

KEY REQUIREMENTS

Provides an overview of the *Education Act 2004* and School Board Manual requirements

Aspect	Requirement
Establishment	<ul style="list-style-type: none"> > A school board must be established for each public school
Board functions	<ul style="list-style-type: none"> > Establish strategic direction and priorities > Monitor, review and report on school performance > Approve, monitor and review the school budget, ensuring it is aligned with school priorities > Develop relationships between the school and community
Composition	<ul style="list-style-type: none"> > General school board <ul style="list-style-type: none"> • School principal • 2 staff members • 3 parents/carers who must be Parents and Citizens Association members (membership is as defined in the P&C's constitution and is usually automatic for parents and carers of students at the school) • 2 student members (at secondary schools/colleges) • 1 appointed member – an independent position • Up to 2 board appointed members – selected by the board. They contribute to board discussions but do not have voting rights > Board composition is different for small schools (less than 4 teachers), schools in special circumstances (e.g. early childhood schools) and school related institutions (e.g. Birrigai Outdoor School)
Appointments	<ul style="list-style-type: none"> > Staff, parents/carers and student members are appointed for a period of 12 months to 2 years by the Director-General following an election process > Appointed members are appointed by the Director-General for a period of 12 months to 2 years following submission of an expression of interest > Board appointed members are selected and appointed by the board for up to 12 months

SCHOOL BOARD OVERVIEW



- Ending of appointments
- > Appointment ends at the end of the appointed term or if a member resigns
 - > Termination will occur if a member:
 - Is not eligible for appointment to the position; or
 - Is absent from 3 consecutive meetings without good reason or leave approved by the board; or
 - Does not declare a real or perceived conflict of interest unless they have a good reason.
 - > Termination may occur if a member misbehaves or is physically or mentally incapacitated

Chairperson and deputy chairperson	> Elected by board members (Note: the principal and staff members cannot fill these roles)
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- Meetings
- > Are called by the chairperson (or deputy chairperson or principal if the chairperson is unavailable)
 - > Managed by the chairperson, or deputy chairperson if the chairperson is absent. If both are absent, the participating members must choose a member to preside at the meeting (Note: the principal and staff members cannot fulfil these roles).
 - > Are held at least 4 times per year at a time and place decided by the board
 - > Quorum required is at least 3 members with at least 1 staff member and 1 parent member present
 - > Must be minuted
 - > Decisions are made by majority of votes (usually by consensus). If the votes are equal, the presiding member has the deciding vote.
 - > May be conducted by phone, Skype or other forms of communication that enable member participation and are in real time

Conflict of interest	> Members must declare a real or perceived conflict of interest before the related board discussion happens
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Code of conduct	> Members must sign and abide by the Code of Conduct
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Protection	> Members are not civilly liable for honest acts or omissions
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- For more information
- > http://www.education.act.gov.au/school_education/school_boards