

IMPORTANT DATES:

Nominations: 16/02/2018 to 02/03/2018

Elections (if required): 05/03/2018 to 16/03/2018

Schools Board Election Information

The Mount Hawthorn Primary Schools Board (“the Board”) is a council under the School Education Act 1999 (“the Act”) and serves both the Mount Hawthorn Primary School (“MHPS”) and the Mount Hawthorn Education Support Centre (“MHESC”). Councils at Independent Public Schools like ours are referred to as “Boards” but the term does not impart any additional functions nor any greater level of oversight than provided for by the Act.

As an unincorporated body, our Board is very different to the Board of a public company. A Board’s main functions are to help the schools establish priorities and monitor progress towards those priorities. The Board is guided in its work by its **Terms of Reference** [\[available here\]](#) and Board members must abide by its **Code of Conduct** [\[available here\]](#). An essential skill of Board members is the ability to make decisions based on the needs of students at the school. It is advantageous for the Board membership to have a diverse representation of skills, backgrounds and experiences.

Nominations are now open

The terms of all current Board members expire at the end of Term 1, 2018. Therefore, in accordance with the Board’s **Nomination and Election Guidelines** [\[available here\]](#), the Principals are calling for nominations from Parents, Community and Staff for terms commencing at the start of Term 2, 2018.

As a one-off exception in 2018, to prioritise continuity of decision making, nominations will involve a mix of one-year and two-year appointments as per the Guidelines.

Board structure

The Board has a maximum of 15 members, made up as follows:

- a) the Principals of the MHPS and the MHESC (who hold office by virtue of their positions);
- b) up to seven Parent representatives (one of whom shall represent the MHESC);
- c) up to five Staff representatives; and
- d) up to one Community representative.

Board members hold office for a term of two years (with a once-off variation in 2018 as per the Guidelines) and may re-nominate.

The Board generally holds meetings (which are open to the public) once per term. The Board also conducts business by way of email and undertakes other activities as required.

Appointment process

The appointment process for Board members is as follows:

- Principals invite nominations from eligible persons to fill vacancies in the Parent representative, Community representative and Staff representative categories;
- Where the number of nominations exceeds the number of vacancies in the Parent representative and Staff representative categories then the Principals will conduct an election;

- From the list of Community representative nominees, the Board will appoint a suitably qualified person from the general community to the Community representative category;
- The Board may appoint co-opted members for a specific contribution and a specified time, but these positions are not full Board members and they are not entitled to vote.

How do I nominate?

To nominate for Board membership (in either the Parent, Community or Staff representative categories, as appropriate) please fill in the attached nomination form, or download it from the school website [[available here](#)]. Completed nomination forms can be returned in person to the front office or via email to MountHawthorn.PSAdmin@education.wa.edu.au by **3pm on 02/03/2018**.

Please note: Where it is applicable to the membership category, a Screening Clearance Number must be issued by the Department of Education's Screening Unit before an appointment is made to the Board. More information is available on the Department of Education's website [[available here](#)].

What is the voting process?

If an election is required, ballot papers will be made available at the front office in hard copy and via download from the school website [[available here](#)].

Ballot papers will be **available from 9am on 05/03/2018** and need to be **returned by 3pm on 16/03/2018**. Completed ballot papers can be returned in person to the front office or via email to MountHawthorn.PSAdmin@education.wa.edu.au

Each parent of a student (or students) at MHPS or MHESC whose name and address has been provided to the school (or if neither parent's name and address has been so provided, each person who is responsible for a student or students at the MHPS or the MHESC) is entitled to vote for the Parent representative nominees.

Each person employed at the MHPS or the ESC is entitled to vote for the Staff representative nominees.

Should I be interested?

The role of a Board member is an interesting and fulfilling one and is guided by the Board's Terms of Reference and Code of Conduct Documents. The school board is a critical public link to public schools. School board members serve their communities in several important ways. First and foremost school boards look out for students.

As detailed in the *School Education Act 1999*, the functions of our unincorporated Board are:

- to take part (i) in establishing (and reviewing from time to time) the objectives, priorities and general policy directions of the Schools, (ii) in planning of financial arrangements to fund those objectives, priorities and directions; and (iii) in evaluating the performance of the Schools in achieving the objectives, priorities and directions;
- to promote the school in the community;
- to take part in formulating codes of conduct for students at the school;
- to determine the dress codes for students in consultation with students, parents and staff;
- to provide advice on a general policy relating to religious, spiritual or moral values being used as part of religious education, approve charges or contributions determined by the Principals, approve items to be supplied by a student for their personal use in the school's education programme as

determined by the Principals, and approve advertising or sponsorship arrangements or agreements proposed by the Principals;

- to undertake such other functions prescribed by the regulations; and
- with the relevant approval, take part in the selection of, but not the appointment of, the school Principal or any other teaching staff.

It is worth noting that under the Act, the Board is specifically prohibited from intervening in the control or management of the Schools. This means that the Board has no involvement in setting the curriculum of the Schools, does not have any power to direct the Principals and does not employ staff. It should also be noted that the protections applicable to Board members under the Act only apply when Board members are carrying out functions under the Act.

Questions?

For further information, please don't hesitate to contact the Chair of the Board, Michael Jenkin (0402 253 290; jenkin@iinet.net.au); Dale Mackesey (Principal, MHPS: 9242 3677); or Alison Harman (Principal, MHESC: 9443 4022).