

**School Board Meeting – Training Session for School Boards
Grovelands Primary School – 2 April 2019**



Present:

Naaman Dean	Parent Representative
Gavin Grace	Community Representative
Michelle Ninnette	School Representative
Emma-Mae Kapuscik	Acting Principal
Kylie Gorman	Parent Representative
Angelo Laurence	Board Chair
Leah Brown	School Representative
Matt Osborne	Principal Advisor (guest)

Apologies:

Tony Buti	Community Representative
Mark Bradshaw	Principal

Welcome

Emma-Mae welcomed everyone to the meeting and introduced Matt Osborne to the group. The purpose of today's meeting is to engage in some training on the purpose of a School Board and the roles of School Board members.

Brief Notes of the Session – taken by Emma-Mae

Matt introduced himself with a brief history of his Principalship, and the roles and responsibilities of his current position as Principal Advisor. He visits schools to provide them with support and information about the role of the School Board, as well as mediating when there are differences of opinion.

The Department also runs one and two day workshops and Matt delivers these.

The Board members teamed up to engage in an online competitive quiz. All questions related to the operation of a School Board. This was a fun session, thoroughly appreciated by all Board members. Leah and Emma-Mae won, just for the record!

Some interesting information from the quiz and ensuing discussion is noted below.

If a School Board decides to co-opt members (for specific purpose), make sure timelines of the tenure are given.

A casual appointment of a Board member is when there is an "early vacate" of a position. The term of the casual appointment is until the tenure of the original position ends.

Board Chair – review position annually as a safety mechanism.

The Board decides on the composition of community members. These positions are appointed by the Board, and the appointments are strategic to support the betterment of the school.

Prior to the start of each meeting, all members declare any conflicts of interest (generally pertaining to the agenda) and minute these.

Open meetings are a risk management issue. It is advisable to close the meeting for confidential agenda items. The Principal and the Board Chair decide on this prior to the meeting.

It is advised not to dismiss people that raise concerns. Direct them to the appropriate processes.

At each meeting there should be time to review progress towards the targets in the School Business Plan.

When reviewing documents, e.g. *Annual Reports*, send these home beforehand in a timely manner so members can come prepared to ask their questions.

All members should sign a Code of Conduct at the start of the year as part of an induction.

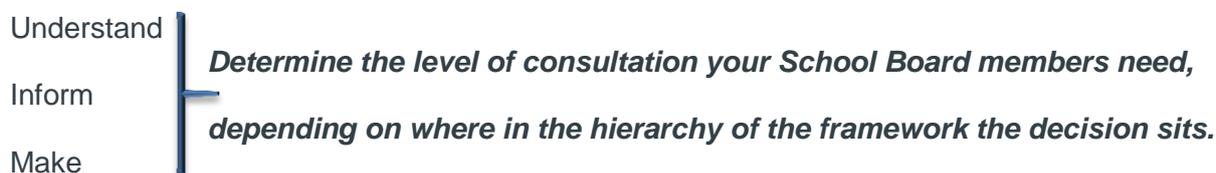
Criminal screening of Board Members is to take place. This is in addition to the Working With Children Check (WWCC). It is to mitigate the risk and gives the community confidence.

Terms of Reference of School Boards. The latest sample on the DoE website includes criminal screening (education.wa.edu.au/school-councils-boards).

School Boards interface with the community at the highest level. They have a strategic and overarching view.

Consultation at which level?

Decision Making Framework



The School Board and its members have a local influence and moral authority. There needs to be a willingness to question and debate.

Effective Teams



The success or otherwise of a School Board is all about relationships.

The relationship between the Principal and the School Board Chair is fundamental to the School Board's success.

Meeting Closed: 4:45pm