**School Board Nominations**

As part of the cyclic process of a School Board, places become available due to either the end of / or members are unable to complete their tenure. At this point in time, Craigie Heights Primary School, School Board is calling for two (2) parents to fill the positions on our School Board.

**Tenure**

The length of tenure can be decided by the nominee;

* Period of two years from term two, 2023
* Period of three years from term two, 2023

**ROLES AND RESPONSIBILITIES OF SCHOOL BOARDS**

The functions of councils/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;
* 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:

* 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;
* An agreement or arrangement for advertising or sponsorship in relation to a government school.

Determine:

* In consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school.

Promote:

* The school in the community.

Parent members of school boards bring their experience as parents at the school, and the views and context of the wider school community.

**A School Board does not:**

* manage the day to day running of the school
* discuss individual issues relating to teachers, staff, students or parents;
* represent specific interest groups, or permit special interests to dominate the agenda of the council/board;
* intervene in the control or management of the school
* intervene in the educational instruction of students
* exercise authority over teaching staff or other persons employed at the school;

**Frequency & Time of Meetings**

Meetings are held once per term on a Wednesday currently in Week 4 commencing at 3.30pm

**Nomination Process**

Nominations are called for two parent/carer representatives to join our school board. Parents or carers are required submit the nomination form with a brief profile of themselves. Where there are more nominations than vacancies, an election will be called where the school community will vote to elect the parent representatives.

Department of Education employees whose child is enrolled in a school in which they are not employed are eligible to nominate as parents for the School Board where their child is enrolled.

Once the nomination form is completed, return it to the school administration within the time stated. .

If there are more nominations received than there are vacancies on the School Board, a ballot will be conducted during the weeks after the call for nominations has closed.

Please note that if elected on to the school board you will be expected to complete training, this is provided through our school and through the Department of Education.

Parents and carers wishing to nominate for a parent positon on the board need to complete the nomination form, Appendix A and return it to the Principal by 4.00pm, 5 April 2023. This can also be done via email to [craigieheights.ps@edcuation.wa.edu.au](mailto:craigieheights.ps@edcuation.wa.edu.au)

**Nomination of a candidate for Parent Representative on the School Board**

I wish to nominate myself as a candidate for election to the School Board.

Full Name-

**Candidate Profile**

Please provide a brief outline of yourself including your experiences you can bring to the board role. Your profile will be used if nominees are required to go to a ballot.

**DECLARATION OF CANDIDATE**

I nominate myself for membership of the council/board and if appointed will accept the responsibility of being a board representative.

I:

* confirm I have been provided with information on, and understand, the responsibilities of school council/board membership
* understand appointment to a council or board is conditional on having a National Police History Check processed through the Department of Education’s Screening Unit (as is applicable to my membership category) and that this is to be submitted within 10 working days following a request to do so by the Principal; and
* understand I will not be appointed to a /board if either I do not consent to a National Police History Check, or the Screening Unit advises I have been refused clearance; and
* Understand personal information provided by me will be available to authorised school users for the purpose of my appointment to and administration of the School Board.

Signature of candidate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_