



# **Thornlie Primary School**

## **School Board - Information Pack**

### **Why does Thornlie Primary School have a School Board?**

Thornlie Primary School has been selected to become an Independent Public School (IPS) in 2019. An IPS is a public school where the Principal has been given increased flexibility and responsibility to make local decisions across a range of school operations to enhance education outcomes for students. Principals of Independent Public Schools establish a School Board who represent the school community. Establishing a board is an opportunity to attract a broader cross-section of people with a range of experiences and expertise. Strong community and business representation ensures the board can make an even more significant contribution to the development of the school.

### **What is the purpose of a School Board?**

- Work with the Principal and their communities to achieve the best outcomes for students.
- Provide a broad range of experience, advice and expertise to the Principal, and to participate in key decisions as listed below in the policy making, enforcing and reporting of the school.
- Promote the school to the community.

### **The School Board *participates* in:**

- endorsing the school's Delivery and Performance Agreement;
- annually endorsing and reviewing the school budget and Business Plan;
- processes to review school performance;
- processes to determine satisfaction levels of parents, staff and students, with results reported in the school's Annual Report;
- endorsing the school's Annual Report;
- the Department of Education Public School Review (with the report made public);
- communicating with the broader school community regarding the Board's function and activities;
- establishing and reviewing the school's objectives, priorities and general policy directions from time to time;
- planning financial arrangements necessary to fund those objectives, priorities and directions;
- evaluating the school's performance in achieving those objectives, priorities and directions;
- formulating codes of conduct for students at the school;
- taking part in the selection of, but not the appointment of, the school principal;
- approving a charge or contribution determined by the principal for the provision of materials, services and facilities;
- approving the costs determined by the principal to be paid for participation in an extra cost optional component of the school's educational program;
- approving the items determined by the principal to be supplied by a student for the student's personal use in the school's educational program;
- agreeing or arranging for advertising or sponsorship in relation to a government school;
- developing a dress code for students when they are attending or representing the school, in consultation with students, their parents and staff of the school; and
- discussing the use of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education.

## **The School Board DOES NOT:**

- manage the day to day running of the school such as managing staff or the placement of students to classes;
- discuss individual issues relating to teachers, staff or parents;
- represent specific interest groups or permit special interests to dominate the agenda of the Board;
- intervene in the educational instruction of students;
- borrow money or obtain funds;
- purchase property; or
- performance manage the Principal or any other Department of Education employee.

## **What is the difference between the Parents & Citizens' (P&C) Association and an Independent Public School (IPS) School Board?**

Both P&Cs and School Boards have valued, but different, roles within public schools. The purpose of the P&C is to promote the interests of the school through co-operation between parents, teachers, students and members of the general community; assist in the provision of resources, facilities and amenities for the school; and foster community interest in educational matters. The P&C provides parents with opportunities to meet to determine the needs and aspirations of the school community; share information and views; learn about, help shape school policies and programs; and help raise funds to provide extra resources.

As an incorporated association, the P&C can obtain funds for the benefit of the school, employ staff other than Department of Education employees, and manage or operate facilities at the school such as a canteen.

The P&C operates within the requirements legislated in the *School Education Act 1999*, the *School Education Regulations 2000*, the *Associations Incorporation Act 1987*, and its P&C Constitution. Incorporated associations are a legal entity in their own right, separate from individual members and from the school. As such, they have different and specific reporting requirements, and are bound by the *Associations Incorporation Act 1987*.

*The School Board* works in a consultative and decision-making capacity with the school to achieve the best outcomes for its students. Our School Board is unincorporated and is separate from school management and from the P&C, and is created, and operates, according to requirements legislated in the *School Education Act 1999*, the *School Education Regulations 2000*, and its Terms of Reference.

## **Who can Nominate and be Elected to the School Board?**

Our School Board office bearers include the Principal, three staff, five parents and two community member. Staff members are elected from, and by, staff at the school and contribute their education expertise. Parents of children attending the school are elected from, and by, parents. Parent members of Boards contribute their experience as parents at our school and the views and context of the wider school community. Community members are appointed by the Board. They may bring expertise such as business, accounting or other skills that the board may be looking for at that time. The board *appoints* suitably qualified persons from the list of community nominations, by vote, in a meeting. The Community Representative, whilst on the board, must represent the interest of the school, not that of any other organization they belong to. Additional community and industry members who have skills, experience or qualifications that will enable them to make a contribution to the board's functions may be co-opted onto the board for a specific time period. Co-opted members are not full members of the board, and do not have voting rights.

## Can a P&C member be a member of the School Board?

The P&C is entitled to nominate one of its members to be considered for membership of the board in the category of *parent* or *general community* member, as is relevant to the nominee, when a vacancy arises.

## The Election Process

When there is a vacancy on the School Board, the Principal will call for nominations. If more than one nomination is received the principal will conduct an election. Once the votes are received and tallied, the Principal will advise all candidates of the outcome.

## Term of Office

Staff and parent representatives on the Board are appointed for three years but can also be reappointed for a further term once or more than once.

## Protection from Liability

An individual on an unincorporated school board cannot be held liable for a decision made (or omitted) in good faith (Section 137.1: School Education Act 2000). Unincorporated Boards are covered for Personal Liability under the general liability and professional liability insurance coverage with the Department's Risk Cover.

## How often does the School Board Meet?

The School Board meets at school on Wednesday mornings at 8.40pm at least once per school term. All members are expected to attend or send an apology 48 hours prior to the meeting.

If you require more information about our School Board please feel free to contact the Principal.



## SCHOOL BOARD NOMINATION FORM

I \_\_\_\_\_ would like to nominate for the Thornlie Primary School Board for 2019.

Please select one category: Parent/Carer

☐

Staff Member

☐

Community Member

☐

I understand that if the school receives numerous nominations for positions then a formal election may need to be held.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NB: Please return this form to the front office by 4.00pm on 29 November 2018**