



NOMINATION FOR SCHOOL BOARD MEMBERSHIP – PARENTS & COMMUNITY

The School Education Act 1999 requires all schools to have a School Board. The School Board is a separate body from the Parents & Citizens Association. The Board is a legally formed body and is the major governing body of the school. In partnership with the Principal, the School Board's fundamental purpose is enabling parents and members of the community to engage in activities that are in the best interests of students and that will enhance the education provided by the school. We currently have one (1) vacancy for a Chairperson, one (1) parent and community member and one (1) vacancy for staff to be filled at this election.

ROLES AND RESPONSIBILITIES OF SCHOOL BOARDS

The role of the School Board is one of assisting the principal and staff to set the long term future for the school and maintain oversight (not management) of the school's operation. It is not about running the school – that is the job of the Principal. It is about providing additional expertise to help the school achieve the best outcomes for the students.

As an Independent Public School, our School Board will operate with functions consistent with the legislative roles of School Boards. Therefore, the responsibilities of an Independent Public School Board are to:

1. Work within the Department of Education WA relevant legislation and regulations;
2. Contribute to the School Delivery and Performance Agreement and the Business Plan. These documents summarise what the school wants to achieve in the future and how it plans to get there. When completed, the Agreement will be signed by the School Board Chair and Principal ;
3. Endorse and review the annual budget. The budget summarises the income received annually from the Department of Education and other sources; it also lists planned expenditure, including salaries;
4. Assist with the formulation of codes of conduct. These are guiding principles designed to influence the school's decisions and actions;
5. Review the performance of the school;
6. Create interest in the school within and across the community;
7. Assist with Principal selection when a vacancy arises. The Chair of the School Board will be a member of the selection panel assessing candidates for Principal;
8. Approve fees, charges, contributions and items of personal use (stationery lists);
9. Approve extra cost optional components of programs;
10. Approve arrangements for sponsorship and advertising;

11. Liaise with other committees within the school e.g. the P&C;
12. Hold one open meeting each year to report to the school community; and
13. Provide advice to the Principal on religious education and related activities.

The School Board does not:

- Manage the day to day running of the school (for example, it does not employ staff, decide student class placements, or resolve issues relating to individual teachers and students and/or parents);
- Discuss individual issues relating to teachers, staff or parents – these are very clearly management roles and therefore the Principal's responsibility;
- Represent specific interest groups, or permit special interests to dominate the Board's agenda;
- Intervene in students' educational instruction;
- Purchase land, buildings or motor cars, nor enter into hire purchase agreements or obtain credits or loans, unless permission is given by the Minister; nor
- Performance manage the Principal or any other staff member.

Role of School Board members:

Parent members of the School Board bring to School Board meetings their experience as parents at the school, and the views and context of the wider school community.

Each Community member brings a particular skill to the School Board. This may include business, accounting, educational research, building, or some other skill that the school is looking for at that time.

Department of Education employees bring their educational expertise to School Board meetings.

Protection from liability:

A person or organisation has a fiduciary duty – he or she has assumed the responsibility to act in the best interests of another person, or organisation, to whom the fiduciary duty is owed.

Board members occupy a fiduciary position. They have an obligation to demonstrate utmost loyalty and to exercise their powers, in good faith, in the interests of the school.

An individual cannot be held liable for a decision made (or omitted) in good faith (section 137.1 School Education Act 1999).

Configuration of the School Board:

The School Education Act 1999 states that parents and community members must form the majority on the School Board and that the School Board will determine the number of total members (which cannot exceed 15).

The configuration of representation includes:

- Current school Principal,
- Two (2) school staff members,
- Four (4) parents or community members – nominated and elected by community via a formal election process.

Included with this letter is further information about the School Board. More information can be read at

<http://www.det.wa.edu.au/independentpublicschools/detcms/navigation/information-for-parents-and-communities/school-boards/?oid=Category-id-10826695>

To nominate for one of the **available parent/community positions** on the 2018 School Board, members of the school community must complete the “**Nomination for Election**” attached to this letter, and return it to the school by **close of school, Friday 9 February 2018**. **No late nominations will be accepted.**

I encourage all interested parents to apply and invite you to contact me if you require any additional information.

Margaret Pretty
Principal
8 December 2017