



## SPOTSWOOD COLLEGE

### COMPLIANCE WITH CONTRACTUAL OBLIGATIONS POLICY

#### Rationale:

The school is bound by a number of requirements. These are contained in legislation and regulations and include undertakings entered into through specific agreements such as the charter and licences.

#### Purpose:

1. To ensure compliance with all legislation and regulations which apply to the school.
2. To operate within the charter, budget and Board Governance Manual guidelines.
3. To meet agreements set out in licences and contracts.

#### Guidelines:

1. Trustees will be continuously aware of their obligations and in particular will follow a structured plan in order to ensure that the Board's responsibilities under the National Administration Guidelines are undertaken.
2. New information (changes and additions) will be distributed to trustees, senior managers and other appropriate teachers and assumed to have been read and understood.
3. The ERO "Handbook of Contractual Obligations and Undertakings" which is the key reference for trustees and managers, will be kept in hard copy and the ERO website visited whenever information is required.
4. The Principal, as chief executive and adviser to the Board, will maintain a broad knowledge of requirements and be aware of how and where to source detailed information when required.

#### Approval:

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 23 March, 2015

Signed on behalf of, and with the authority of the Board

\_\_\_\_\_ on \_\_\_\_\_ (Date)  
Board Chairperson

Due for Review: March 2018