



Bibra Lake Primary School
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TERMS OF REFERENCE

School Board

These terms of reference are to be read in conjunction with the provisions of the School Education Act 1999 and the school Education Regulation 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 or the School Education Regulations 2000 shall prevail.

NAME

1. The name of the School Board is Bibra Lake Primary School Board.

DEFINITIONS

2. In these terms of reference:
 - “**Act**” means the 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 Bibra Lake Primary School
 - “**Student**” means 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 education provided by the School.

FUNCTIONS AND POWERS OF THE BOARD

4. The Board has the functions and powers set out in the Act.

MEMBERSHIP

5.
 - a) All Board members elected or co-opted are required to obtain a Working with Children clearance within three months from the date of their appointment.
 - b) Should a Board member fail to obtain a Working with Children clearance, the Board will consider termination of membership under the Act.
 - c) The membership will consist of 2 staff and the principal, 3 parents and 2 community members.

MEETINGS AND PROCEEDINGS OF THE BOARD

6.
 - a) The Board will determine the minimum number of its meetings and timing by vote of Board members at the beginning of the year.
 - b) There will be a minimum of one 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 14 days notice of the venue, date and time of meeting unless otherwise agreed by a majority of Board members.
 - d) The Chair is to be elected from the Board by vote of Board members for a term of no more than two calendar years.
 - e) Minutes of the preceding meeting will be circulated 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) A quorum for a meeting is a simple majority with at least one member from each representative group plus the Principal (or their representative)
 - i) Instead of a meeting, any Board Member may submit any proposed resolution to the Board for a vote by notice. Notice must be communicated in writing and may include email. The proposing Board Member must notify the Chair accordingly, and the Chair must give each Board Member notice describing the proposed resolution so submitted, together with adequate documentation in connection with such proposed resolution to enable the Board Members to make a decision.
 - j) Each Board Member must communicate its vote by notice to the Chair and each other Board Member must communicate its vote by notice to the Chair and each other Board Member within 48 hours (Voting Period) after receipt of the Chair's notice of the proposed resolution. Any Board Member may, by notifying all Board Members within the Voting Period, request that the proposed resolution is to be decided at a meeting duly called for that purpose (and if such a meeting is requested, the Chair must call such a meeting). If a meeting is not requested then at the expiration of the Voting Period,
 - k) the Chair must give each Board Member a confirmation notice tabulating the votes on the proposed resolution and stating the results of the vote. Any Board Member failing to communicate its vote in a timely manner during the Voting Period is deemed to have voted against the proposed resolution. Any resolution will be ratified at the following 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 sees fit:
 1. delivery of the business plan;
 2. any necessary changes to the business plan;
 - iii. an annual review of School codes and policies and
 - 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

8. a) The Board may appoint a committee composed of parents, community members or appropriate experts to address its business, but 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 tasks assigned to the committee.
- d) The committee will provide its recommendations and relevant reports to the Board.

DUTIES TO BE ALLOCATED

9. The Board allocates to the following member or members the following duties:
 - a) The Chair and Principal will coordinate the correspondence of the Board.
 - b) The Chair will ensure that full and correct minutes of the meetings and 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 each calendar year.