



LEDA EDUCATION SUPPORT CENTRE - BOARD CHARTER

The school Board Charter will be posted on the website.

1. Board profile, size & expertise

- a. **Board profile.** The Board shall prepare a profile of its size and composition and the desired expertise and background of the Board members.
- b. **Number of members.** The Board determines the number of members. The Board shall have a minimum of 10 and a maximum of 16 members.
- c. **General composition.** The Board shall use its best efforts to ensure that:
 - i. Parents and community members form the majority of the Board;
 - ii. Its members can act critically and independently of one another;
 - iii. Each Board member can assess school policies;
 - iv. Each Board member has sufficient expertise to perform his or her role as a Board member within the Board profile.

2. Appointment; Term of Office.

- a. **Election of Board members.** The school community elects its Board members.
- b. **Co-opted members.** Members of the local community can be co-opted to the Board for a specific purpose and specific time period. Co-opted members are not entitled to vote.
- c. **Term of Office.** Board members are elected for a maximum term of 3 years. Before being considered for reappointment the Board must consider his or her past performance on the Board.

3. Roles and responsibilities of the Board.

- a. **Board roles and responsibilities.**
 - Comply with the Board's constitution, the Department of Education's School Councils Policy, the School Education Act 1999, the School Education Regulation 2000, and the Associations Incorporation Act 1987;
 - Liaise with other committees within the school, eg. The Parents and Citizens Association;
 - Hold an annual public meeting once in every calendar year that is open to the public, and provide an annual report to advise the school community of the performance of the Board in the last year;
 - Hold meetings that are generally open to the public.
- b. **Chairperson.**
 - Chair and convene meetings;
 - Provide leadership to the Board;
 - Manage the business of the Board;
 - Declare the result of decisions and motions;

- Uphold Board decisions;
 - Work in partnership with the Principal;
 - Ensure the Board stays focused on supporting the school to achieve the best outcomes for students;
 - Prepare and present an annual report to members and the school community at annual public meetings;
 - Comply with any directions of the Board in relations to the venue and time of meeting and giving notice of the meeting;
 - Resolve disputes as required;
 - Facilitate mediation meetings as required; and
 - Represent the school in the community and formal functions.
- c. Principal.**
- Provide advice and guidance to the Board in relation to legislative requirements and school policy;
 - Submit the school's annual budget to the Board for endorsement;
 - Invite nominations to fill vacancies in the Board membership;
 - Conduct elections;
 - Assist in identifying appropriate general community representatives to be placed on the list of nominees;
 - Provide the Board with support services; and
 - Represent the Department of Education.
- d. Board Secretary.**
- Provide administrative support such as taking meeting minutes, circulating papers and liaising between the Board and the CEO;
 - Ensure full and correct minutes of the meetings and proceedings of the Board are kept in a minute book and are signed by the chairperson after every meeting;
 - Serve formal notice to Board members and the community, at the direction of the chairperson, in advance of:
 - Ordinary, special and annual public meetings; and
 - Motions;
 - Keep in up to date condition a register of the members of the Board and their postal and residential addresses, phone numbers and email addresses;
 - Ensure effective information flows within the Board and between the Board and it's committee's;
 - Keep and maintain the terms of reference (if applicable), and have copies of the terms of reference available to all members;
 - Ensure every member has access to inspect the records and documents of the Board; and
 - Have custody of all books, documents, records and registers of the Board.
- e. Board members.**
- Understand the purpose, function and responsibilities of the Board;
 - Remain informed about the business of the Board and make conscientious and informed decisions;
 - Do not publicly petition against a strategic direction endorsed by the majority of the Board;
 - Demonstrate a high level of integrity and ethical behaviour;
 - Parent members of Boards bring their experience as parents at the school, and the views and context of the wider school community;
 - Department of Education employees bring their educational expertise.

The functions of 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; and
- Formulating codes of conduct for students at the school.
- Take part in the selection of, but not the appointment of, the school principal or any other member of the teaching staff if prior approval is given by the Regional Executive Director.

Approve of:

- A charge or contribution determined by the principal for the provision of materials, services 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.

Promote:

- The school in the community.

A Board does not:

- Manage the day to day running of the school (for example, staff management, and student assignment to classes);
- Discuss individual issues relating to teachers, staff or parents;
- Represent specific interest groups, or permit special interests to dominate the agenda of the Board;
- Intervene in the educational instruction of students;
- Borrow money or obtain funds;
- Purchase property; or
- Performance manage the principal or any other Department of Education employee.