

DARKAN PRIMARY SCHOOL

"Everyone is a learner every day."



DARKAN PRIMARY SCHOOL

School Board Induction Booklet

October 2024

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Welcome

Welcome and congratulations on being appointed to the Darkan PS School Board. Please read through the information in this pack prior to your induction meeting with the Board Chair and School Principal. Key documents are also available as a hardcopy or can be emailed.

The Board of a public school works with the school community to achieve the best outcomes for students.

The Board 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.

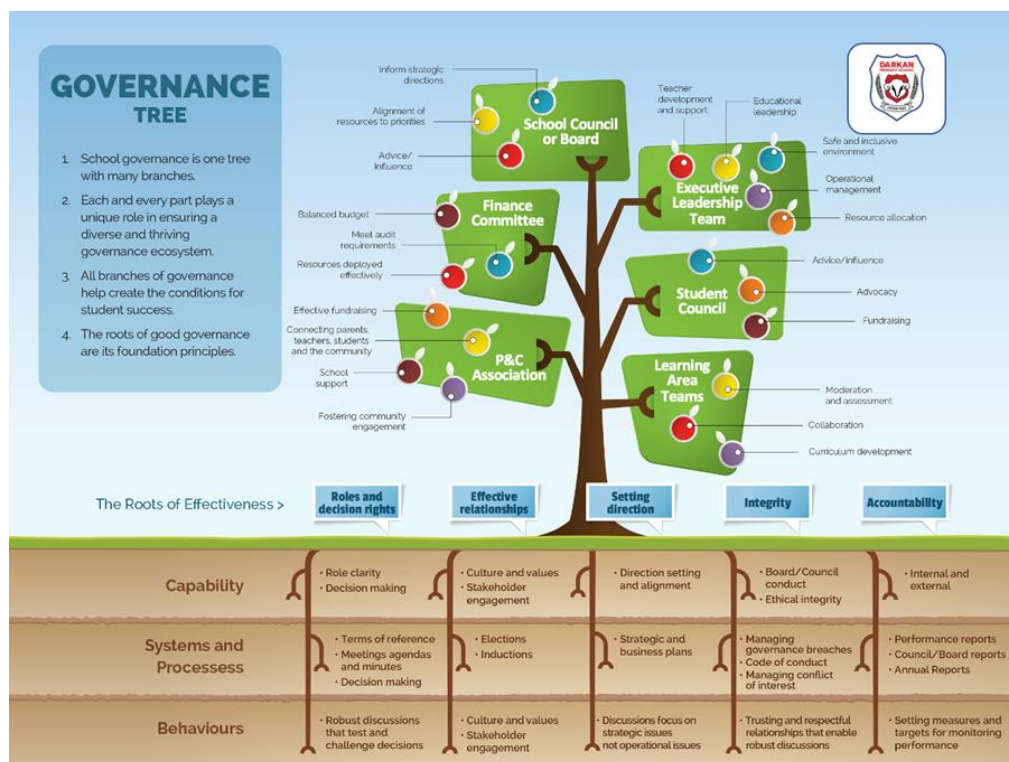
The functions of Boards are covered by legislation and include both approval and advisory roles. Some of the matters Boards may make decisions on include:

- fees and charges
- book lists
- sponsorship
- dress codes.

Boards make these decisions with the principal and other relevant decision-makers who ensure the decisions adhere to legislative and policy requirements.

Principals may also seek the advice of Boards to inform themselves before making management decisions. Board members have the right to understand the principal's decisions (except where they involve confidential information and decisions about people or families).

The Board does not intervene in the control or management of the school. This is the role of the principal. Sourced on 30/5/22023 from School councils and boards - Department of Education



Important Board Information/Documents

- Terms of Reference
- Code of Conduct
- Annual Calendar of Activities
- Department of Education School Board Information Package

Important School Documents

- Glossary of Terms
- School Strategic Plan
- Public School Review
- Department of Education Strategic Plan 2020-2024
- Department of Education Focus document

Board Notifications

Notifications regarding meetings will be emailed by the Principal, after consultation with the Board Chair, including the agenda and other documents that are to be presented. Information is stored on the school's shared drive.

Online Resources and Support

- **All Board members** must apply for a **Nationally Coordinated Criminal History Check (NCCHC)**. Ensure the application is made using the following link: - <https://www.education.wa.edu.au/screening-school-council-board-members>

An applicant must be cleared before their position on the council or board can be confirmed. No other police clearance checks can be accepted.

Clearance for council and board members is valid for 3 years. If a parent or community member continues for longer than 3 consecutive years they will need to consent to a new NCCHC before starting their fourth year.

If a parent or community member withdraws from being on the council or board or their tenure expires, and they later decide to return, they will need to have a new NCCHC before their position can be confirmed. Student members under 18 years do not need to be screened. All Department employees have already been screened as part of their employment.

School council and board members of public schools will not be charged to complete the NCCHC.

The principal is available to support the verification of official documents.

- Access to Department of Education training for School Boards can be organised, as the need arises, face-to-face or online. Training modules and additional resources can be found at School councils and boards - Department of Education

Responsibilities of Board Members

Board members are expected to represent the school community. Members do not represent one viewpoint or the view of an individual, or for example, political or religious affiliations. Members comply with the School Education Act 1999 and School Education Regulations 2000; and the council/board's terms of reference and code of conduct.

Functions of Boards

The functions of councils/boards are 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; and
- the selection of, but not the appointment of, recommended applicants for the school principal position should it become vacant, or selection to fill a vacancy for any other member of the teaching staff, if prior approval is given by the Director of Education.

Approve

- a charge or contribution determined by the principal for the provision of materials, service 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.

Thank You

Thank you for taking the time to read over the information included in this booklet. If you have any questions, please speak to the Board Chair or School Principal. We look forward to having you on the Darkan PS School Board