

TERMS OF REFERENCE



WADDINGTON PRIMARY SCHOOL

1. ESTABLISHMENT OF SCHOOL BOARD

1.1 By virtue of and in accordance with the School Education Act 1999 (S.125) ("the Act"):

- (a) a School Board in respect of the Waddington Primary School ("the School") is hereby established; and
- (b) this document entitled "Terms of Reference" is hereby adopted

2. NAME

The Name of the Council is the Waddington Primary School Board

3. DEFINITIONS

In these Terms of Reference:

Act means the School Education Act 1999.

BOARD means "Council" as defined in the School Education Act 1999.

Director General means the Chief Executive Officer of the Department of Education as defined in section 229 of the School Education Act 1999.

Parent as defined in section 4 of the School Education Act 1999 is the person who is named in the school register as a parent of a student.

School means Waddington Primary School.

Student means student enrolled at Waddington Primary School.

4. PURPOSE

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 education provided by the school.

5. FUNCTIONS OF THE BOARD

The Board has the following powers and duties:

- ⇒ All business required of it by the Department of Education or the Principal of the school;
- ⇒ An annual review of the School Business Plan addressing the following considerations in a manner it sees fit:
 - Delivery of the School Business Plan;
 - Any necessary changes to the School Business Plan;

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- ⇒ To approve:
 - Charges and contributions for the provision of certain materials, services and facilities under section 99 (4) of the School Education Act 1999;
 - Extra cost optional components of educational programs, under section 100(3) of the School Education Act 1999;
 - Items to be supplied by a student for use in an Educational Program, under section 108(2) of the School Education Act 1999;
 - Any agreements or arrangements for advertising or sponsorship in relation to the School under section 216(5) of the School Education Act 1999;
- ⇒ To provide advice to the Principal on:
 - General Policy concerning values underpinning school activities.
- ⇒ With the approval of the Minister for Education and the Director General of Education, as the Minister's delegate, to:
 - Take part in the selection of but not the appointment of, the School Principal or any other member of the teaching staff under section 129(2) of the School Education Act 1999; and
- ⇒ To do all things necessary or convenient to be done for or in connection with the carrying out of its functions.

6. MEMBERSHIP OF THE BOARD

- ⇒ The composition of the Board will reflect the diversity of the school community and members will have the skills and experience required to provide sound governance and excellence in decision making.
- ⇒ The membership of the Board will comprise:
 - The Principal of the School, ex-officio, as full voting member;
 - Two (2) teaching staff currently on the School Staff Roll and elected by the general teaching staff of the school, as full voting members;
 - Three (3) parents of students attending the school and elected by the parent bodies of the school, as full voting members;
 - Up to four (4) representatives of the community representing business/industry, and co-opted to the board as full voting members.

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7. APPOINTMENT OF MEMBERS

- ⇒ The Principal of the School will invite nominations from eligible persons to fill vacancies occurring in the categories referred to in Section 6 above and except in the Community Membership category, will conduct elections where the number of nominees is greater than the vacancies available.
- ⇒ The period of office, apart from ex-officio member is as follows:
 - Elected member to be two (2) years with staggered terms;
 - Inaugural School Board Members staggered terms commence in 2017-half of the Parent Representative and Teaching positions will conclude by 2018. The remaining elected positions will conclude by 2019.
 - A member may only serve two (2) consecutive terms, unless insufficient nominees are forth-coming at the time of the election;
 - Any member appointed or elected to a casual vacancy in the Boards shall hold office for the balance of the term of the member of the Board whose seat on the Board became vacant;
 - In the category of Community membership positions, the Board may appoint suitably qualified members of the general community from business/industry.

8. CESSATION OR TERMINATION OF MEMBERSHIP

- ⇒ The office of a member of the Board becomes vacant if the member:
 - Becomes ineligible to hold office as a member;
 - Resigns by written notice delivered to the Board; or
 - Is removed from office by the Director General or delegate.
- ⇒ The Director General or Executive Directors as delegates of the Director General, may remove a person as member of the Board on the grounds that the continuation of the person as a member would be detrimental to the interests of the Board.
- ⇒ The Board may remove a person as a member of the Board on the grounds that the person:
 - Has neglected his or her duty as a member;
 - Has misbehaved or is incompetent;

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- Is suffering from mental or physical incapacity, other than temporary illness, impairing the performance of his or her function as a member; or
 - Has been absent without leave or reasonable excuse, from three consecutive meetings of which the member has had notice.
- ⇒ The Board must not remove a person as a member unless the person has been given a reasonable opportunity to show that he or she should not be removed from office.
- ⇒ A decision of the Board to remove a person from office is to be made by resolution of the majority comprising enough of the members for their number to be at least two-thirds of the number of offices whether vacant or not.

9. DUTIES TO BE ALLOCATED

- ⇒ The members of the Board shall at the earliest opportunity each school year elect a member to be Chair of the Board. The Chair shall have those powers and functions assigned by these Terms of Reference and such others as may from time to time be assigned by the Board. The Principal of the School is not eligible to hold the position of Chair.
- ⇒ The members of the Board shall at the earliest opportunity each school year elect a member to be Secretary of the Board. The Secretary shall ensure that full and correct minutes of the meetings and proceedings of the Board are recorded and coordinate the correspondence of the Board.
- ⇒ The School Principal will have custody of all books, documents, records and registers of the Board.

10. MEETINGS AND PROCEEDINGS OF THE BOARD

- ⇒ The Board shall ordinarily meet at least once in each school term and on such other occasions as the Chair nominates.
- ⇒ A quorum will be at least 50 per cent (50%) of the members of the Board but decisions must still be made with an absolute majority. Proxies appointed in accordance with Section 10 shall be counted for the purpose of a quorum.

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- ⇒ One meeting per annum of the Board to be open to the school community by advance notice.
- ⇒ A special meeting of the Board shall be convened by the Chair upon request delivered to the Chair, or in the absence of the Chair, to the Principal, in writing and signed by at least five (5) voting members of the Board which request must specify the matter or matters of which the meeting is required.
- ⇒ A voting member of the Board must appoint as his or her proxy in respect of a meeting, another member of the Board. A proxy must be appointed in writing and delivered to the Chair of the Board at the commencement of the meeting to which the proxy appointment applies.
- ⇒
- ⇒ The board will not have general business as an agenda item, notice of business to be discussed and supporting documentation shall be circulated to Members at least seven days before a board meeting.

11. BUSINESS

- ⇒ The Board will formally report to the school community as it deems necessary.
- ⇒ All business will be attended to within a reasonable timeframe.

12. COMMITTEES OF THE BOARD

- ⇒ The Board is empowered to appoint such committees as it deems necessary;
- ⇒ Membership of committees is not confined to members of the Board but at least one (1) Board member is required to serve on each committee;
- ⇒ The duties of any committee shall be clearly defined by the Board and where appropriate, a specific date shall be set for the completion of tasks assigned to the committee;
- ⇒ In all cases a committee makes its recommendations to the Board.

13. FAILURE TO ACT PROPERLY

- ⇒ In the event that the Board breaches the School Education Act or the conduct of the Board is incompe-

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⇒ If the Minister for Education is of the opinion that a Board has not complied with such notice, the Minister for Education may dismiss the Board.

14. REVIEW

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