



Westminster
Junior Primary School
www.westminsterjps.wa.edu.au

WESTMINSTER JUNIOR PRIMARY SCHOOL

Independent Public School NEWSLETTER
November 2014



Independent
Public School
Launch and
Certificate

Independent Public School Information

Dear Parents and Caregivers

An exciting new period has begun with Westminster Junior Primary School receiving Independent Public School Status.

With IPS status we need to establish a school board whose elected members work with the Principal and the community to achieve the best outcomes for our children at Westminster Junior Primary School.

One of the most important things the board does is to establish a vision for the school that reflects the aspirations and needs of the community.

The board can have an important influence on the direction of the school, with members bringing ideas and lending their expertise, knowledge and skills to strategic planning and community partnerships.

Professional skills in areas such as management, finance, procurement, marketing and cultural knowledge support the Principal and strengthen the school's capacity to meet the needs of our children.

Elected members include parents, staff and members of the community. The principal is a member of the board. Comprehensive induction or training is provided for all board members.

The Independent Public School board is a signatory to the Delivery and Performance Agreement with the principal and Director General.

There is also an expectation that the board participates in the external review of the school that is undertaken by the Department of Education Services in the final year of the Delivery and Performance Agreement.

Positions Vacant

**Our new school
board needs you!**

Vacant positions are:

- Board Chair
- Parent Representation
- Community Representation
- Staff Representation
- Secretary or Executive Officer

**[School Board Nomination
Form on page 3](#)**

**Please hand in to the Junior
Primary School Office**

- If you have any questions relating to IPS or the school board please phone the school on 9349 4290

Roles and Responsibilities of a School Board

As 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; and
- 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 of:

- 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; and
- an agreement or arrangement for advertising or sponsorship in relation to a government school.

Promote:

- the school in the community.

The responsibilities of a Board are to:

- comply with the Council's terms of reference, the Department of Education's School Councils policy, the School Education Act 1999 and the School Education Regulations 2000;
- liaise with other committees within the school e.g. the Parents and Citizens' Association;
- hold an annual public meeting once in every calendar year that is open to the public. An annual report will be presented at the meeting to advise the school community of the performance of the Council in the last year; and
- hold meetings that are generally open to the public.



Role of Board members

- Parent members of school boards bring their experience as parents at the school, and the views and context of the wider school community.
- Community members may bring expertise such as business, or accounting skills that the Council is looking for at that time.
- Department of Education employees bring their educational expertise.

A School Board does not:

- manage the day to day running of the school (for example, staff management, and student assignment to classes);
- discuss individual issues relating to teachers, staff or parents;
- represent specific interest groups, or permit special interests to dominate the agenda of the Council;
- intervene in the educational instruction of students;
- borrow money or obtain funds;
- purchase property; or
- performance manage the principal or any other Department of Education employee.

Expected behaviour at Board meetings

- adopt a sense of responsibility in and for the group
- attend to others and listen
- cooperate in good faith
- aim for consensus decision-making
- confront problems respectfully
- allow and give no put downs
- accept where others are at
- suspend judgements



**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:

Phone Number:

Candidate Profile- Tell us about you!

What are your skills; what are you passionate about; why do you want to be on the school board etc

Declaration of candidate

I nominate myself as a candidate and if elected will accept the responsibility of being a parent representative.

Signature of candidate:

Date: / /

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School

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Independent Public School Parent and Community Information session to be held on

Wednesday 3rd December
At 3:30 pm

