



50 Gungurru Avenue HOCKING WA 6065  
Tel: 6207 3150 - Fax: 9404 7502  
<http://hockingsps.wa.edu.au>  
[hocking.ps@education.wa.edu.au](mailto:hocking.ps@education.wa.edu.au)

Dear Parents,

## **NOMINATION FOR 2021 SCHOOL BOARD MEMBERSHIP**

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 role of the School Board is one of setting the long term future for the school and maintaining oversight (not management) of the school's operation. 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 the students.

As an Independent Public School our School Board will operate with functions consistent with the legislative role of School Boards. Therefore, the responsibilities of an Independent Public School Board are to:

1. Work within the Department of Education's relevant legislation and regulations.
2. Contribute to the School Delivery and Performance Agreement and the Business Plan. (These documents summarise what the school wants to achieve in the future and how it plans to get there; the agreement will be signed off by the Chair of the Board, Principal and Director General).
3. Note the annual budget (the budget summarises the income received annually from the Department of Education and other sources; it also lists planned expenditure, including salaries)
4. Assist with the formulation of Codes of Conduct (guiding principles designed to influence decisions and actions that the school takes).
5. Review the performance of the school.
6. Create interest in the school within and across the community.
7. Assist with Principal selection when a vacancy arises (the Chair of the School Board can be a member of the selection panel).
8. Approve fees, charges, contributions and items of personal use (booklists).
9. Approve extra cost optional components of programs.
10. Approve arrangements for sponsorship and advertising.
11. Liaise with other committees within the school e.g. the P&C.
12. Hold one open meeting each year to report to the school community.
13. Provide advice to the Principal on religious education and related activities.

### **The School Board does not:**

- Manage the day to day running of the school (for example, it does not employ staff, decide which classes students will be assigned to, or resolve issues relating to individual teachers and students and/or parents);
- Discuss individual issues relating to teachers, staff or parents – these are very clearly management roles and therefore the responsibility of the Principal;
- Represent specific interest groups, or permit special interests to dominate the agenda of the Board;
- Intervene in the educational instruction of students;
- Purchase land, buildings or motor cars, nor enter into hire purchase agreements or obtain credit or loans, unless permission is given by the Minister; and
- Performance manage the Principal or any other staff member.

### Role of School Board members:

- Parent members of School Board bring their experience as parents at the school, and the views and context of the wider school community to School Board meetings.
- Community members bring a particular skill to the School Board. This may include business, accounting or building skills, or some other skill that the school is looking for at that time.
- Department of Education employees bring their educational expertise to School Board meetings.

### 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 2021 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 community via formal election process. **For 2021 two positions are vacant and therefore will be advertised.**

**To nominate** for one of the **two available community/parent positions** on the 2021 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 of school, **Friday 26<sup>th</sup> February 2021 - No late nominations will be accepted.**

I encourage all interested parents to apply and invite them to contact me should they require any additional information. Alternatively, information can be accessed via the school webpage at <http://www.hockingsps.wa.edu.au/school-board/> or from the front office.

### IMPORTANT

All parent and community members of a school board are required to have a Nationally Coordinated Criminal History Check (NCCHC) through the Department of Education's Screening Unit and be cleared before their position on the board can be confirmed. No other police clearance checks can be accepted. The cost of this requirement is met by the Department of Education.

Yours sincerely

*Steve Dickson*

Principal

**Monday 22 February 2021**

---

### 2021 ELECTION TIMELINE

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

1. **Week 4 – Monday 22 February**: 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 4 Friday 26 February**.
2. **Week 5 Friday 5 February**: Nominees for positions identified and **online voting** information forwarded to all parents, via email, for their consideration and voting by **Week 6 Friday 12 February**. (*Paper voting slips will available on request.*)
3. **Week 6 Friday 12 February**: Online voting results finalised by the Principal and School Board Chairperson (or current member) and the results shared with all nominees.
4. **Week 7 Thursday 18 March**: Communication of 2021 School Board members to community via newsletter.

**NB. Should you need further clarification please contact Steve Dickson on 6207 3150**

**Please return the form attached to the School by close of school, Friday 26 February 2021**



## SCHOOL BOARD 2021

### Expression of Interest

### NOMINATION FOR ELECTION

Name

Address

Tel. (Home)

Tel. (Work)

Mobile

My children attend Hocking Primary School

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:

**PLEASE ENSURE THAT YOUR NOMINATION IS RETURNED TO THE  
SCHOOL OFFICE BY**

**FRIDAY 26 February 2021**