

## Comet Bay Primary School: School Board Nominations 2020

Under the *School Education Act 1999* government schools are required to have a Board, with parent/community members being in the majority. Both in spirit and in its detail, the legislation relating to Boards reinforces the importance of the partnership between schools, parents and the wider community in ensuring that students achieve the highest standards possible.

The role of the Board is that of involvement in the governance of the school. This means taking part in the shaping and monitoring of the school's objectives, priorities and general policy directions. In addition, other functions are specified in the legislation. The Board does not have a role in school management. This is the responsibility of the Principal and involves educational leadership and the effective day-to-day administration, supervision and control of the school and its staff.

There continues to be an important role for Parents and Citizens' Associations in schools. However the election of members and the functions of the school Board should remain separate from those of the Parents and Citizens' Association since the establishment and objects of the two bodies are quite different under the School Education Act.

### The functions of a School Board are to:

- take part in:
  - establishing and reviewing from time to time, the school's objectives, priorities and general policy directions;
  - the planning of financial arrangements necessary to fund those objectives, priorities and directions;
  - evaluating the school's performance in achieving them; and
  - formulating codes of conduct for students at the school.

*"Taking part in" could involve the school Board in discussion, consultation, assessment, debate and negotiation of issues on behalf of students, parents and the school community.*

*The code of conduct describes the school's expectations of student behaviour and management procedures to implement the code. The school Board assists with the formulation of the code of conduct including specific behavioural consequences and serious breaches of discipline that adversely affect or threaten safety. The school dress code does not form part of the code of conduct.*

- determine, in consultation with students, their parents and staff a dress code for students when they are attending or representing the school;
- promote the school in the community;
- approve:
  - charges and contributions for the provision of certain materials, services and facilities;
  - extra cost optional components of educational programs;
  - items to be supplied by a student for personal use in an educational program;
  - any agreements or arrangements for advertising or sponsorship in relation to the school.

*Note: "to determine", "to promote" and "to approve" represents a change from "taking part in" to a stronger, more direct and authoritative role for the school Board with a greater depth of involvement and a clearly defined decision-making function.*

- provide advice to the Principal of the school on:
  - a general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education; and
  - the implementation of special religious education.

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*While non-incorporated Boards are not required to have a constitution, Appendix A contains terms of reference that non-incorporated Boards may wish to use as a model to guide their proceedings. For the most part, the contents of the document come directly from the School Education Act 1999 and the School Education Regulations 2000.*

A School Board may modify the terms of reference by including additional provisions or excluding some to meet the school's particular needs. This can be done provided the additions or exclusions do not conflict with either the detail or the spirit of the Act.

### **COMPOSITION AND MEMBERSHIP of Comet Bay Primary School Board**

- The legislation provides for the following categories of Board membership
  - parents of students at the school;
  - members of the general community;
  - staff of the school;
  - students (who must be 15 years or over, or will reach 15 during that year. If the Board is incorporated, students must be 18 years or over).

### **Comet Bay Primary School Board Composition**

- Graeme Watson (Principal)
- Category : Community Member
- Category : Parent Member
- Category: Staff Member

It is a Department of Education requirement that all parent and community members on School Boards have a Nationally Coordinated Criminal History Check (NCCHC) prior to commencing their role on the School Board.

### **LIMITATIONS ON BOARD ACTIVITIES**

A School Board does not take part in the day-to-day management of the school or its staff, and under the legislation cannot:

- intervene in the control or management of a school unless by way of performing a function approved for incorporated Boards;
- intervene in the educational instruction of students;
- exercise authority over teaching staff or other persons employed at the school; or
- intervene in the management or operation of a school fund.

### **CODE OF CONDUCT FOR BOARD MEMBERS**

School Board members are required to exercise judgement and make decisions, and this can at times present ethical dilemmas. The Code of Conduct provides a framework of values and behaviours in support of this role.

- a) To perform roles and responsibilities to the best of one's abilities, within the framework of the law, the limits of authority and available resources.
- b) To respect the uniqueness and dignity of individuals and act in a fair, courteous and sensitive manner.
- c) To accept the responsibilities arising from the trust placed in members of the Board by staff, students and the community.
- d) To perform all duties with integrity, honesty and impartiality.
- e) To declare conflicts of interest which may result in personal benefit or potential discrimination to others.
- f) To maintain appropriate confidentiality of personal and official information.
- g) To be accountable for efficient and effective use of resources with which Board members are provided.
- h) To undertake not to hinder the implementation of Board decisions.

