

1. STATEMENT OF PRINCIPLES – THE ASSOCIATION FOR CHILDHOOD LANGUAGE AND RELATED DISORDERS ('CHILLD.')

1.1 Core Business & Mission

CHILLD.'s core business is to support children and young people with language disorders to achieve their educational and personal potential.

CHILLD has a twofold mission:

- (a) the provision of the best of services in education for students with primary language disorders and,
- (b) advocacy on behalf of those and other such students in education, government, health and community settings.

1.2 Vision

CHILLD.'s vision is to:

- (a) enhance the reputation of CHILLD./Glenleighden as a centre of excellence in the education of children and young people with primary language disorders;
- (b) contribute to advancements in understanding of primary language disorder, with associated improvements in educational, social and vocational outcomes for this population of children and young people;
- (c) provide assistance to children/young people with primary language disorders and their families who are unable to access appropriate and/or adequate programs and/or support, including the dissemination of knowledge and skills to other professionals and the community;
- (d) highlight the expertise of CHILLD. Association and its contribution as a valued partner in the formation and implementation of policy or initiatives regarding individuals with primary language disorder;
- (e) ensure the ongoing sustainability and growth for the quality and diversity of services provided by CHILLD. Association.

1.3 Values

In undertaking its Core Business and working towards its Vision CHILLD. is committed to subscribing to the following values in all our dealings with Members, Stakeholders and the wider community:

- (a) care and compassion;
- (b) respect;
- (c) responsibility;
- (d) integrity;
- (e) honesty & trustworthiness;
- (f) pursuit of excellence;
- (g) innovation.

1.4 Commitment to corporate governance

CHI.L.D. is committed to embracing good corporate governance policies, practices and procedures.

Fundamentally, CHI.L.D. believes good corporate governance comes from within and is based on a strong organisational culture underpinned by shared principles and an organisation wide commitment to our Values.

CHI.L.D. is an incorporated body with its own Articles of Association, and is registered under the *Religious Educational and Charitable Institutions Act (Qld.)* Whilst subject to the corporate governance requirements of its Articles of Association, CHI.L.D. is not required to comply with or report against ASX guidelines or rules.

2. EXECUTIVE COMMITTEE CHARTER

2.1 Introduction

- (a) This policy outlines the main corporate governance practices in place and to which both the Committee collectively and the Committee Members individually are committed.
- (b) The corporate governance practices are designed to
 - (i) assist CHIL.D. in;
 - (A) the operation of its Core Business;
 - (B) the pursuit of its Vision; and
 - (ii) reflect the high level of commitment CHIL.D. has to its Values.
- (c) The Articles of Association also govern the conduct of the Committee, to the extent that the Articles of Association are inconsistent with this document, the Articles of Association are to prevail.

2.2 Guiding principle

The Committee will, in carrying out its function and exercising its powers, at all times fulfil its overriding responsibility to act honestly, conscientiously and fairly, in accordance with the law, in the interests of CHIL.D.'s stakeholders.

2.3 Function

The Committee's broad function is generally to take and fulfill an effective leadership role in relation to CHIL.D. and all its stakeholders. The Committee is also responsible for demonstrating to employees the importance of adhering to the Values. In order to do this the Committee will:

- (a) chart objectives, strategy and set financial targets for CHIL.D.;
- (b) monitor the implementation and execution of strategy and performance against financial targets;
- (c) set goals and monitor achievement of these goals; and
- (d) appoint and oversee the performance of management where needed.

2.4 Principal

The Principal may also be referred to as the Executive Officer, in the context of the Association.

- (a) The Principal will contribute and give effect to the Committee's strategic decisions in relation to the management of the organisation in accordance with internal policies and procedures, the Constitution and other statutory requirements.
- (b) The Principal is the Committee's sole direct employee in whom is invested accountability for the operational organisation.
- (c) The Committee - Principal relationship is a partnership that is approached in the spirit of mutual respect and support for the interdependent but separate roles

2.5 Powers

- (a) The Committee has responsibility for the matters specified in section 2.3 and, in addition to those matters reserved to it by law, reserves to itself the following matters and all power and authority in relation to those matters:
 - (i) setting of strategic direction, priorities and performance criteria;
 - (ii) oversight of operations including its control and accountability systems;
 - (iii) removing and replacing the Principal;

- (iv) approving annual budgets;
 - (v) reviewing and overseeing the operation of systems of risk management and internal compliance and control, codes of ethics and conduct, and legal and regulatory compliance;
 - (vi) monitoring performance and implementation of strategy, and ensuring appropriate resources are available;
 - (vii) approving and monitoring the progress of major capital expenditure, capital management, acquisitions and divestitures;
 - (viii) approving and monitoring financial and other reporting;
 - (ix) performance of investment and treasury functions;
 - (x) monitor industry developments relevant to CHILLD. and its core function;
 - (xi) developing suitable key indicators of financial performance for CHILLD. and its business;
 - (xii) determining of policy parameters and final approval of corporate strategy and performance objectives;
 - (xiii) the overall corporate governance of CHILLD. including the strategic direction, establishing goals for management and monitoring the achievement of these goals; and
 - (xiv) oversight of any Sub-committee;
- (b) To assist in the execution of its responsibilities, the Committee has the authority to establish Sub-committees in accordance with paragraph 2.10 and delegate powers accordingly.

2.6 Composition

The Composition of the Committee is regulated by the Articles of Association. The current members of the Committee, along with the CHILLD.'s current organisational chart are contained in Part 4 of this Charter. The Committee has a responsibility to ensure that it has in place a succession plan for Committee Members and key staff.

2.7 Remuneration

None of the Members on the Committee are paid.

2.8 Training and advice

- (a) Committee Members shall be provided with an induction program upon accepting a Committee appointment. The program is to prepare them to discharge their responsibilities as a Committee Member and to enable them to participate fully and actively in Committee decision making at the earliest opportunity. The induction program also makes new Committee Members aware of the Values, and illustrates CHILLD.'s serious commitment to those Values as the cornerstone of its organisational culture. The induction program includes providing new Committee Members with:
- (i) site tours of the school;
 - (ii) a briefing by the Principal detailing current projects and directions;
 - (iii) a package of information including:
 - (A) this Charter;
 - (B) the Articles of Association;
 - (C) details of Committee Members and Officers Liability Insurance;
 - (D) the previous annual report;
 - (E) the current budget; and
 - (F) any other documentation the Committee deems relevant, such as business plans or strategic overviews.

- (b) To assist Committee Members in the continuing performance of their obligations, CHIL.L.D. provides Committee Members with access to important information including amongst other things access to:
 - (i) Committee Minutes;
 - (ii) Committee Papers;
 - (iii) relevant presentations;
 - (iv) agendas;
 - (v) Committee and Sub-committee Reports; and
 - (vi) other important documents,
- (c) Each Committee Member has the right to seek independent legal or other professional advice at CHIL.L.D.'s expense. Prior approval from the Chairman is required but may not be unreasonably withheld or delayed.

2.9 Meetings

- (a) Committee meetings are normally held every 6 weeks and will number not less than 6 in any year.
- (b) CHIL.L.D. provides Committee Members with access electronically to papers for Committee and Sub-committee meetings, wherever practical, at least [5] days before the relevant meeting. Draft minutes of Committee and Sub-committee meetings (for consideration and approval at the next relevant meeting) are made available electronically to Committee Members within [20] days following each meeting.

2.10 Sub-committees

- (a) The Committee may establish Sub-committees to assist it in performing its function and obligations and to ensure its effective and efficient performance. The Committee has developed a schedule of delegations which sets out clearly financial and other delegations from the Committee to Sub-committees and management, as well as those matters which are reserved only for the Committee.
- (b) The Committee as at the date of this document, has established the following Sub-committees:
 - (i) legal and administrative;
 - (ii) finance and facilities;
 - (iii) curriculum and research;
 - (iv) fundraising; and
 - (v) parent, staff and friends liaison.

2.11 Ethical standards and values

All Committee Members and officers of CHIL.L.D. subscribe to a corporate culture, based on CHIL.L.D.'s Values that amongst other things dictates the observance of the high standards of behaviour, ethics and integrity.

2.12 Risk Management

- (a) The Committee has the responsibility for the maintenance of the strategy of CHIL.L.D. which includes the identification of significant risks to CHIL.L.D.. The Committee has delegated responsibility for implementing, ensuring compliance with and reviewing CHIL.L.D.'s risk management and compliance programme to the Legal and Administrative Sub-committee. The objective of this internal programme is an integrated risk management and compliance framework which provides the Committee with an ongoing program to identify, monitor and manage significant risks.
- (b) The Legal and Administrative Sub-committee regularly reviews the risks confronting CHIL.L.D., with a view to identifying risks and determining proposed action plans. The

Legal and Administrative Sub-committee reports to the Committee the results of its review. The Committee is responsible for determining whether to implement the action plan proposed by the Legal and Administrative Sub-committee, proposing an alternate action plan or deciding no action is required to be taken.

- (c) All staff are provided with policies to guide them in the performance of their obligations and with which they are required to comply. These policies contain risk management procedures which aim to communicate to the employee what is required of them to ensure adherence to the Risk Management and Compliance Programme and address risk management issues.
- (d) The Principal must provide a statement to the Committee with any financial report to the effect that CHI.L.D.'s risk management and internal compliance and control system is operating efficiently and effectively in all material respects.
- (e) Management are required to disclose to the Committee, any significant matter in relation to legal compliance. This is in addition to the regular reports and financial statements the Committee receives from the Principal.

2.13 Communication with Members and Stakeholders

The Committee aims to ensure that both Members and Stakeholders are informed of all major developments affecting CHI.L.D.'s state of affairs. Information is communicated to Members as follows:

- (a) The Annual Report is distributed to all Members. The Committee ensures that the Annual Report includes relevant information about CHI.L.D.'s operations, changes in CHI.L.D.'s state of affairs and details of future developments in addition to other disclosures required by the Legislation.
- (b) Members are also provided with regular newsletters which cover a range of stories and information including significant events effecting CHI.L.D..
- (c) The external auditors are requested to attend the AGM and Members are given the opportunity to question the auditors.
- (d) A website will be developed and maintained with up to date information about any of the matters set out above including information promoting CHI.L.D..

2.14 Recognition of interests of Stakeholders

- (a) The Committee Members appreciate the important role Stakeholders play in assisting CHI.L.D. to achieve its Vision. CHI.L.D. is committed to demonstrating the Values which embody CHI.L.D.'s corporate culture in all dealings with stakeholders.
- (b) Whilst the Committee Members recognise their primary responsibility is to Members, the Committee Members are also aware of the importance of Stakeholders in assisting CHI.L.D. to achieve its goals as CHI.L.D. functions within, and operates with a sense of responsibility to, the wider community.
- (c) It is CHI.L.D.'s belief that this sense of responsibility to the Stakeholders generally is an essential part of its role within the broad community and represents sound ethics and social responsibility and recognises that Core Business of CHI.L.D. is to provide services to the Stakeholders.

3. CODE OF ETHICS AND VALUES

3.1 Objective

The objective of this code is to give the Committee Members mandatory directions to be followed in performing their duties. The goal is for Committee Members to achieve the highest possible standards for discharge of their obligations and give them a clear understanding of the best practice in corporate governance in a manner which is consistent with the organisations values and which encourages Committee Members in the pursuit of CHILLD.'s Vision.

3.2 Obligation

A Committee Member has an obligation, at all times, to comply with the spirit and the principles of this code as well as the Legislation.

Taking a position on the Committee involves taking on important legal and ethical responsibilities as well as making a commitment to uphold the values of good corporate citizenship in both individual conduct and corporate actions. These responsibilities, and this commitment, are regulated by this code for Committee Members who must regard themselves as bound by it accordingly.

The adherence by each Committee Member to the requirements of this code is critical to the effective operation of the Committee. In particular, each Committee Member must be committed to putting the interests of CHILLD., the Members and the Stakeholders ahead of the interests of the Committee Member. No person should therefore accept a Committee position if they have any doubt about their ability to fulfil their obligation to comply with the requirements of this Code of Ethics.

3.3 General duties

Committee Members must:

- (a) act in good faith in the best interests of CHILLD. and for a proper purpose;**
- (b) act in the interests of all Members and avoid any potential conflict of interest;**
- (c) exercise a reasonable degree of care and diligence;**
- (d) not make improper use of information; and**
- (e) not make improper use of their position.**

Committee Members must act honestly and with a reasonable degree of care and diligence in the exercise of their powers and duties.

To undertake the role of a Committee Member without taking steps to acquire and maintain a reasonable level of competence is also likely to be considered negligent. Committee Members are required to display a serious commitment to the performance of their role and must devote sufficient time in order to ensure appropriate attention is given to their obligations.

A Committee Member must act with fidelity and trust in relation to CHILLD.. Specifically, Committee Members must appreciate their primary obligation is owed to CHILLD. and the Members as a whole and may not place the interests of one or some of the Members above the interests of Members as a whole. The Committee has been appointed to manage CHILLD.'s affairs on behalf of the Members and is accountable not only to Members but to other third parties including creditors, regulators and the community.

A Committee Member, in the exercise of his or her powers, and in the discharge of their duties, must exercise the degree of care and diligence that a reasonable person would exercise if they were a Committee Member in the circumstance prevailing and occupied the office held by, and had the same responsibilities within CHILLD., as the Committee Member.

CHILLD. maintains Committee Members and officers liability insurance. Committee Members should ensure that they are fully aware of the terms of this insurance so as to be able to qualify for protection under it.

3.4 Decision-making

A Committee Member must be independent in judgement and actions and must take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Committee.

In order to satisfy this requirement a Committee Member must:

- (a) make a reasonable effort to become and remain familiar with the affairs of CHILLD., and to this extent an induction program is provided for new Committee Members and all Committee Members are able to access CHILLD. information on a timely basis;
- (b) attend all Committee meetings and Committee functions unless there are valid reasons for non-attendance; and
- (c) commit the necessary time and energy to Committee matters to ensure that they are contributing their best endeavours in the performance of their duties for the benefit of CHILLD. without placing undue reliance on other Committee Members to fulfil those duties.

Committee Members should rely on advice relating to CHILLD. or its affairs only where that advice is given or prepared by:

- (a) an employee whom the Committee Member believes on reasonable grounds to be reliable and competent in relation to the matters concerned;
- (b) a professional adviser or expert in relation to matters that the Committee Member believes on reasonable grounds to be within the person's professional or expert competence;
- (c) another Committee Member or officer in relation to matters within that Committee Member's or officer's authority; or
- (d) a Sub-committee (on which the Committee Member did not serve) in relation to matters within the Sub-committee's authority.

Committee Members should only rely on such information or advice if:

- (e) the Committee Member's reliance was made in good faith, and after making an independent assessment of the information and advice, having regard to the Committee Member's knowledge of CHILLD. and its and operations; and
- (f) the reasonableness of the reliance arose in proceedings brought to determine whether the Committee Member performed his or her duties under the Legislation or the common law.

3.5 Confidentiality

Committee Members must observe confidentiality regarding all Committee matters and all confidential information received by a Committee Member in the course of the exercise of their duties.

- (a) All information received by a Committee Member in the course of fulfilling Committee duties must be regarded as confidential and remains the property of CHILLD..
- (b) A Committee Member may not disclose information, or allow it to be disclosed, to any other person unless that disclosure has been authorised by CHILLD. or is required by law to be disclosed.

All discussions and resolutions of the Committee must likewise be treated as confidential and not disclosed, or allowed to be disclosed, as regards either content or substance, to persons who are not Committee Members except in cases where disclosure:

- (i) has been authorised by CHILLD.; or

- (ii) is required by law.
- (c) Authorisation by CHI.L.D. will be presumed where and to the extent that Committee or Sub-committee minutes convey, either expressly or implicitly, that it is intended that disclosure should be made to third parties.
- (d) Any Committee Member in any doubt as to their obligations of confidentiality or in relation to any matter of disclosure should consult with the Chairman prior to making any disclosure. A Committee Member may also seek independent advice.

3.6 Improper use of information

A Committee Member must not make improper use of information acquired as a Committee Member.

Committee Members are prohibited from making improper use of information acquired by virtue of their position as a Committee Member so as to:

- (a) gain, directly or indirectly, any personal advantage or any advantage for any other person including a Member;
- (b) cause, or be likely to cause, detriment to CHI.L.D.; or
- (c) cause, or be likely to cause, an act or event to occur which is contrary to the Act or CHI.L.D.'s Values.

3.7 Co-operation

Committee Members must observe solidarity with the resolutions of the Committee and co-operate in their implementation.

Committee Members are part of a team. As such they must work co-operatively with the Chairman and other Committee Members and with management. Committee Members must therefore observe solidarity regarding the resolutions of the Committee or any Sub-committee. Committee Members must not speak against a resolution of the Committee or any Sub-committee to any person other than fellow Committee Members. Committee Members must also support Committee resolutions by providing assistance and co-operation in their implementation.

3.8 Personal Interests and Conflicts

A Committee Member must not take improper advantage of their position as a Committee Member.

No Committee Member may allow any personal interest, or the interest of any associated person, to influence or prejudice their conduct or any Committee or Sub-committee decision.

A Committee Member has a duty to avoid any conflict between the best interests of CHI.L.D. and their own personal interests or those of any third party including a Member or Stakeholder. Every Committee Member must be aware of both actual and potential conflicts of interest. The Committee Member with a conflict of interest should refrain from voting, or entering into any discussion, at, or even being present during, relevant Committee discussions, except where the Committee Member has given notice of the nature and extent of its interest and the other Committee Members have resolved that that Committee Member should not be disqualified from voting or being present on matters relating to that conflict.

3.9 Conduct

A Committee Member must not engage in conduct likely to bring discredit upon CHI.L.D..

Each Committee Member must be and remain aware of, and observe, any standing orders adopted by the Committee from time to time for the conduct of Committee and Sub-committee meetings.

Committee Members must at all times comply with the spirit as well as the letter of this code.

Committee Members should conduct themselves at all times in a sober, polite, lawful and restrained manner in carrying out their duties, at both Committee and Sub-committee meetings, at CHILL.D. functions and meetings, and where otherwise dealing with matters concerning or involving CHILL.D.. The Committee Members must always act in a manner consistent with, and which furthers, CHILL.D.'s Values.

3.10 Performance

Committee Members must recognise that their primary responsibility is to CHILL.D.'s Members as a whole but should, where appropriate, have regard for the interests of all stakeholders.

The Committee is accountable not only to Members, but to other third parties, including creditors, regulators and the community. However, it is not practical for any of these interest groups to undertake regular appraisals of Committee performance, and nor would such appraisal be appropriate as a particular interest group could have difficulty being impartial or objective. The Committee must satisfy itself that it is performing to maximum efficiency so that all Committee Members can be assured that they are fulfilling their obligations and that there is no exposure for them to any legal liability. The Committee Members must at all times act in a manner which is consistent with CHILL.D.'s Values and demonstrates to Stakeholders the serious commitment which CHILL.D. has to the Values which underlie CHILL.D.'s corporate culture.

Each Committee Member must cooperate fully with any review or assessment of performance, whether collective or individual, and whether conducted by the Chairman or any other Committee Member or by any independent third party externally appointed for the purpose.

3.11 Complaints

Committee Members must abide by the complaints procedure determined by the Committee.

The Committee is concerned with the development and formulation and proper implementation of strategy and policy. Management carries strategy and policy into effect. Committee Members may from time to time be approached by Members, staff or other Stakeholders who have a complaint about a matter relating to CHILL.D.. Any such complaint must be dealt with in accordance with any relevant procedure adopted for this purpose.

4. CHI.L.D. ORGANISATIONAL CHART

4.1 Committee Membership

- (a) The Committee as currently constituted contains the following positions;
 - (i) Chairman
 - (ii) Treasurer
 - (iii) Secretary
 - (iv) 4 Independent Members drawn from the general community
- (b) The following people are currently serving in the positions noted;
 - (i) Chairman – Beverley Rowbotham
 - (ii) Deputy Chairman – Vacant
 - (iii) Treasurer – Robert (Jack) Duff
 - (iv) Secretary – Margot Hickey
 - (v) Independent Member – Michael Fitzgerald
 - (vi) Independent Member – Michael O’Callaghan
 - (vii) Independent Member – Peter Stewart
 - (viii) Independent Member – Geoff Swan

4.2 Corporate Governance

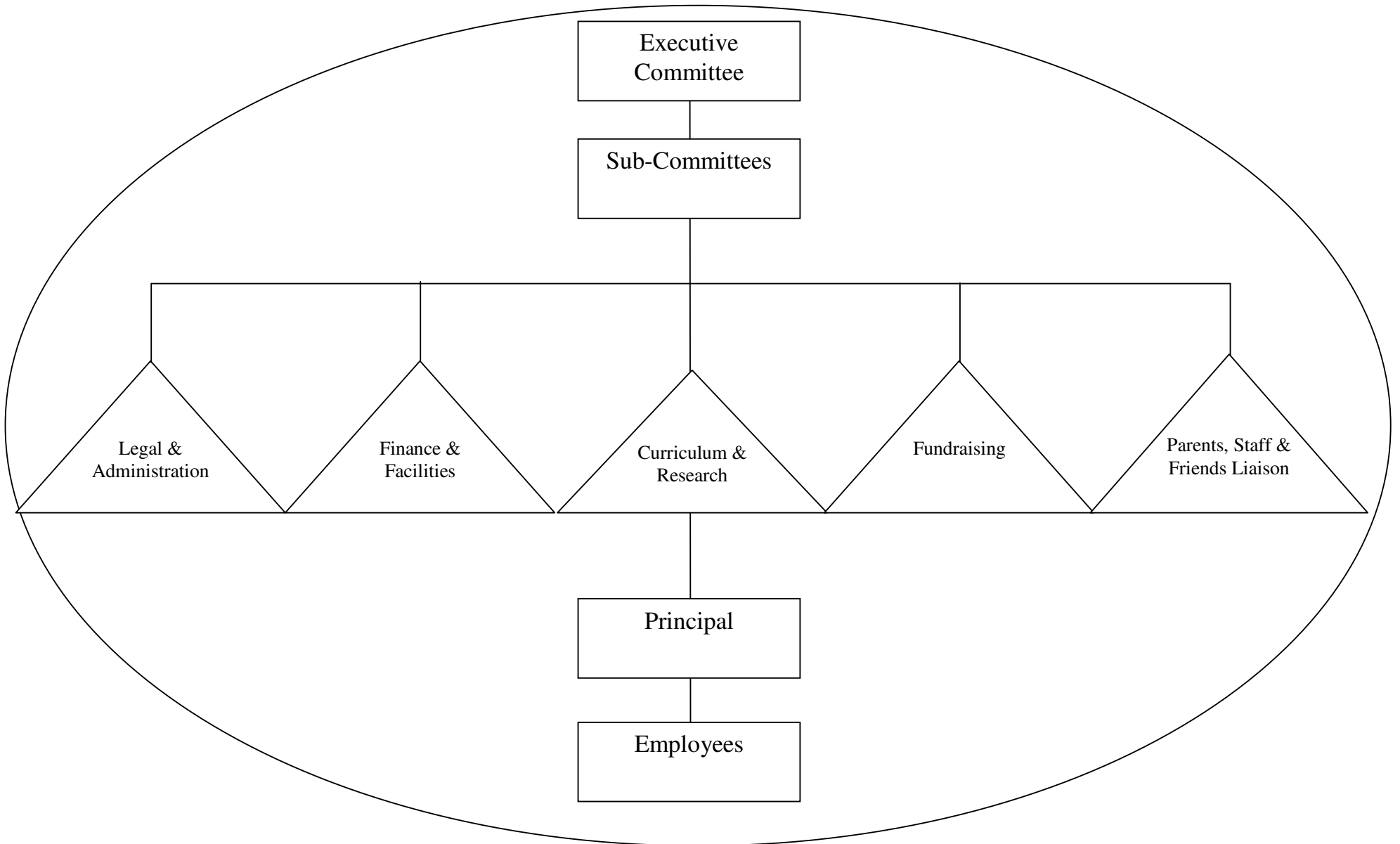
In accordance with paragraph 2.10, in addition to the Committee the following Sub-committees are currently formed:

- (a) legal and administrative;
- (b) finance and facilities;
- (c) curriculum and research;
- (d) fundraising; and
- (e) parents, staff and friends liaison.

4.3 Organisational Chart

Please find below the current organisational chart for CHI.L.D..

The Association of Childhood Language and Related Disorders – CHI.L.D.



5. DELEGATIONS

5.1 Delegations to Principal

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5.2 Delegations to Legal and Administrative Sub-committee

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5.3 Delegations to Finance and Audit Sub-committee

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5.4 Delegations to Curriculum and Research Sub-committee

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5.5 Delegations to Fundraising Sub-committee

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5.6 Delegations to Parents, Staff and Friends liaison

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6. KEY EMPLOYMENT AGREEMENTS

6.1 Principal

[Insert Principal's employment contract here]

DEFINITIONS

AGM	Means any annual general meeting of CHI.L.D.
Articles of Association	means the articles of association for the association for The Association for Childhood Language and Related Disorders registered pursuant to the <i>Religious Educational and Charitable Institutions Act (Qld)</i> .
CHI.L.D. or Organisation	means ‘The Association for Childhood Language and Related Disorders’ as formed under the Articles of Association registered pursuant to the <i>Religious Educational and Charitable Institutions Act (Qld)</i>
Chairperson	means chairperson of the Committee
Charter	means this Committee Charter or (according to context) the charter of any Sub-committee contained (in each case) in this document
Code of Ethics	means the code of ethics and values applicable to the Organisation contained in section 3 of this document
Committee Member	means a member of the Committee
Committee	means the Executive Committee
Core Business	means the core business of the Organisation as detailed in this charter
Legislation	means the <i>Religious Educational and Charitable Institutions Act (Qld)</i> and the <i>Associations Incorporation Act 1981 (Qld)</i> and any other act which comes into force to regulate the conduct of a body registered under either of these acts.
Member	means a member as defined in the Article of Association
Principal	means the Principal who has responsibility for the strategic and operational management of The Glenleighden School and the Association in accordance with their contract of employment. The Principal may also be referred to as the Executive Officer, in the context of the Association.
Stakeholder	means any student who attends any CHI.L.D. school facilities and their families along with those people who receive services from CHI.L.D. but do not attend any formal classes as well as members of and staff employed by the organisation.
Sub-committee	means a Sub-committee of the Committee formed in accordance with this charter or the Articles of Association
Values	means the organisational values of the Organisation as set out in this charter
Vision	means the vision of the Organisation as detailed in this charter

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CORPORATE GOVERNANCE
CHARTER

**The Association for Childhood
Language and Related
Disorders (CHL.L.D.)**

adopted on [] and current and up to date as at that date

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