

Inglewood Primary School

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Inglewood Primary School Board Constitution

Revised January 2016 in accordance with the School Education Act 1999, the School Education Regulations 2000 and the Department of Education Policy and Procedural Statements for WA School Boards

Mission statement

The School Board acts to convey views and expectations on behalf of/and to, the school parents and wider school community. It aims to ensure these viewpoints are gathered, discussed and where appropriate acted on in partnership with the school management team.

Purpose of the School Board

The School Board is formed with the fundamental purpose of 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.

The functions of the Inglewood Primary School Board are to:

1. Provide advice on and endorse:
 - The School Business Plan;
 - The Annual Report;
 - Financial planning to support the above;
 - Codes of conduct for students
2. Promote the school in the community.
3. Participate in school self-assessment processes, to review Business Plan targets, as well as student and school performance.
4. Provide input to relevant policies that impact school and student outcomes.
5. Determine, in consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school.
6. Approve:
 - Charges, contributions and fees;
 - Extra cost optional components of the school's educational program;
 - Items for personal use on the educational program;
 - Advertising and sponsorship arrangements.

As an unincorporated school Board, it cannot:

1. Intervene in the control or management of the school
2. Intervene in the educational instruction of students
3. Exercise authority over teaching staff or other persons employed at the school
4. Intervene in the management or operation of a school fund

Composition and Membership

The School Board will have a minimum membership composed of:

- Principal
- At least two school staff, of whom one must be a member of the relevant Teacher's Union
- At least four parents, including one member who reports to the P&C

The Board can have further members up to a maximum of 15 providing parent and community members make up the majority of the Board.

Other individuals, including members of the wider community, may be co-opted as required. Co-opted members will not have voting rights.

Term of Office

All Board members will be elected for a three year term. If a Board member wishes to continue after the end of their term, they may re-nominate as part of the standard election process. The incumbent School Board may ask incoming members to take a shorter tenure, if it assists in a more sustainable turnover of School Board members.

Election to the Board

Nominations and elections for school staff and parent representatives will be called for every three years, or upon a vacancy becoming available. Management of the elections will be undertaken by the Principal.

Staff:

- Nominations will be called for staff representatives from all sections of the school staff.
- Elections will be by ballot prior to the beginning of the three year period.

Parents:

- Nominations for parent representatives will be called for through the school newsletter.
- Elections will be by ballot prior to the beginning of the three year period.
- Those parents with the most votes will be duly elected.
- Voting for parent representatives is not compulsory.

Decision Making

- Decisions will generally be reached by a consensus of Board members. Where this is not possible, decisions will be made by majority vote.
- All members of the Board have equal voting rights.
- A quorum for meetings will comprise 5 members: Principal, three parents and one staff member.
- In the absence of an elected member a proxy vote may be cast by another elected member as directed by the absent member.

Meeting Procedures and Office Bearers

- The Board will hold at least one scheduled meeting per term.
- The Board will advertise at least one open public meeting per year and proceed with this meeting if a minimum of 10 parents indicate their intention to attend.
- The School Board Chairperson will be elected at the commencement of each year.
- The School Board Chairperson will chair all meetings.
- The secretary position will be rotated for each meeting.
- The minutes of the meetings will be circulated to all board members, within two weeks after the meeting was held.
- Board agenda items, together with any proposals, should be submitted to the Principal or Board Chairperson, at least five days prior to the meeting.
- Parents at the school will be given at least 14 days notice of the public meeting. The meeting will include a report that is presented on the performance of the Board's functions.
- The Principal has the right to call extraordinary meetings as required.

Communication

- Decisions reached by the Board will be communicated by the P&C representative to P&C meetings.
- The Principal will report to staff meetings and to the wider community through the school newsletter or any appropriate additional correspondence methods such as email, website, personal letters, assemblies or meetings.
- Names and phone numbers of parent representatives will be published in the school newsletter and other relevant publications. Members will make themselves available to the school community they represent.

Procedure for Amending the Constitution

- Amendments to the constitution may be proposed through the Board.
- Proposed amendments will be made available to the school community for feedback.
- There will be a thirty day period for feedback, after which the final constitution will be decided upon by the Board