



Nomination form to be returned to

Email: johntonkincollege.esc@education.wa.edu.au

In Person: John Tonkin College Education Support Centre,
Education Drive, Greenfields WA 6210

Mail: PO Box 2122 DC, Mandurah WA 6210



JOHN TONKIN COLLEGE
Education Support Centre

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School Board Committee Information





JTCESC School Board

The John Tonkin College Education Support Centre School Board comprises staff, parents and members of the community. The role of the School Board is to provide guidance for the school and to effectively oversee and review the schools' management and performance.

The school board provides an opportunity for parents, carers and staff to participate in school decision making. Our School Board takes an active role in determining long term goals, strategic planning and evaluation of data and providing a range of other supports.

The Board has been involved in advocating on behalf of the school to a range of stakeholders and is actively engaged in promoting the profile of the school within the community. The Board takes seriously its responsibility to provide input into School Policy but understands the line between the engagement in strategic and operational management issues.

Roles & Responsibilities

The role of a school board is outlined in the *School Education Act 1999*.

In essence, the role of school board is one of setting the long term future for the school and maintaining oversight (not management) of the school's operation. It is not about running the school – that is the job of the principal. It is about providing additional expertise to help the school achieve the best outcomes for the students.

An Independent Public School Board will operate with functions consistent with the legislative role of school councils.



School Board Nomination

I wish to nominate myself / or _____ as a candidate for election to the School Board as a:

Parent Representative Community Representative

Full Name: _____

Declaration

I _____ nominate myself /or _____ as a candidate and if elected will accept the responsibility of being a representative of John Tonkin College Education Support Centre School Board.

Signature: _____

Date: _____



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PO Box 2122DC Mandurah WA 6210

Ph: (08) 9583 0571

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Roles & Responsibilities of an Independent Public School Board are to:

- ◆ work within the Department of Education's relevant legislation and regulations;
 - ◆ contribute to the School Delivery and Performance Agreement and the Business Plan. (These documents summarise what the school wants to achieve in the future and how it plans to get there; the agreement will be signed off by the chair of the Board, Principal and Director General);
 - ◆ endorse and review the annual budget (the budget summarises the income received annually from the Department of Education and other sources; It also lists planned expenditure, including salaries);
 - ◆ assist with the formulation of codes of conduct (guiding principles designed to influence decisions and actions that the school takes);
- ◆ review the performance of the school;
 - ◆ create interest in the school within and across the community;
 - ◆ assist with Principal selection when a vacancy arises (the chair of the School Board will be a member of the selection panel);
 - ◆ endorse fees, charges, contributions and items of personal use (booklists);

- ◆ endorse extra cost optional components of programs;
 - ◆ endorse arrangements for sponsorship and advertising.
 - ◆ liaise with other committees within the school e.g. the P&C;
 - ◆ hold one open meeting each year to report to the school community; and provide advice to the principal on religious education and related activities.

Role of the School Board

- ◆ Parent members of School Boards bring their experience as parents at the school, and the views and context of the wider school community to School Board meetings.
- ◆ Community members bring a particular skill to the School Board. This may include business, accounting or building skills, or some other skill that the school is looking for at that time.
- ◆ Department of Education employees bring their educational expertise to School Board meetings.



The School Board does not

- ◆ manage the day to day running of the school. (for example, it does not employ staff, decide which classes students will be assigned to, or resolve issues relating to individual teachers and students and/or parents);
- ◆ represent specific interest groups, or permit special interests to dominate the agenda of the Board;
- ◆ performance manage the principal or any other staff member;
- ◆ intervene in the educational instruction of students;
- ◆ discuss individual issues relating to teachers, staff or parents – these are very clearly management roles and therefore the responsibility of the principal;
- ◆ purchase land, buildings or motor cars, nor enter into hire purchase agreements or obtain credit or loans, unless permission is given by the Minister.



John Tonkin College Education Support Centre invites

Nominations and Elections

Are you interested in contributing to the guidance of John Tonkin College Education Support Centre as a parent/legal guardian or community representative on the School Board?



We invite;

- ◆ Parents of students who are currently enrolled at John Tonkin College Education Support Centre to nominate to be one of the Parent Representatives on the School Board for 2023/2024.
- ◆ Community members and/or parents of former students of John Tonkin College Education Support Centre to nominate to be a representative on the Board to represent community.

If you are interested in becoming a member, please complete the form found at the back of the brochure and return to JTCESC's Manager Corporate Services or:

Email: johnntonkincollege.esc@education.wa.edu.au

Phone: 08 9583 0571

Nominations to the Board

- ◆ People may self nominate and/or be nominated by others
- ◆ Nominations can be made by completing the attached 'Nomination Form' and returning it to the school office

School Board Meetings

- ◆ The Board of John Tonkin College Education Support Centre usually meets twice per term
- ◆ An annual public meeting will be held to report on the performance of the functions of the Board