SCHOOL BOARD

CONSTITUTION
RULES AND PROCEDURES OF THE ARDROSS PRIMARY SCHOOL BOARD  
ADOPTED AT MEETING HELD 24 AUGUST 2011

1. DEFINITIONS
   In this document the following terms have the following meanings:

   “Act” means the School Education Act 1999;

   “Board” means Ardross Primary School Board;

   “parent” means parent as defined in section 4 of the Act who is named in the school register as a parent of a student;

   “Principal” means the principal for the time being of the school;

   “Regulations” means the School Education Regulations 2000 (WA);

   “Rules” means the rules and procedures of the Board as set out in this document;

   “school” means Ardross Primary School; and

   “student” means student enrolled at the school.

2. NAME
   The name of the board of Ardross Primary School established pursuant to section 125 of the Act is “Ardross Primary School Board.”

3. PURPOSE
   The Board is formed in accordance with the Act 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 will enhance the education provided by the school.

4. FUNCTIONS OF THE BOARD
   The functions of the Board will be as permitted by the Act and the Regulations.

5. MEMBERSHIP OF THE BOARD
   5.1 The Board will comprise eleven (11) members of who:

      (a) six (6) are to be parents, one of whom must be appointed by the P&C if the P&C has taken up the option to nominate a member;

      (b) five (5) are to be members of the teaching staff of the school, of whom one must be the principal for the time being of the school.

   5.2 The Chairperson of the Board is to be elected by and from its members at the first meeting held by the Board in each calendar year.
5.3 The Chairperson will hold that position until the conclusion of the first meeting held in the year following the year in which he or she was elected or at the expiration of his or her term of office, whichever is the earlier.

5.4 The Board may co-opt a member of the local community to be a member of the Board for such period, or in relation to such matters, as determined by the Board where that person’s experience, skills or qualifications would enable him or her to make a contribution to the Board’s functions.

5.5 A person co-opted as a member of the Board will not have a right to vote.

6. APPOINTMENT AND ELECTION OF MEMBERS

6.1 The Principal will invite nominations from suitably qualified persons to fill vacancies occurring in the categories referred to in Rule 5.1.

6.2 Invitations for nomination for parent members must be sought in writing addressed to all parents of children attending the school.

6.3 Invitations for nomination for staff members must be sought in such manner as the Principal considers appropriate, provided that the same method is used for all members of the staff.

6.4 Invitations for nominations for parent members must be sought in November of each year.

6.5 People wishing to nominate must do so within fourteen (14) days of nominations being sought.

6.6 Where the number of nominees is greater than the vacancies available for a category of member the Principal must conduct elections to fill the vacancies for that category of member.

6.7 Where a vote is to be conducted each nominee may put forward submissions in favour of his or her nomination, which the Principal must distribute to those entitled to vote for the category for which he or she has nominated, provided that those submissions do not exceed 500 words, together with notice of the election.

6.8 Those eligible to vote in the category of parent membership positions is each parent whose name and address has been provided to the school under section 16(1)(b)(ii)(I) of the Act or, if neither parent’s name and address has been so provided, each person who is responsible for the student.

6.9 Those eligible to vote in the category of staff membership positions is each person to whom section 235(1) of the Act applies and whose usual place of work is at the school.

6.10 Voting must be conducted within fourteen (14) days of the closing of nominations.

6.11 A person may not vote in respect of more than one category referred to in Rules 5.1(a) and (b).

7. TERM OF OFFICE

7.1 Subject to Rule 7.3 a parent member of the Board shall hold office for two years following the year in which he or she was nominated or was elected.

7.2 Subject to Rule 7.3 a staff member of the Board (other than the Principal) shall hold office for a term of one year following the year in which he or she was nominated or was elected.

7.3 A member of the Board who is elected or appointed to fill a casual vacancy holds office for the residual period of his or her predecessor’s term of office.
8. **MEETINGS**

8.1 Subject to Rule 8.2, meetings of the Board will be held on the third Wednesday of each month during the school year.

8.2 If for legitimate reason a majority of the members of the Board have agreed in writing not to hold the meeting on the day on which the meeting otherwise would have been held in accordance with Rule 8.1, then the meeting is to be held as soon as practicable after that day.

8.3 The Chairperson of the Board is to convene Board meetings by giving at least seven (7) days’ written notice of the meeting.

8.4 At the same time as giving notice the Chairperson must give to the members such information and documentation as may be required to enable the members to be fully informed on the matters to be addressed at the meeting.

8.5 The Chairperson is to convene a special meeting of the Board if the meeting is called for in a notice to the chairperson setting out the purposes of the proposed meeting, that is provided by at least 20 families of students at the school or at least half the number of families of students at the school, whichever is the lesser number of families.

8.6 The Chairperson is not to convene a meeting under Rule 8.5 if the purposes of the proposed meeting are not relevant to the Board’s functions.

8.7 A meeting convened under rule 8.5 is to deal only with matters relevant to the purposes set out in the notice received by the Chairperson.

9. **PROCEEDINGS OF THE BOARD**

9.1 Meetings of the Board are to be presided over by the Chairperson or, in his of her absence, by a member of the Board elected by the members of the Board present at that meeting.

9.2 The secretary for each meeting of the Board will be a member of the Board elected by the members of the Board present at that meeting.

9.3 Each Board member, including the Chairperson, is entitled to one vote only.

9.4 The quorum for the purposes of a meeting will be six members, of who two must be parent members and two must be staff members.

9.5 A decision of the Board does not have effect unless it has been made by an absolute majority.

9.6 An absolute majority means a majority comprising enough of the members of the Board for their number to be more than 50% of the number of offices whether vacant or not.

9.7 At each meeting the Principal shall provide an overview and update on the implementation by the school of the priorities that have been set by the school for that year.

10. **COMMITTEES OF THE BOARD**

10.1 The Board will delegate its members to constitute the following committees:

   (a) Finance

   (b) Sponsorship

10.2 The members of the finance committee will be:
10.3 The members of the sponsorship committee will be such members as are chosen by the Board at the first meeting held by the Board each year, at least one of whom must be a parent member and one of whom must be a teacher member.

10.4 The role of the finance committee will be:

(a) to take part in the planning of financial arrangements necessary to fund the school’s objectives, priorities and general policy directions;

(b) to oversee the School’s annual budget and its implementation during the course of the year; and

(c) otherwise as set out in the finance committee’s constitution.

10.5 The role of the sponsorship committee will be to seek appropriate sponsorship and funding to fulfil the school’s objectives, priorities and general policy directions.

11. ANNUAL PUBLIC MEETING

The annual public meeting pursuant to Regulation 117 is to be held on the second last meeting to be held during the school year.