee" for the purposes of this section will also include (a) the region's Disabilities Committee and (b) the Metropolitan East School Sport Board.

The "Executive Committee" is the committee described in section 5 above.

- 16.3 Awards available to Met East Regional Officials include;
  - 16.3.1 5 Year Service Award
  - 16.3.2 10 Year Service Award
  - 16.3.3 15 Year Service Award
  - 16.3.4 20 Year Service Award
  - 16.3.5 Life Membership
- 16.4 Service Awards will be awarded to representatives of member bodies who have completed five (5) years (Meritorious Service); ten (10) years (Distinguished Service); fifteen (15) years or twenty (20) years of involvement with Metropolitan

East School Sport as:

- 16.4.1 A member of the Metropolitan East School Sport Board and/or
  - 16.4.2 A Metropolitan East School Sport Management Committee
  - 16.4.3 A Regional Team Official/State Convenor/State Official
  - 16.4.4 A Metropolitan East School Sport Convener
  - 16.4.5 A district representative to a Management Committee or to the Disabilities Committee.
  - 16.4.6 Nominations, signed by five (5) representatives of the nominating group, by the nominee's school principal and by the Chair of the nominating group should be submitted through the respective Metropolitan East School Sport Management Committee.
  - 16.4.7 Nominations for Service Awards must be made confidentially and on the nomination form provided by Metropolitan East School Sport Office.
  - 16.4.8 A Service Award is not automatic upon ten years of service. The Executive Committee will consider all valid nominations and make a decision as to which nominees will receive a Blue Award in any year. Nominations will need to have addressed all of the nomination form's criteria to allow the Executive Committee to assess the merit of the nominee's contribution to Metropolitan East School Sport.
- 16.5 Life Membership Award –** Life membership to Metropolitan East School Sport may be conferred on any person who meets the following criteria;
- 16.5.1 A minimum of 20 years' exemplary service and development of school sport at the regional level. Service includes
    - A member of the Metropolitan East School Sport Board; and/or
    - A member of the Metropolitan East School Sport Management Committee; and/or
    - A Regional Team Official/State Convenor/State Official.
  - 16.5.2 Has demonstrated respected leadership of colleagues within the service of Metropolitan East School Sport
  - 16.5.3 Has made a significant contribution to school sport within the region.
- 16.6 Similar service in any other region or in the precursors to Metropolitan East School Sport Region shall not count towards a Service Award.
- 16.7 The only groups eligible to make nominations to the Executive Committee for a service award are the Primary and Secondary Management Committees, the Disabilities Committee and the Metropolitan East School Sport Board.
- 16.8 The Service Award certificate will detail the nominee's contributions to school sport in the Metropolitan East Region.
- 16.9 Service and Life Member Awards will be presented at a time and place as determined by the Metropolitan East School Sport Board's Executive Committee.

## **17.0 COMPETITION PROCEDURES**

- 17.1 All competitions and activities of Metropolitan East School Sport must be approved by Education Queensland, through the Metropolitan East School Sport Board.
- 17.2 Competition Procedures shall be detailed in a separate document of that name and shall include –
  - 17.2.1 Competition structures, conditions and rules
  - 17.2.2 Team selection procedures
  - 17.2.3 Appointment of team selectors
  - 17.2.4 Responsibilities for the conduct of state championships
  - 17.2.5 Relevant Departmental Policies.

## **18.0 PARTICIPATION BY SCHOOLS**

- 18.1 State schools and non-state schools may participate in the activities provided by Metropolitan East School Sport by paying an annual affiliation fee, thereby agreeing to fulfill those obligations required of member schools.
- 18.2 The affiliation fee payable by participating schools shall be determined by the Metropolitan East School Sport Board.
- 18.3 School Affiliation Fee:
  - 18.3.1 Metropolitan East School Sport Board will collect an annual affiliation fee from each school based on the school's enrolment.
  - 18.3.2 These affiliation fees will be collected by the Metropolitan East School Sport Region no later than the end of Term 1 of that school year.
- 18.4 A school shall be considered unfinancial if its affiliation fee is not paid by 30 April of that year and shall forfeit rights of membership until the fee is paid.
- 18.5 Application for Affiliation:
  - 18.5.1 A school wishing to take part in Metropolitan East School Sport activities, must first make application for affiliation to the appropriate school sport district
  - 18.5.2 The allocation of a school to a district will be the responsibility of the Metropolitan East School Sport Board.
  - 18.5.3 The allocation of a school to Metropolitan East School Sport Region will be the responsibility of Queensland Secondary School Sport or Queensland Primary School Sport.

## **19.0 ALTERATIONS TO MANAGEMENT PROCEDURES**

- 19.1 These management procedures may be amended, rescinded or added to from time to time by a special resolution carried by 75% of members at a meeting of the Metropolitan East School Sport Board, or as directed by Education Queensland.
- 19.2 Any such amendment, rescission or addition by the Metropolitan East School Sport Board shall only be valid where at least 14 days notice has been given to the members of the Metropolitan East School Sport Board.

# Terms of Reference

## Metropolitan East School Sport Board

### Purpose

To provide, through representative school sport, quality educational opportunities that enrich individual achievement for students from schools affiliated with Metropolitan East Region.

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### Scope

The Metropolitan East School Sport Board Group will:

- In its role as a departmental committee, the operations of the Metropolitan East School Sport Board are subject to the policies, practices and directives of Department of Education and Training, through the Queensland School Sport Council.
  - To exercise the general control and management of the affairs, equipment and funds of the Metropolitan East School Sport Board.
  - To supervise, endorse and, where relevant, approve or direct the activities of the Regional School Sport Management Group.
  - To develop and implement the region's sport strategy focusing on supporting High Standards, Successful Learners, Empowered Leaders and Engaged Partners.
  - To establish an Executive Committee and other sub-committees consisting of members of the Metropolitan East School Sport Board and any persons co-opted as the Board sees fit to coordinate, investigate and report on any activity or matter deemed necessary.
  - To distribute documents for the efficient conduct and administration of Sport in state secondary and primary schools, state colleges and campuses, non-state secondary and primary schools, students undertaking Home Education and schools who provide services for students with a disability, all of which have affiliated with the Metropolitan East School Sport.
  - To adopt an annual budget and manage all funds held by Metropolitan East School Sport in accordance with the Financial Procedures provided by Department of Education and Training.
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### Strategic alignment

Strategic Plan objectives:

The school sport program of events whereby student education is enhanced through participation in sport is directly linked to the DET Strategic Plan 2017–21 where *every student is succeeding through being engaged and supported in their learning and having positive transitions through schooling to further learning and work.*

Under the schooling priority, the school sport program;

- empowers students to achieve their learning goals by focusing on the learning needs of every student
- supports teachers to employ high quality, evidence-based teaching practices
- provides safe, supportive and disciplined learning environments.

School sport also strengthens community partnerships and relationships across sectors and agencies.

Operational Plan priorities:

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## Membership

Role	Position	Division/organisation
Chair	Principal	
Members		
	Regional Director	
	Voting members	
	Regional School Sport Officer	
	Three Secondary Sector representatives from the Metropolitan East School Sport Management Group	
	Three Primary Sector representatives from the Metropolitan East School Sport Management Group	
	One Special Education Sector representative from the Region's Disability Committee	
	Three Community Representatives	
Secretariat	Assistant Regional School Sport Officer	

## Governance

### Status of terms of reference

☐ Draft

☐ Final

Date approved:

Reference:

Approver: Metropolitan Governance Board

### Committee type

☐ Decision making

☐ Advisory

### Committee term

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### Authority

- The Regional School Sport Board is subject to compliance with legislation, policies and procedures applicable to the Department.

### Parent entity

- Queensland School Sport Board

### Subordinate groups

- Combined Council of Management - overseeing and managing the implementation and day to day operation of the regional program.
- Six District School Sport Committees - overseeing and managing the implementation and day to day operation of the district program.

Diagram indicating committee relationships and pathways for escalation and decisions:

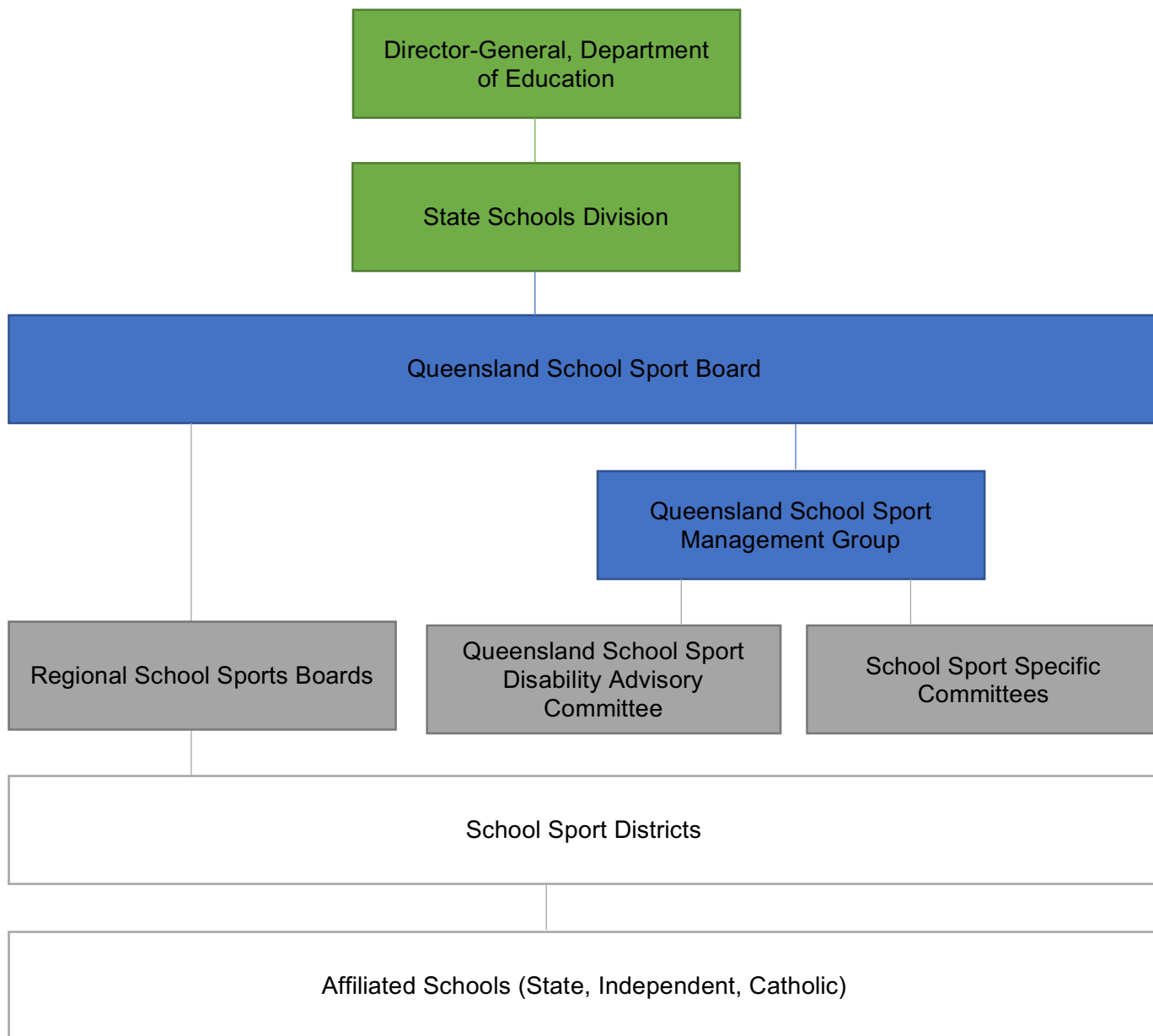
### Reporting and referral relationships

The committee, through the Chair, prepares the following reports for the parent entity:

- The Management Group, through the Chair, prepares the Queensland School Sport annual report for the parent entity.

Regular reports to this committee include:

- Regional School Sport Board annual reports (one for each of the school sport regions).
  - School sport specific committees annual reports (one for each of the sport committees).
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## **Attachment 1: Annual Forward Work Plan**

This work plan is directed by the committee's purpose and scope and takes into account all responsibilities outlined in the Terms of Reference. It guides the committee's focus and outcome for each meeting, assists with scheduling and supports performance assessment in annual reviews.

<b>Meeting date</b>	<b>Key area of focus</b>	<b>Outcome committee is seeking</b>	<b>Sponsoring member/s</b>
<b>Standing agenda items</b>			
All meetings	Review of financial papers including Balance sheet, Profit & Loss, Aged Receivables (Year to date).	Noting of finances and actions. For QSS board approval.	SSO, Manager
All meetings	Queensland School Sport Specific Competition Procedures updates.	Approval	Queensland School Sport officer
All meetings	Decisions on Sport Specific significant topics.	<ul style="list-style-type: none"> <li>Direction to relevant subordinate groups</li> </ul> Advice from QSS Board. (when necessary).	SSO, Manager
<b>January – June 2019</b>			
March meeting	Review of Management Group operations by conducting a review of the terms of reference and performance.	Approval.	Queensland School Sport Chair Chairperson
June meeting	<ul style="list-style-type: none"> <li>1<sup>st</sup> draft calendar of events</li> </ul> 1 <sup>st</sup> draft planning day sessions proposal	In-principle endorsement   Direction on how to proceed	Queensland School Sport officer  Queensland School Sport officer
<b>July - December 20XX</b>			
August meeting	<ul style="list-style-type: none"> <li>Calendar of events for the following year.</li> </ul> Planning day sessions confirmed	Endorsement  Endorsement	Queensland School Sport officer
November meeting	<ul style="list-style-type: none"> <li>Operating budget for following year</li> </ul> Review of annual activity.	Endorsement Endorsement	SSO, Manager SSO, Manager

## **Attachment 2: Meeting operations**

### **Roles and responsibilities**

#### **Chair**

- Chair: Nominated by the Regional Director. Chairs meetings and acts as Executive Member on Disciplinary panel
  - Deputy Chair: Acts as Chair of the Management Committee. Supports the Chair as required. Acts as Executive Member on Disciplinary panel
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#### **Members**

- Management Committee Delegates: Provide advice and feedback on Management Committee decisions
  - Community Representatives: Provide a community perspective to decision making and bring outside experience to the Board.
  - Regional Directors Nominee: Provides advice and guidance on policy and decision making, reports on Regional activities, reports to the RD.
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#### **Secretariat**

- Assistant RSSO
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### **Meetings**

#### **Frequency**

- Three times per year held in school hours. If the Chair does not nominate another to chair the meeting, the members present may choose one of their numbers to chair.
  - At every meeting of the Group a number equal to a majority of committee members shall constitute a quorum. A member is considered to be part of the quorum whether in person, by proxy or by teleconference facility.
  - Any teacher, who has a current registration with the Queensland College of Teachers, is eligible to attend, as a non-voting participant, meetings of the Metropolitan East School Sport.
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#### **Operations**

- Formal meeting procedures are observed and minutes recorded.
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### **Review arrangements**

- Every 12 months, the board, through the Chair, will review its operations, membership, and Terms of Reference using a self-assessment process, with a focus on continuous improvement.
  - The date of this first review is January 2019.
  - Annual report presented to Board each November.
  - Annual Audit conducted by Internal Audit.
  - Financial Report to EQ at end of each financial year.
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## Metropolitan East School Sport Board Members (as at 2020)

<b>Name</b>	<b>Role</b>	<b>Reference Group Position</b>	<b>Membership Period</b>
<i>Keith Graham</i>	<i>Principal – Rochedale SS</i>	<i>Chair</i>	<i>10 Years</i>
<i>John Masters</i>	<i>Acting Regional School Sport Officer</i>	<i>Executive Officer</i>	<i>18 Years</i>
<i>Peter Black</i>	<i>Principal – Bay View SS</i>	<i>Chair Management Group Primary Representative</i>	<i>2 Years</i>
<i>Chris Leadbetter</i>	<i>Principal St Laurence's College</i>	<i>Secondary Non-State Principal Representative</i>	<i>2 Years</i>
<i>Rachel Graves</i>	<i>Acting Assistant RSSO</i>	<i>Secretariat</i>	<i>6 Years</i>
<i>David Cooke</i>	<i>Acting Deputy Principal Woodridge SHS</i>	<i>Deputy Chair</i>	<i>6 Years</i>
<i>Micheal Austen</i>	<i>Teacher – MacGregor SS</i>	<i>Primary Delegate</i>	<i>2 Years</i>
<i>Darren Johnston</i>	<i>Teacher – Alexandra Hills SHS</i>	<i>Primary Delegate</i>	<i>1<sup>st</sup> year</i>
<i>Ben Lloyd</i>	<i>Teacher – Marsden SHS</i>	<i>Secondary Delegate</i>	<i>2 Years</i>
<i>Mardi Johnson</i>	<i>Teacher – Mt Gravatt SHS</i>	<i>Secondary Sport Rep</i>	<i>1<sup>st</sup> Year</i>
<i>Andrew Robertson</i>	<i>Teacher - Nursery Rd Special School</i>	<i>Disabilities Rep</i>	<i>5 Years</i>
<i>Steve Secco</i>		<i>Community Representative</i>	<i>6 Years</i>
<i>Arthur-Eustace Earle</i>		<i>Community Representative</i>	<i>8 Years</i>
<i>Renee Northcott</i>	<b>QSAC</b>	<i>Community Representative</i>	<i>2 Years</i>