

## **Currambine Primary School Board Constitution**

### **Introduction**

The constitution of the School Board should be read in conjunction with the provisions of the Education Act 1999 and the School Education Regulations 2000. The regulatory framework shall take precedence should an inconsistency occur between the constitution on the above-mentioned legislation.

### **Name**

The name of the School Council should be the Currambine Primary School Board.

### **Purpose**

The School Board's purpose is to enable parents, staff and members of the wider community to engage in activities that will advance the effectiveness of the school and the interests of the students. The Board's work is strategic rather than operational.

### **Functions and Powers of the Board**

The functions and powers of the Board are:

- i. Take part in reviewing the school's objectives, priorities and general policy direction, with particular attention to the ratification of the School Business Plan.
- ii. Take part in evaluating the extent to which the objectives, priorities and policies described in the School Business Plan are achieved.
- iii. Take part in planning the financial arrangements to fund the priorities and objectives including:
  - a. reviewing the school budget including school staffing allocation, salary pool, contingencies and other financial authorities (i.e. utilities/teacher relief/faults etc.)
  - b. reviewing regular financial updates
  - c. reviewing school audit reports.
- iv. Promote the school in the community.
- v. Take part in formulating the School Code of Conduct for students.

- vi. Take part in consultation with parents and teachers, the formulation of the School Dress Code.
- vii. Take part in discussions related to religious instruction.
- viii. Approve the school's Contributions and Charges Schedule, including cost optional components of the education program, two months prior to the conclusion of the school year.
- ix. Approve the Principal/s determination regarding booklists.
- x. Approve sponsorship and advertising arrangements over \$500 and under \$10,000.00.
- xi. Develop, as needed, and ratify statements of Board policy.
- xii. Assist with the selection of a Principal, should a vacancy arise.

### **Membership of the Board**

The membership categories and election processes for the Board are:

- i. The Board will have six (6) parent representatives elected from the parent body for a period of three years. Parents will self-nominate with the nomination seconded by a member of the parent category. Nominations will be called for each year in term 2 through the school newsletter. Nomination forms (appendix 1) will be made available at this time. The Principal will manage an election if required. Three parents will be elected to the Board each year.
- ii. The Board will have three staff representatives elected to the Board for a period of three years. Representation should, as much as possible, represent a broad cross section of the school. Nominations will be called for through an expression. The Principal will manage an election if required. Two staff will be elected to the Board one year and one staff member in the next.
- iii. The Board will have a minimum of two community representatives and a maximum of five members. Community members will be invited to join the Board following the Board Chair and Principal consulting on suitable nominees. The Board Chair will review membership with Community Members on an annual basis.
- iv. The Principal is a member of the Board.
- v. A member of the Board ceases if a member becomes ineligible to hold office, resigns from the Board, their tenure on the Board ends or they are removed by the Director General of Education.
- vi. Ad hoc vacancies that occur on the Board will be filled via a nomination and election process as described in point (i) above.

## **Meetings and Proceedings of the Board**

- i. The Board will determine the frequency of meetings by a vote with a minimum of one meeting per term.
- ii. A quorum shall consist of seven (7) members of the Board. The Principal or Principals' representative must be in attendance for a quorum to exist.
- iii. The Board Chair and minute taker will be elected by the Board from the membership of the Board. It is preferred the Board chair is a parent or community representative.
- iv. The Principal shall convene meetings in consultation with the Board Chair providing a minimum of fourteen (14) days' notice.
- v. The agenda, previous minutes and relevant documentation will be provided at least seven (7) days prior to the meeting. Agenda items must be provided to the school principal at least fourteen (14) days prior to the meeting.
- vi. All meetings of the Board are considered open to members of the school community with a specific invitation offered to the community for one meeting each year.
- vii. The Board may choose to close a meeting or part of a meeting if this is deemed appropriate by a vote of the members.
- viii. The Chair of the Board may convene an extraordinary meeting of the Board if a majority of families within the school support the purpose of the meeting.
- ix.** A decision of the Board does not have effect unless it is made by an absolute majority. In the event of a tied vote the Board Chair will have the casting vote.
- x. The Board shall have the power to form a committee as deemed necessary. The Board will determine by a vote of its members the purpose, membership and duration of the committee. The committee shall report to the School Board.
- xi. The Board will have the power to co-opt other persons to the Board to assist in achieving specific purposes within specified timeframes. Co-opted members serve in an ex-officio capacity and do not have any voting rights on the Board.
- xii. All members will comply with the School Board Code of Conduct.