



# SCHOOL BOARD INFORMATION

As principal of the Ocean Reef Independent Public School and Chief Executive Officer of the Ocean Reef Independent Public School Board it is my pleasure to welcome you to a new school year. Once again the board looks forward to a busy year providing support and guidance in school planning and direction setting.

In 2014 it is anticipated that there will be a number of vacancies on the board. As this year sees the development of a new business plan it is vital that we have strong community input on the board.

The role of the School Board is to enhance and provide support, direction and community input into school development and policy. Each year, the Principal will provide a whole school report to the School Board on progress against the *Ocean Reef Primary School Strategic and Business Plans*, along with proposed action plans to address identified needs and review changes to the Plan.

As Chief Executive Officer, the Principal is directly responsible to the Board for the educational leadership, development, operation and management of the school. The Principal regularly (at least once per term) reports to, seeks advice and gains ratification from the School Board on strategic matters, including progress of the school Business Plan.

The School Board is referenced as part of regular independent review of the school's performance by the Department of Education Services.

## Functions of the Board

The School Board will act to promote the objectives and interests of the school community, with its role being to provide strategic guidance and monitoring.

The School Board will:

- Be actively involved in endorsing the school's Delivery and Performance Agreement, Budget, Business Plan and Annual Report.
- Endorse the financial arrangements necessary to fund school objectives, priorities and directions.
- Monitor the school's performance and student performance targets.
- Represent the school at community meetings or functions.
- Develop processes to review the satisfaction levels of parents, staff and students.
- Be involved in selecting the Principal when a vacancy arises.
- Create interest, within and across the community, about the school.

## STRUCTURE OF THE SCHOOL BOARD

### Chief Executive Officer:

Principal

### Elected Parent Members:

Board Chair (elected by the Board)  
4 – 10 Parent Representatives  
1 P&C Representative  
(nominated Yearly by the P&C)

### Elected Staff Representatives

3 Staff Members

### Community Members:

Up to 4 Community, Industry or Education Representatives

The composition of the School Board reflects the diversity of the school community; strategic planning; and development goals. Elected and community members will need to have the skills and experience required to provide sound governance and informed decision making in meeting the requirements of the School Education Act 1999 and Delivery and Performance Agreement.

Previous experience on a School Board is not essential; however a commitment to the position and the responsibility is essential. The success of the school relies on a successful School Board.

Commitment  
Care  
Courtesy  
Consideration  
Courage  
Common Sense  
Cooperation

## Expressions of Interest

Parents, community members and business/industry members are encouraged to nominate for positions on the School Board. In making this commitment, prospective Board members should be prepared to:

- Be willing to donate their time and expertise.
- Contribute to the work of the School Board and to act in the best interests of the school.
- Commit to the School's Ethos and Goals. These can be found on the school web site.
- Contribute to the development of Ocean Reef Primary School as an Independent Public School
- Demonstrate confidentiality and sensitivity to differing views and have the ability to work in a spirit of cooperation - members "speak as one voice" in the public arena once any decision has been made.

The Board meets in the evening, twice each term. Meetings are of ninety minutes duration. Additional committee meetings and/or special meetings are held as required.

## Appointment to the School Board

The board is composed of;

- Four to ten parent members - elected by the school community.
- Three school staff representatives - elected by the school staff.
- One parent member – elected by the P&C annually.
- Up to four community members with varied expertise and different perspectives - appointed by the Board from the list of nominees.
- Additional community members with specific skills and networks may be co-opted onto the Board, by the Principal and Chair, for strategic needs.
- Members are elected for three years; they are then eligible for renomination and election.
- The position of School Board Chair is elected by the School Board annually.

Elections to the School Board are made through the following process:

The Chair and School Principal call for nominations to the board from the school community. Interested and suitably qualified candidates submit an Expression of Interest (EOI) addressed to the Principal. The Expression of Interest should include a brief statement about the candidate's interest in joining the School Board, and include an outline of their skills and experience.

The Principal and School Board Chair will prepare a short list of candidates, based on the desired skills, experience and diversity identified as being relevant for the School Board.

An election will be conducted by the Principal with each parent (or responsible person) whose name and address has been provided to the school being eligible to vote. Candidates will be notified in writing of the outcome.

Expressions of Interest can be forwarded to:

**The Principal**  
**Ocean Reef Primary School**  
**Telephone: 93073444**  
**email: [oceanreef.ps@education.wa.edu.au](mailto:oceanreef.ps@education.wa.edu.au)**

Peter Blackwell  
Principal  
Ocean Reef Primary School.



# Ocean Reef Primary School School Board Nominations

## Expression of Interest – Parent and Community Members

**Name:** .....

**Telephone:** .....

**Fax:** .....

**Email:** .....

**Address:** .....

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**I wish to nominate for the Ocean Reef Primary School Primary School Board**

**Parent Member**

**Community Member**

**Child/ren attending ORPS and Year Level**

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**Please find attached a brief outline of my interests and experience.**

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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_