



MAYLANDS PENINSULA PRIMARY SCHOOL BOARD

TERMS OF REFERENCE

These terms of reference are to be read in conjunction with the provisions of the School Education Act 1999 and the School Education Regulations 2000 as amended from time to time (including, without limitation, Part 3 Division 8 of the School Education Act 1999 and Part 6 of the School Education Regulations 2000). To the extent of any conflict or inconsistency between these terms of reference and the School Education Act 1999 and the School Education Regulations 2000, the School Education Act or the School regulations shall prevail.

NAME

1. The name of the council is the Maylands Peninsula Primary School Board.

DEFINITIONS

2. In these terms of reference:

- "**Act**" means School Education Act 1999.
- "**Board**" means "Council" as defined in the Act.
- "**Parent**" means "parent" as defined in section 4 of the Act.
- "**School**" means Maylands Peninsula Primary School.
- "**Student**" means a student enrolled at the School.

PURPOSE

3. The Board is formed 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 quality of the education provided by the School.

FUNCTIONS AND POWERS OF THE BOARD

4. The Board has the functions and powers set out in the Act. (See Appendix I)

MEMBERSHIP

- 5.
- a) All Board members elected or co-opted are required to obtain a *Working with Children Check* within three months from the date of their appointment.
 - b) Should a Board member fail to obtain a *Working with Children check*, the board will consider termination of the membership under the Act.

c) Board member's terms are for a period of 3 years, with possible re-election, except for ex officio members.

MEETINGS AND PROCEEDINGS OF THE BOARD

6. a) The Board will determine the number of its meetings by vote of Board members at the beginning of each term.
- b) There will be a minimum of 1 Board meeting per school term.
- c) The Chair of the Board will convene Board meetings in accordance with the directions of the Board by giving at least 14 days notice of the venue, date and time of the meeting unless otherwise agreed by a majority of board members.
- d) The Chair is to be elected from the membership of the Board for a term of no more than two calendar years.
- e) Minutes of the preceding meeting will be circulated at least 7 days before a meeting and tabled at the commencement of each meeting.
- f) Notice of business to be discussed and supporting documentation will be provided to members no later than 7 days before a Board meeting.
- g) All decisions relating to Board business are to be taken by vote of Board members.
- h) Instead of a meeting, any Board member may submit any proposed resolution the Board by notice. Such notice must be communicated in writing to the Chair and may include e-mail. The Chair must give each Board member written notice describing the proposed resolution so submitted, together with adequate documentation in connection with such proposal to enable Board members to make an informed decision. Each Board member must communicate their vote by notice to the Chair and each other Board member within 48 hours ("Voting Period") after receipt of the Chair's notice of proposed resolution. Any Board member may, by notifying all Board members within the Voting Period, request that the proposed resolution be decided at a meeting duly called for that purpose (meeting to be called by the Chair). If a meeting is not requested, then at the expiration of the Voting Period, the Chair must give each member a confirmation notice tabulating the votes on the proposed resolution and stating the result of the vote. Any Board member failing to communicate their vote in a timely manner during the Voting Period is deemed to have voted against the proposed resolution. Action required as a result of the affirmation of this resolution by the Board may be undertaken. Any resolution by notice will be ratified at the next Board meeting.

BUSINESS

- 7 a) The business of the Board includes, but is not limited to:
 - i. all business required of it by the Department of Education or the Principal of the School;
 - ii. an annual review of the School Business Plan addressing the following considerations in a manner it see fit:
 1. delivery of the Business Plan;
 2. any necessary changes to the Business Plan;

- iii annual review of the School codes and policies
- iv promotion of the School

b) The Board will formally report to its school community at least once each calendar year.

c) All business will be attended to within a reasonable time.

COMMITTEES

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- a) The Board may appoint a committee composed of parents, community members, staff or appropriate experts to address its business. At least one Board member is required to serve on each committee.
 - b) The duties of a committee appointed by the Board will be clearly defined and stated in writing.
 - c) Where appropriate, a specific date shall be set for completion of the tasks assigned to the committee.
 - d) The committee will provide its recommendations and relevant reports to the Board for its consideration and possible action.

DUTIES TO BE ALLOCATED

9. The Board allocates to the following member or members the duties described below:

- a) The Chair and Principal (or nominated delegate) will co-ordinate the correspondence of the Board.
- b) The Chair will ensure that the full and correct minutes of the meetings and the proceedings of the Board are kept.
- c) The Principal will have custody of all books, documents, records and registers of the Board.

REVIEW

10. The Board's *Terms of Reference* and *Code of Conduct* are to be reviewed by the Board at the end of each Calendar year.