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Dear Parents,

NOMINATION FOR 2020 SCHOOL BOARD MEMBERSHIP

The School Board has endorsed the re-advertising of the parent member position which was not filled by the election process conducted during Term 1 this year. Below provides is information about the School Board and the election process to be conducted this term to fill this position.

The School Education Act 1999 requires all Independent Public Schools to have a School Board. The School Board is a separate body from the Parents & Citizens Association 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.

Roles and Responsibilities of School Boards

The School Board works with the school community to achieve the best outcomes for students. It plays an important role in contributing to good school governance so that school resources are used efficiently, and community expectations and the school's priorities reflect the needs of students. It is not about running the school – that is the job of the principal. It is about providing additional expertise to help the school achieve the best outcomes for students.

As an Independent Public School our School Board will operate with functions consistent with the legislative role of School Boards. Therefore, the functions of our School Board is prescribed by the School Education Act 1999 and the School Education Regulations 2000 as follows:

Take part in:

- establishing and reviewing from time to time, the school's objectives, priorities and general policy directions;
- 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;
- take part in the selection of, but not the appointment of, the school principal or any other member of the teaching staff if prior approval is given by the Regional Executive Director.

Approve:

- a charge or contribution determined by the principal for the provision of materials, services and facilities;
- the costs determined by the principal to be paid for participation in an extra cost optional component of the school's educational program;
- the items determined by the principal to be supplied by a student for the student's personal use in the school's educational program; and
- an agreement or arrangement for advertising or sponsorship in relation to a government school.

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.

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
- on allowing time for the special religious education of students in the school, up to a total of 40 hours in a year.

Promote:

- the school in the community.

A school's Funding Agreement (with Schedules) is noted by the School Board.

The responsibilities of our School Board are to:

- ✓ comply with the council/board's terms of reference, the Department of Education's Councils and Boards in Public Schools policy and procedures, the School Education Act 1999 and the School Education Regulations 2000;
- ✓ liaise with other groups/committees associated with the school e.g. the Parents and Citizens' Association;
- ✓ hold an annual public meeting at least once in every calendar year that is open to the public. An annual report will be presented at the meeting to advise the school community of the performance of the council/board in the last year;
- ✓ hold at least two (2) ordinary meetings per year; and
- ✓ hold meetings that are generally open to the public.

The School Board does not:

- manage the day to day running of the school (for example, staff management, and student assignment to classes);
- discuss individual issues relating to teachers, staff, students or parents;
- represent specific interest groups, or permit special interests to dominate the agenda of the council/board;
- intervene in the control or management of the school – either directly or indirectly;
- intervene in the educational instruction of students;
- borrow money or obtain credit
- purchase property;
- exercise authority over teaching staff or other persons employed at the school; or
- performance manage the principal or any other Department of Education employee.

Role of School Board members:

- ✓ Parent members of our School Board bring their experience as parents at the school, and the views and context of the wider school community.
- ✓ Community members may bring expertise such as business skills that our School Board is looking for at that time.
- ✓ Department of Education employees bring their educational expertise

Configuration of School Board:

The Education Act 1999 states that parents and community members must form a majority on the School Board and that the School Board will determine the number of total members. The 2020 School Board will comprise of eleven (11) members. The configuration of representation includes:

- Current school principal.
- 4 school staff.
- Six (6) Parents – Nominated and elected by the community via formal election process. **For this election there is one (1) vacant position being advertised.**

To nominate for the **one (1) available community/parent position** on the 2020 School Board, members of the school community must complete the **'Nomination for Election'** attached to this letter and return it to the school by the close school, **Week 7 Monday 8th June. No late nominations will be accepted.**

Please be advised that there are criminal history screening requirements for parents and community members. Please go to <https://www.education.wa.edu.au/screening-school-council-board-members> for more information.

I encourage all interested parents to apply and invite them to contact me should they require any additional information or access the school webpage at <http://www.hockingps.wa.edu.au/school-board/>, or visit the Department of Education School Boards webpage at <https://www.education.wa.edu.au/school-councils-boards>

Yours sincerely

Steve Dickson

Principal

Tuesday 2nd June 2020


2020 ELECTION TIMELINE

The Principal is responsible for management of elections in collaboration with the School Board Chair. The following process will occur:

1. **Week 6 – Tuesday 2nd June** : Expressions of Interest sent to all families with details of the role and purpose of School Board. Interested parents or community members return nominations **by Week 7, Monday 8th June**.
2. **Week 7 Wednesday 10th June**: Nominees for positions identified and **online voting** information forwarded to all parents, via email, for their consideration and voting by **Week 8, Wednesday 17th June**. (*Paper voting slips will be made available on request.*)
3. **Week 8 Friday 19th June**: Online voting results finalised by the Principal and School Board Chairperson (or current member) and the results shared with all nominees.
4. **Week 9 Tuesday 23rd June**: Communication of 2020 School Board members to community via newsletter and Connect.

NB. Should you need further clarification please contact Steve Dickson on 9404 8373

Please return the form attached to the School by close of school on Monday 8th June 2020

 <p><u>SCHOOL BOARD 2020</u></p> <p>Expression of Interest</p> <p>NOMINATION FOR ELECTION</p>			
Name			
Address		Tel. (Home)	
		Tel. (Work)	
		Mobile	
<input type="checkbox"/> My children attend Hocking Primary School			
<input type="checkbox"/> I am a community member.			
I hereby wish to nominate for election to the Hocking Primary School – School Board. I understand that all business of the School Board is clearly stated, informed and limited by the provisions of the School Education Act 1999.			
Signed:		Date:	
<p>PLEASE ENSURE THAT YOUR NOMINATION IS RETURNED TO THE</p> <p><u>SCHOOL OFFICE</u> BY CLOSE OF SCHOOL ON</p> <p>MONDAY 8TH JUNE 2020</p>			