



## SCHOOL BOARD MEMBERSHIP

### STAFF REPRESENTATIVES

Mr Warren Bachman (Principal)

Mr Ab Chaudhry (2017)

Mr Ben Turner (2018)

Mr Ryan Kenny (2018)

### PARENT REPRESENTATIVES

Mrs Megan Mitchell (Chair) (2017)

Mrs Mel Clements (2015)

Mrs Justine Hansen (2017)

Mrs Joanna Bott (2015)

Mr Aaron Wright (2018)



### COMMUNITY REPRESENTATIVE

Mrs Joanna Butler, Mandurah Toyota


*Board members are committed to attending meetings. Meetings held week 4 and 8 each Term. Absence of meetings should be accompanied by a medical certificate.*



### *The School Board must not.....*


- ◆ *Manage the day-to-day running of the school, for example staff performance and student assessment;*
- ◆ *Discuss individual cases relating to teachers, staff or parents;*
- ◆ *Represent special interest groups or allow special interests to dominate Board discussions;*
- ◆ *Intervene in education instruction;*
- ◆ *Borrow money or obtain funds on behalf of the school;*
- ◆ *Purchase property on behalf of the school.*

All Board members are obliged to act in the best interests of the school and the students attending the school. Board members are not on the Board to 'represent' the interests of any subgroups of the school community. Board members that wish to raise issues that are not related to Board business may do so through normal school channels.



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## SCHOOL BOARD TERMS OF REFERENCE

School Boards have distinct roles in the school community. Sometimes Boards make decisions for the school and sometimes they provide formal and informal advice to the Principal.


**Approval role**—this means the Board acts as decision maker and is directly and deeply involved. Decisions are documented in the Board meeting minutes

#### Examples of Board involvement

- ◆ *Voluntary contributions*
- ◆ *Fees for optional school programs such as excursions and incursions*
- ◆ *Student Personal Items (book list)*
- ◆ *Sponsorship and advertising agreements (for example, when a school fete is sponsored by a local business)*
- ◆ *Student Dress Code*

**Advisory role**—this means the Board is consulted, and helps to negotiate and brainstorm issues. Discussions are documented in the Board meeting minutes.

#### Examples of Board involvement

- ◆ *Advice to Principal about local context*
  - ◆ *Review allocation of resources to meet business plan targets*
  - ◆ *Review and monitor school's objective, priorities and policy directions*
  - ◆ *Develop the school's code of conduct for students*
  - ◆ *Advise the Principal on religious practices*
  - ◆ *Advise on selection but not appointment, of Principal or other staff (when approved)*
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## REPRESENTATION

The Board will consist of TEN (10) members including the school Principal

The breakdown of representatives is as follows:

Four **STAFF** representatives

- Elected by staff.  
(must include the Principal)



Six **PARENT** representatives

- Nomination when vacancy arises through the school newsletter.

One **COMMUNITY** representative

(other community representatives coopted for short periods for specific tasks/skills)

## BOARD MEMBERSHIP

- All Board members elected or coopted are required to obtain the Department's National Police History Check.
- The initial TERM OF OFFICE is three (3) years but a Board member is eligible for re election.
- Positions that become vacant during the year may be filled by the Principal.
- The Chair is elected from the Board by vote of Board members for a term of two years.
- The Principal shall be an ex officio member of the Board and all associated sub committees.

## Role of the Chairperson

The Chairperson manages the operation of the Board in meetings. With the support of the Principal and other school staff, the Chairperson has some specific responsibilities, which are detailed below.

### Before Board meetings

- ▶ Schedule Board meetings
- ▶ Coordinate the agenda with the Principal

### During Board meetings

- ▶ Start and finish meetings on time
- ▶ Notify the Board of apologies received
- ▶ Ensure the minutes from the previous Board meeting are confirmed as accurate by signing and dating those minutes
- ▶ Table all incoming and outgoing correspondence
- ▶ Oversee the business of the Board and facilitate constructive discussion
- ▶ Declare the results of decisions and motions

## Role of the Principal

- ▶ Provides advice on legislative and school requirements
- ▶ Calls for nominations to fill Board vacancies
- ▶ Conducts Board elections
- ▶ Identifies appropriate community representatives
- ▶ Provides the Board with administrative support
- ▶ Represents the Department of Education

## Example Schedule of meetings

The following examples are suggested as items the Board could discuss at different times of the year.

### TERM ONE

- ◆ *Setting the Scene (annual goals for the Board, policies to review)*
- ◆ *Subcommittee representation*
- ◆ *Review Board Structure*
- ◆ *The Business Plan*
- ◆ *Operational Budget—endorse and sign*
- ◆ *Annual Report (input/review/endorse)*
- ◆ *Workforce Plan updates*
- ◆ *Board Self-Reflection*

### TERM TWO

- ◆ *Financial Report (SCF)*
- ◆ *Survey analyses—national surveys*
- ◆ *Marketing and Partnerships*
- ◆ *Curriculum*
- ◆ *Notice of Annual Public Meeting*

### TERM THREE

- ◆ *Overview of Student Performance Data*
- ◆ *Data Analysis—Business Plan*
- ◆ *Financial Report*
- ◆ *Anticipated Enrolments / Preliminary budget*

### TERM FOUR

- ◆ *Internal Board review (survey effectiveness)*
- ◆ *School Self-Assessment Processes*
- ◆ *Review of Business Plan*
- ◆ *Annual Report consideration*
- ◆ *Financial Approvals (fees, charges, booklists and extra cost optional component)*
- ◆ *Financial Report—Preliminary Budget*
- ◆ *Sub-Committee Input*
- ◆ *Review the Delivery and Performance Agreement (DPA)*
- ◆ *Board Chair Report*