

# **Currambine Primary School**

## **School Board Chair – Role Statement**

1. It is good practice for the Board to review the Board Chair Statement on an annual basis, usually the first meeting of the year.
2. Before the Board Meeting:
  - Review meeting agenda and address queries and questions to the Principal prior to the meeting.
3. During the Board Meeting:
  - Start and finish meetings on time.
  - Manage any conflicts of interest.
  - Attendance and receive apologies.
  - Seek confirmation of minutes.
  - Table all correspondence.
  - Oversee the business of the meeting.
  - Facilitate constructive discussion.
  - Call for motions, and declare the results of all decisions and motions.
4. Between Board Meetings:
  - Uphold Board decisions.
  - Endorse the Annual Report to parents.
  - Participate in sub-committees as appropriate.
  - Represent the Board at events at the school and beyond.
  - Hear the views of members of the school community and respond appropriately.
  - Advocate for the school beyond the school community.
5. Key matters for consideration:
  - The Board Chair needs well developed skills in negotiation, facilitation and team building.
  - Ensure the Board is focused on assisting the school to achieve the best outcomes for students.
  - Ensure meetings focus on positive outcomes for the school.
  - Ensure all members have the opportunity to be heard and that no member dominates decisions.
  - Assists in resolving conflicts in a constructive manner through mediation.
  - Ensure the Board remains focused on its functions as described in the Board Constitution.
  - Support the induction of new members.