



SCHOOL BOARD MEMBERSHIP

STAFF REPRESENTATIVES

Mr Warren Bachman (Principal)

Mrs Teena Dixon

Mrs Judy Hughes

Mr Adrian Perry

PARENT REPRESENTATIVES

Mr Andrew Bennett (Chair)

Ms Cathy McIntosh

Mrs Megan Mitchell

Mrs Mel Clements

Mrs Joanna Bott



COMMUNITY REPRESENTATIVES

Mrs Vicki Outridge




FUNCTIONS OF THE BOARD

- To *make recommendations* in establishing and reviewing the school's objectives, priorities and general policy directions;
- To *assist the planning* of financial arrangement necessary to fund the above;
- To *formulate codes of conduct* for students
- To formulate the *Student Dress Code*;
- *Approve charges and contributions, extra cost optional components, personal items and agreements on advertising/sponsors*
- Provide advice on the implementation of special *Religious Education*;
- *Participate in the selection of teachers and the school principal*

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FALCON PRIMARY SCHOOL

SCHOOL BOARD TERMS OF REFERENCE

The role of the School Board is one of setting the long term future for the school and maintaining oversight (not management) of the school's operation.

It is about providing additional expertise to help the school achieve the best outcomes for the students.

The role of the School Board is outlined in the School Education Act 1999.

The School Board does NOT:


Manage the day to day running of the school (employ staff, allocate students to classes, resolve conflicts);

Discuss individual issues relating to staff, students or parents—these are clearly the principal's responsibility;

Represent specific interest groups;

Intervene in the educational instruction of students;

Purchase land, buildings, vehicles nor enter into hire purchase agreements or obtain credit loans;





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)



Five **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 a Working with Children's clearance;
- The initial TERM OF OFFICE is two (2) 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;

DUTIES ALLOCATED TO BOARD MEMBERS

- The Chair will coordinate the agenda and convene Board meetings;
- The Chair will ensure that full and correct minutes of Board meetings and proceedings are maintained;
- Board meeting minutes will be made available to the school community;
- The Board may appoint a committee composed of parents, community members or appropriate experts to address its business, but at least one Board member is required to serve on each Committee;
- In each case a committee makes its recommendations to the Board;
- The Principal will act as the custodian of all books, documents, records and registers of the Board;
- The school will provide a minute taker to attend meetings and record minutes;



OPERATING PROCEDURES

- The Board will determine the number of meetings per term;
- There will be a minimum of one Board meeting per term;
- The Chair will ensure the agenda is circulated at least two days prior to the scheduled meeting;
- Minutes will be tabled for each meeting and signed by the Principal and Chair;
- If there are no items on the agenda the Chair will inform the Principal who may decide to cancel the meeting;
- If deemed necessary, the Principal can convene an extraordinary meeting;
- Board members absent from three meetings per year without medical evidence may be asked to relinquish their position on the Board;

BUSINESS OF THE BOARD

- Functions as specified
- Monitoring the Delivery and Performance Agreement
- Endorse Business Plan and improvement targets set
- Endorse and monitor school budget