

# **Atwell College Board Meeting Minutes**

# 6:00 pm Monday 16<sup>th</sup> June 2025

# 1.0 Open and Welcome

**Present:** Nicholas Alexeeff, Nicole Boak, Ken Bohan, Samantha Brown, Cameron Henderson, Berry Johnston, Kate Linton, Natalie Machin (Chair), Koukla McCutcheon, Letitia Michael, Jennifer Parker, Darren Payton (Minutes), Kunal Verma.

Apologies: Samantha Higgins, Scott Linton.

Absent:

# 2.0 Acknowledgement of country

We respectfully acknowledge the past and present Elders and traditional custodians of this land, the land of the spiritual rainbow serpant, the Waakal. It is a privilege for the Atwell College community to be standing on Whadjuk Noongar country.

# 3.0 Declaration of conflicts of interest

Any conflicts of interest with any agenda items identified by individual board members?

# 4.0 Minutes of Previous Meeting

	Review minutes of previous	meeting. Accepta	ance of minu	ıtes.	Accepted:	Nicole Boak	Seconded:	Sam Brown	) 
	ITEM	ITEM TYPE	LED BY	TIME (min)		DISCUSSION/PROGRESS RE	EPORT		ACTION/TIMELINE
5.0	<b>Business Arising</b>								
5.1	Staffing Additions	Information	Darren	2	English teacher 2025. Benjami Vale. Darren's November 202	connell, Head of Student Server commenced at Atwell Colle in is joining us from Como and Principal contract extended 25. Kate and Paige Levene's chursday 6 <sup>th</sup> November 2025.	ege on Monday 2 <sup>nd</sup> nd Julia from Canni to Thursday 6 <sup>th</sup>	June mee	rmation provided to the eting.
5.2	Scott Linton Resignation	Information	Darren	2	Scott Linton re	esigned from the Atwell Board	d on 11.06.25.	Res	ignation accepted.

6.0	Agenda					
6.1	Finance (Appendix 1)	Information	Darren	5	<ol> <li>Student-Centred Funding Statement</li> <li>One-Line Budget Statement</li> <li>Cash Report</li> <li>School Financial Summary</li> </ol>	Financial Report presented to the meeting.
6.2	Terms of Reference (Appendix 2)	Discussion	Darren	15	Atwell College Board Terms of Reference presented at the last two meetings for discussion. Some of the discussion centered around points in the current Atwell College Terms of Reference which are contradictory or omitting information from the "Model" Terms of Reference.	Terms of Reference endorsed by the Board. Moved: Nat, Seconded Berry. Passed.
6.3	Student Leadership Shirts	Discussion	Koukla	5	Student designs for student leadership team discussed at the last Board meeting. The shirts would designate student leaders with a design on each side and a leader title on the back of the shirts.	To be carried over to next meeting.
7.0	General Business					
7.1	School Review	Information	Darren	2	The Public School review will take place on Tuesday 1 <sup>st</sup> July 2025. The review will meet from 09:00 to 12:00 with the Community section taking place between 11:00 to 12:00.	Reminder of Public School review on 1 <sup>st</sup> July 2025.
7.2	2025 Tell Them From Me Survey (Appendix 3)	Information	Darren	2	The tell Them From Me Survey was conducted earlier this year for parents, staff and students.	Tell Them from Me Survey presented to the meeting.
7.3	Telethon Event – Walk for a Reason	Request	Koukla	5	Request to run a fund raising event.	Referred to School Executive.
7.4	Containers for Change	Request	Cameron	5	Request to run container for change with drop off point and recycling for raising funds for charity.	Referred to Letitia Michael.

# 8.0 Next Meeting:

7.5

11<sup>th</sup> August 2025 (was planned to be 4<sup>th</sup> August 2025, postponed due to WASSEA Conference)

Berry

Planning

# 9.0 Meeting Close: 18:50

**Curriculum Presentation** 

Chair:Natalie Machin	Signature:	mal	<b>Date:</b> 16 <sup>th</sup>	<sup>1</sup> June 2025
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Request for curriculum leaders to present to Board Meetings with

operational plans and priorities for the future.

Planning to be undertaken by

Darren.

# Appendix 1:



Operational- Jun 2025

# **Student-Centred Funding Statement**

### Issued on 6 June 2025

School:	Atwell College	School Year:	Jun 2025	
Region:	South Metropolitan Region	Aria:	0	
		Distance to Perth (km):	21.2	
Student-Cent	red Funding - Jun 2025			
Per Student Fr	unding:	\$9,160,520.00		
Student and School Characteristics:		\$7,271,467.97		
Disability Adjustments:		\$198,223.66		
Targeted Initiatives:		\$621,199.88		
Operational Response Allocation:		\$605,394.29		
Regional Allocation:		\$740.00		
Total Jun 202	5:	\$17,857,545.80		

### Per Student Funding - At Census

# Student and School Characteristics Funding -

### At Census

	Funded S	tudent FTE	Amount
Per Student	Below Threshold	Above Threshold	
Year 7	115.00		\$1,228,085.00
Year 8	124.00		\$1,324,196.00
Year 9	135.00		\$1,441,665.00
Year 10	143.00		\$1,527,097.00
Year 11	175.00		\$2,009,175.00
Year 12	142.00		\$1,630,302.00
Total	834.00		\$9,160,520.00

		Funded Student FTE	Amount
Student Characteristics			
Aboriginality		33.00	\$77,484.00
Disability		278.98	\$6,421,379.05
English as an Additional Lenguage	e or Dialect	14.00	\$46,186.00
Social Disadvantage		247.45	\$233.879.65
	Sub Total		\$6,778,928.70
School Characteristics			
Enrolment-Linked Base			\$492,539.27
Locality			\$0.00
	Sub Total		\$492,539.27
Total			\$7,271,467.97



# Student Characteristics Funding (Detailed) - At Census

	Funded Student FTE	Amount
Aboriginality	33.00	\$77,484.00
Disability		
Disability	137.00	\$6,246,979.00
Educational Adjustment	141.98	\$174,400.05
Disability - Total	278.98	\$6,421,379.05
English as an Additional Language or Dielect		
English as an Additional Language or Dialect	14.00	\$46,186.00
English as an Additional Language or Dialect Intensive English Centre	0.00	\$0.00
English as an Additional Language or Dialect - Total	14.00	\$48,186.00
Social Disadvantage		
Social Disedventage Decile 1	53.42	\$82,608.06
Social Disadvantage Decile 2	91.26	\$95,631.24
Social Disadvantage Decile 3	102.77	\$55,640.35
Social Disadvantage - Total	247.45	\$233,879.66
Total Student Characteristics		\$6,778,928.70

Note: Please refer to the appropriate support sheet for further details on the calculations in the table above.

# Targeted Initiatives (Detail)

	Amount
Student Allowances: Secondary Assistance Scheme - Clothing Allowance	\$7,500.00
Student Allowances: Secondary Assistance Scheme - Education Program Allowance	\$32,195.00
Targeted initiative: Additional support for delivery of mental health programs	\$13,131.02
Targeted Initiative; Career Taster Program DTWD	\$3,000.00
Targeted Initiative: Chaptaincy and Student Welfbeing Program	\$25,849.63
Targeted Initiative: Graduate Teacher Induction Program and Graduate Curriculum Materials	\$26,957.94
Targeted Initiative: Specialist Career Practitioners	\$131.310.15
Tergeted Initiative: Vocational Education and Training Teachers Professional Learning	\$659.85
Total	\$240,603.59

### Targeted Initiatives - At Census

	Funded Student FTE	Amount
Targeted Initiative: VET delivered to secondary students	257.61	\$305,900.54
Targeted Initiative: Small Secondary Schools	834.00	\$58,370.60
Targeted Initiative: Additional Educational Adjustment	31.77	\$18,325.15
Total		\$380,596.29

# Operational Response Allocation (Detail)

	Amount
Operational Response: Attraction and Retention	\$10,254.08
Operational Response: Base for schools with department endorsed education support program	\$502,412.00



	Amount
Operational Response: Host School Psychologists	\$425.00
Operational Response: Hydrotherapy Pool Chemicals (Education Support)	\$14,074.00
Operational Response; Hydrotherapy Pools Technical Officers (Education Support)	\$44,033.60
Operational Response: Program Keartdijin School Reimbursements	\$28,041.58
Operational Response: Support for Rehabilitation (Graduated Return to Work)	\$494.18
Operational Response: Teacher Relief - Curriculum Assessment and Strategic Policy	3659.85
Operational Response: WA Education Awards	\$5,000.00
Total	\$605,394.29

# Regional Allocation (Detail)

		Amount
Regional Allocation: South Metro PEAC Regional All	location	\$740.00
Total		\$740.00



Operational-May 2025

# **Operational One Line Budget Statement**

# Issued on 6 June 2025

School:	Atwell College		School Year: May	2025 ( Verified Ma	y Cash)
Region:	South Metropolitan Region		Aria:	0	
			Distance to Perth (kr	n): 21.2	
One Line Budg	et – May 2025				
			Current Budget	Actual YTD	Variance
Carry Forward (0	Cash):	\$	473,365	473,365	0
Carry Forward (\$	Salary):	S	859,595	859,595	0
INCOME					
	Funding (including School artment Adjustments):	\$	17,815,473	17,058,940	758,533
Locally Raised F	unds:	S	1,196,278	391,522	804,758
Total Funds:		\$	20,344,711	18,783,422	1.561,289
EXPENDITURE					
Sataries:		\$	16,167,948	5,749,769	10,418,180
Goods and Servi	ices (Cash):	\$	2,303,608	1,051,306	1,252,302
Total Expenditu	re:	\$	18,471,556	6,801,075	11,670,481
Variance:		\$	1,873,154	11,982,346	-10,109,192

# Income

	Current Budget	Actual YTD	Variance
Carry Forward (Cash)	\$473,355.00	\$473,385.00	\$.00
Carry Forward (Salary)	\$859,594.82	\$859,694.82	\$.00
Student-Centred Funding (including School Transfers & Department Adjustments)	\$17,815,472.77	\$17,058,939.77	\$756,533.00
Per Student	\$9,160,520.00	\$9,160.520.00	\$.00
School and Student Characteristics	\$7,271,467.97	\$7,271,467.97	\$.00
Disability Adjustments	\$198,223.66	\$198,223.66	\$.00
Targeted Initiatives	\$821,199.88	\$515,414.88	\$5,785.00
Operational Response Allocation	\$590,274.44	\$583,237.44	\$7,037.00
Regional Allocation	\$740.00	\$740.00	\$.00
School Transfers - Salary	\$-1,486,606,20	\$-1,486,696.20	\$.00

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Operational-May 2025

School Transfers - Cash	\$1,487,421.64	\$743,710.64	\$743,711.00
Department Adjustments	\$-27,768.62	\$-27,768.62	\$.00
Locally Raised Funds (Revenue)	\$1,196,278.00	\$391,522.24	\$804,755.76
Voluntary Contributions	\$40,000.00	\$39,220.36	\$779.64
Charges and Fees	\$260,426.00	\$227,759.63	\$32,666.37
Fees from Facilities Hire	\$70,000.00	\$45,064.55	\$24,935.45
Fundraising/Donations/Sponsorships	\$24,140.00	\$24,846.70	\$-706.70
Commonwealth Govt Revenues	\$.00	\$.00	\$.00
Other State Govt/Local Govt Revenues	\$1,000.00	\$.00	\$1,000.00
Revenue from CO, Regional Office and Other schools	\$.00	\$.00	\$.00
Other Revenues	\$100,712.00	\$54,631.00	\$46.081.00
Transfer from Reserve or DGR	\$700,000.00	\$.00	\$700,000.00
Residential Accommodation	\$.00	\$.00	\$.00
Farm Revenue (Ag and Farm Schools only)	\$.00	\$.00	\$.00
Camp School Fees (Camp Schools only)	\$.00	\$.00	\$.00
Total	\$20,344,710.59	\$18,783,421.83	\$1,561,288.76

### Expenditure

	Current Budget	Actual YTD	Variance
Salaries	\$16,167,948.49	\$5,749,768.90	\$10,418,179.60
Appointed Staff	\$15,334,007.84	\$5,282,363.52	\$10,051,644.31
New Appointments	\$366,535.28	\$.00	\$366,535.28
Casual Payments	\$444,385.81	\$444,385.81	\$.00
Other Salary Expenditure	\$23,019.56	\$23,019.56	\$.00
Goods and Services (Cosh Expenditure)	\$2,303,608.00	\$1,051,306.50	\$1,252,301.50
Administration	\$118,444.00	\$19,028.99	\$99,415.01
Lease Payments	\$.00	\$.00	\$.00
Littities, Factities and Maintenance	\$756,147.00	\$350,389.58	\$405,757.42
Buildings, Property and Equipment	\$687,971.00	\$326,504,93	\$361,466.07
Curriculum and Student Services	\$626,118.00	\$253,826.45	\$372,291.55
Professional Development	\$96,840.00	\$72,191.46	\$24,848.54
Transfer to Reserve	\$.00	\$.00	\$.00
Other Expenditure	\$18,988.00	\$29,365.09	\$-11,277.09
Payment to CO, Regional Office and Other schools	\$.00	\$.00	\$.00
Residential Operations	\$.00	\$.00	\$.00
Residential Boarding Fees to CO (Ag Colleges only)	\$.00	\$.00	\$.00
Farm Operations (Ag and Farm Schools only)	\$.00	\$.00	\$.00
Farm Revenue to CO (Ag and Farm Schools only)	\$.00	\$.00	\$.00
Camp School Fees to CO (Camp Schools only)	\$.00	\$.00	\$.00
Total	\$18,471,556.49	\$8,801,075.40	\$11,670,481.10

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Operational-Jun 2025

# Cash Report

# Issued on 6 June 2025

School: Atwell College			School Yea	IF:	Jun 2025 ( Verified	May Cash)	
Region:			Aria: Distance to	Perth (km):	0 21.2		
One Line B	Budget – Cash Component –	Jun 202	5				
			Current Budget	Actual YTD	Variance	%Budget	
Cerry Forwar	rd:	\$	473,365	473,385	0	100.00%	
Student-Cent (Including Sc Adjustments)	hool Transfers and Department	\$	1,804,811	B33,818	770,993	51.96%	
Locally Raise		\$	1,196,278	391,522	804,756	32.73%	
Total Cash	Budget:	\$	3,274,454	1,698,705	1,575,749	51.88%	
EXPENDITU	RE						
		\$	2.303.608	1.051.306	1,252,302	45.64%	
Goods and S	ervices:		2.000,000				

970,846

647,399

323,447

# Locally Raised Funds (Revenue)

Variance:

Locally Raised Funds	Current Budget	Actual YTO	Variance	%Budget
Voluntary Contributions	\$40,000.00	\$39,220.36	\$779.64	98.05%
Charges and Fees	\$260,426.00	\$227,759.63	\$32,666.37	87.48%
Fees from Facilities Hire	\$70,000.00	\$45,064.55	\$24,935.45	64.38%
Fundraising/Donations/Sponsorships	\$24,140.00	\$24,846.70	\$-706.70	102.93%
Commonwealth Govl Revenues	\$.00	\$.00	\$.00	%
Other State Govt/Local Govt Revenues	\$1,000.00	\$.00	\$1,000.00	.00%
Revenue from CO, Regional Office and Other schools	\$.00	\$.00	\$.00	%
Other Revenues	\$100,712.00	\$54,631.00	\$46,081.00	54.24%
Transfer from Reserve or DGR	\$700,000.00	\$.00	\$700,000.00	.00%
Residential Accommodation	\$.00	\$.00	\$.00	%
Farm Revenue (Ag and Farm Schools only)	\$.00	\$.00	\$.00	%
Camp School Fees (Camp Schools only)	\$.00	\$.00	\$.00	%
Total	\$1,196,278.00	\$391,522.24	\$804,755.78	32.73%

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# Operational-Jun 2025

# Goods and Services (Expenditure)

Goods and Services	Current Budget	Actual YTD	Varience	- Budget
Administration	\$118,444.00	\$19,028.99	\$99,415.01	16.07%
Lease Payments	\$.00	\$.00	\$.00	%
Utilities, Facilities and Maintenance	\$758,147.00	\$350,389.58	\$405,757.42	46.34%
Buildings, Property and Equipment	\$687,971.00	\$326,504.93	\$361,466.07	47.46%
Curriculum and Student Services	\$626,118.00	\$253,828.45	\$372,291.55	40.54%
Professional Development	\$96,840.00	\$72,191.46	\$24,648.54	74.55%
Transfer to Reserve	\$.00	\$.00	\$.00	%
Other Expenditure	\$18,088.00	\$29,365.09	\$-11,277.09	162.35%
Payment to CO, Regional Office and Other schools	\$.00	\$.00	\$.00	%
Residential Operations	\$.00	\$.00	\$.00	%
Residential Boarding Fees to CO (Ag Colleges only)	\$.00	\$.00	\$.00	%
Farm Operations (Ag and Farm Schools only)	\$.00	\$.00	\$.00	%
Farm Revenue to CO (Ag and Farm Schools only)	\$.00	\$.00	\$.00	%
Camp School Fees to CO (Camp Schools only)	\$.00	\$.00	\$.00	%
Total	\$2,303,808.00	\$1,651,306.50	\$1,252,301.50	45.64%

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# Operational-May 2025

# **School Financial Summary**

# Issued on 6 June 2025

School:	Atwell College	School Year:	May 2025 ( Vertfled May Cash)
Region:	South Metropolitan Region	Aria:	0
		Distance to Perth (km):	21.2

# One Line Budget

	Current Budget	Actual YTD	Variance
Carry Forward (Cash):	\$ 473,365	473,365	0
Carry Forward (Salary):	\$ 859,595	859,595	0
INCOME			
Student-Centred Funding (including School Transfers & Department Adjustments):	\$ 17,815,473	17,058,940	756,533
Locally Raised Funds:	\$ 1,196,278	391,522	804,756
Total Funds:	\$ 20,344,711	18,783,422	1,561,289
EXPENDITURE			
Salaries:	\$ 16,167,948	5,749,769	10.418.180
Goods and Services (Cash):	\$ 2,303,608	1,051,306	1,252,302
Total Expenditure:	\$ 18,471,556	6,801,075	11,670,481
Variance:	\$ 1,873,154	11,982,346	-10,109,192

Student-Centred Funding					
Per Student	5	9,160,520,00			
School and Student Characteristics	S	7,271,467.97			
Disability Adjustments	\$	198,223.66			
Targeted Initiatives	\$	621,199.88			
Operational Response Alfocation	\$	590,274,44			
Regional Allocation	\$	740.00			
Total	\$	17,842,425.95			

Minimum Expenditure Requirement Sur	nmary	
	-0.0	
Current Budget - SCFM and Locally Raised Funds	S	18,311.751
Minimum Expenditure Requirement		
96% of current budget	S	17,579,281
10% of carry forward	\$	302,899
Total Minimum Expenditure	\$	17,882,179
Current Forecast Expanditure		
Salaries	5	16,167,948
Goods and Services (Cash Expenditure)	\$	2,303,608
Total Forecast Expenditure (cash and salaries)	- 5	18,471.555

Bank Account Balances (Cash)					
Benk Account	\$	1,955,532,92			
Investment Account(s)	\$	323,224.68			
Building and Other Funds Account	\$	0.00			
Total for all Bank Accounts*	5	2,278,757.60			

<sup>\*</sup>Reserve balances are included in the total

Reserve Account Balances		
Administration Server Reserve	\$	19,500.00
Office Equipment Reserve	\$	12,000.00
Plant & Equipment Cafe HE Rese	5	60,000.00
Plant&Equip Technologies Reser	\$	120,000.00
School Bus Reserve	\$	80,000.00
Buflding Fabric & Infra Reserv	S	350,000.00
BFI Grounds/Shade	\$	200,000.00
Computer Resource Reserve	\$	245,000.00



Total for all Reserve Accounts	\$	1,696,026.90
IPS General Reserve	s	154,527.00
Photocopier Reserve	\$	30,000.00
Multi-Media Reserve	\$	100,000,001
Library Books Replacement Rese	\$	10,000.00
Curriculum Resource Reserve	\$	69.999.90
Cleaning/Gardening Equip Reser	\$	45,000.00
Furniture & Fitt Resource Rese	s	200,000.00

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# **Appendix 2: Proposed New Version Following Model**



# Atwell College Independent Public School School Board

**Terms of Reference** 



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### 1 Name of Board

The name of the Board is Atwell College Board.

### 2 Definitions

In these rules, unless the contrary intention appears-

- "Annual public meeting" is the annual meeting in which the Board presents to the school community
  an annual report based on the Board's functions (SER r.117).
- "Board" means the council of an Independent Public School. "Council" means the Council referred to in rule 1, established in SEA s.125.
- "Director General" means the chief executive officer of the Department of Education as defined in SEA 9.229.
- "Ordinary meeting" means a meeting held by determination of the Board (SER r.115(1)).
- "Parent" in relation to a child, means a person who at law has responsibility—
- · For the long term care, welfare and development of the child; or
- . For the day to day care, welfare and development of the child (SEA s.4).
- "PCA" means Parliamentary Commissioner Act 1971.
- "Minister" means a body corporate with the name "Minister for Education" (SEA s.214(1)).
- "SEA" means School Education Act 1999.
- "SER" means School Education Regulations 2000.
- "Special meeting" means a meeting of the Board called for by written notice to the chairperson by parents of students at the school for a specific purpose (SER r.118).
- "Student" means a person who is enrolled at the school (SEA s.4).
- . "Terms of Reference" means these rules that will apply to the Board and members.

### 3 Purpose of the Board

3.1 The Board is formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of students and will enhance the education provided by the school.

Fig. 1. All but one of the functions of the Director General mentioned henceforth have been delegated from the Director General to the Deputy Director General, Public Schools, under the current delegation instruments.

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### 4. Functions of the Board

4.1 The Board has the following functions:

To take part in:

- establishing and reviewing from time to time, the school's objectives, priorities and general policy directions (SEA s.128(a)[i]);
- b) the planning of financial arrangements necessary to fund those objectives, priorities and directions (SEA s.128(a)(ii));<sup>2</sup>
- c) evaluating the school's performance in achieving them (SEA s.128(a)(iii)); and
- d) formulating codes of conduct for students at the school (SEA s.128(c)).
- 4.2 With the approval of the Director General to:
- a) take part in the selection of, but not the appointment of, the school principal or any other member
  of the teaching staff (SEA s.129(2))<sup>M</sup>.

### 4.3 To approve5:

- a) of a charge or contribution determined by the principal for the provision of certain materials, services and facilities (SEA s.99(4));
- of the costs determined by the principal to be paid for participation in an extra cost optional component of the school's educational program (SEA s.100(3));
- of the items determined by the principal to be supplied by a student for the student's personal use in the school's educational program (SEA s.108(2)); and
- d) of an agreement or arrangement for advertising or sponsorship in relation to a government school (SEA s.216(5)).<sup>6</sup>
- 4.4 To determine in consultation with students, their parents and staff a dress code for students when they are attending or representing the school (SEA s.128(d)).
- 4.4 To provide advice to the principal of the school on:
- a) a general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education (SEA s.70): and
- allowing time for the special religious education of students in the school, but the total number of hours so allowed in a school year is not to exceed 40 (SEA s.69(2)).
- 4.6 To promote the school in the community (SEA s.128(b)).
- 4.7 To note the school's Funding Agreement (with Schedules).

### **5 Limits of Functions**

### 5.1 The Board cannot:

- a) intervene in the control or management of a school (SEA s.132(a));
- b) intervene in the educational instruction of students (SEA s.132(b)):
- c) exercise authority over teaching staff or other persons employed at the school (SEA s.132(c)); or
- d) performance manage the principal or any other Department of Education employee (SEA 132(c));
- e) intervene in the management or operation of a school fund (SEA s.132(d)); and
- f) purchase property (SEA 131).
- 5.2 The Board is not permitted to borrow money, or obtain credit.7
- 5.3 The Director General may give directions in writing to a Board with respect to the performance of its functions, either generally or in relation to a particular matter, and the Board is to give effect to any such direction (SEA s.135(1)(2)).

### 6 Qualifications for membership of the Board

- 6.1 Membership of the Board will be drawn from the following categories:
- a) parents of students at the school (SEA s.127(1)(a));
- b) members of the general community (SEA s.127(1)(b));
- c) staff of the school (SEA s.127(1)(c));
- d) the principal is automatically a member of the Board (SEA s.127(2)); and
- e) students 15 years and over (SEA s.127(1)(d)) and (SER r.105(1)(2)).
- 6.2 Staff who are also parents or community members will only serve on the Board in their capacity as a Department of Education employee. Such a person will only be on the Board in the category of staff membership (SEA s.127[3]).
- 6.3 The number of members of the Board will be 12.
- 6.4 The Board will determine its composition:
- having regard to the nature of the student population of the school and the social, cultural, lingual, economic or geographic factors that may be relevant to the school (SER r.107(1)(a)(i));
- having regard to the functions of the Board and any changes in those functions (SER r.107(1)(a)(ii));
   and
- 6.5 The composition of the Board will be:
- i. 2 members of the general community;
- ii. 2 staff of the school in addition to the Principal;
- iii. 4 parents; and
- iv. 2 students over 15 years of age.
- 6.6 Parents and members of the general community will form the majority of the members of the Board (SEA s.127(4)); and at least one of this majority will be a parent member (SER r.107(2)).
- 6.7 The Board may co-opt a member of the local community to be a member of the Board for such period, or in relation to such matters, as determined by the Board where that person's experience, skills or qualifications would enable him or her to <u>make a contribution</u> to the Board's functions (SER r.112).
- 6.8 Students at the school who are not members may attend Board meetings and take part in discussions, but without having a right to vote or being counted in determining a quorum (SEA s.140[b]).

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<sup>&</sup>lt;sup>2</sup> The principal submits the school's annual budget to the Board for noting. School Boards note major revisions to the budget, which have an impact on the original programs and priorities. (Department of Education's Financial Management in Schools Finance and Accounting manual). Principals provide relevant financial reports to the school Board. (Department of Education's Financial Management in Schools Finance and Accounting manual.)
The School Compliance Program confirms there is a record of the Board having noted the school budget in meeting minutes.

<sup>3</sup> A Board of a school that is not an Independent Public School may apply to the Director General or delegate to take part in the selection of, but not the appointment of, the school principal or any other member of the teaching staff. The Director General Audit delegate for a school that it not an Independent Public School is the Deputy Director General, Public Schools is the Deputy Director General, Public Schools is the Deputy Director General, Public Schools and only for schools in their region the Regional Executive Director. An Independent Public School board takes part in the selection of, but not the appointment of, the school principal. An Independent Public School board may apply to the Director General or delegate to take part in the selection of, but not the appointment, of any other member of the teaching staff. Where the school is a independent Public School, the Director General school Principal.

<sup>&</sup>lt;sup>4</sup> Members of Parliament who are also members of a Board are prevented from participating in school selection processes by the Public Sector Management Act 1994

<sup>5</sup> The Department of Education's School Compliance Program confirms there is a record of the Board having provided approved in meeting minutes.

<sup>&</sup>lt;sup>6</sup> The principal uses the Department's <u>Document for Incoming Sponsorship to a Public School</u> and enters into an agreement with a sponsor

<sup>&</sup>lt;sup>7</sup> Department of Education's <u>Councils and Boards in Public Schools policy and procedures</u> Section 2.

### 7 Roles of Office Bearers

### 7.1 Chairperson

The role of the chairperson is to:

- a) work in partnership with the Principal;
- ensure a wide variety of people are considered for membership and that members are representative of the school community, for example gender, social, cultural, lingual, economic or geographic factors relevant to the school;
- c) chair and convene Board meetings (SER r.115(2));
- d) ensure minutes of meetings are taken and reviewed;
- e) provide leadership to the Board;
- f) manage the business of the Board;
- g) declare the result of decisions and motions;
- h) uphold Board decisions;
- i) works with the Principal to induct members;
- j) ensure the Board stays focused on supporting the school to achieve the best outcomes for students;
- k) prepare and present an annual report to members and the school community at annual public meetings (SER r.117(c));
- comply with any directions of the Board in relation to the venue and time of meeting and giving notice of the meeting (SER.r.115(2));
- m) resolve disputes as required;
- n) represent the school in the community and at formal functions; and
- o) facilitate mediation meetings as required.

### 7.2 Secretary

Where there is such a position, the role of the secretary is to:

- a) co-ordinate the correspondence of the Board;
- ensure that full and correct minutes of the meetings and proceedings of the Board are kept in a minute book and are signed off by the chairperson after every meeting;
- serve formal notice to Board members and the community at the direction of the chairperson, for:
   ordinary, special and annual public meetings; and
  - ii. motions;
- d) keep and maintain in an up to date condition a register of the members of the Board and their postal and residential addresses:
- e) keep a list of nominees of members of the general community that may be appointed to the Board in the category of general community membership (SER r.108(2)(b));
- keep and maintain this Terms of Reference and have copies of this Terms of Reference available to all members;
- g) ensure every member has access to inspect the records and documents of the Board:
- h) have custody of all books, documents, records and registers of the Board; and
- have custody of all other records held by the Board.
- 7.3 A member may at any reasonable time inspect the books, documents, records and securities of the Board. Members may make a copy of or take an extract, but have no right to remove the books, documents, records or registers of the Board.

### 8 Elections and appointments of members

- 8.1 Members of the Board are appointed for a term not exceeding three years [SER r.110(1)(a)].
- 8.2 Members may be reappointed for a further term once or more than once (SER r.110(1)(b)).
- 8.3 The Parents and Citizens' Association may nominate one of its members to be considered for membership of the Board in the membership category of parents or general community members as is relevant to the nominee (SER r.107(3)).
- 8.4 Any member appointed or elected to a casual vacancy on the Board will hold office for the residual period of the predecessor's term of office [SER r.110[2]].
- 8.5 The chairperson is elected by and from its membership each year at the first meeting (SEA s.127(6)).
- 8.6 The principal of the school will invite nominations from all persons in each category to fill vacancies in the Board membership (SER r.108[1]).
- 8.7 If there are more nominees than places available on the Board:
- a) the principal will conduct an election to appoint parents, staff and students (SER r.108(2)(a)(c)(d));
   and
- in the category 'community members' the choice of nominee will be decided by the Board rather than by election (SER r.108(2)(b)).
- 8.8 Only those people eligible for a position are eligible to vote for representatives for that position (SER r.109(1)[2)[3][4][5]].
- 8.9 Parent members are to be elected from and by parents (SER r.108(2)(a)). Parents eligible to vote are:
- a) each parent whose name and address has been provided to the school SEA s.16(1)(b)(ii)(l) (SER r.109(1)(a)); or
- if neither parent's name <u>and</u> address has been so provided in relation to a particular student, each person who is responsible for the student (SER r.109(1)(b)).
- 8.10 Staff members are to be elected from and by the staff of the school (SER r.108(2)(c)). Staff members who are eligible to vote are each person who is employed at the school under SEA s.235(1), and whose usual place of work is at the school (SER r.109(3)).
- 8.11 There will not be an election to appoint community members. The Board may appoint suitably qualified persons from the list of nominees by vote in a meeting (SER r.108(2)(b)).
- **8.12** There will not be an election to appoint co-opted members. The Board will appoint a person of the local community having such skills, experience, or qualifications as would enable the person to <u>make a</u> contribution to the Board's functions for a specified time period (SER r.112).
- 8.13 A person will not vote in respect of more than one category of membership of the Board (SER r.109(5)).
- 8.14 Voting in Board elections will be conducted in written form (as opposed to a show of hands).
- 8.15 The school Principal is responsible for the proper conduct of all elections (SER r.108(2)).
- 8.16 A person who wishes to nominate to serve on the Board will notify the school Principal in writing using the prescribed nomination form by the due date in order to be considered. The Principal will keep a record of nominations received.
- 8.17 Appointments to the Board will not be made until after a Screening Clearance Number has been issued by the Department of Education's Screening Unit (as is applicable to the membership category).9

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<sup>3</sup> Schools may provide support to the Board through the school support staff who may undertake the role of the secretary. Where this occurs the school support staff member is not a member of the Board.

<sup>&</sup>lt;sup>6</sup> <u>Orininal History Screening for Department of Education Situs policy and procedures and Councils and Bourds in Public Schools policy and procedures</u>

### 9 Board meetings and proceedings

9.1 The Board must meet together to undertake Board functions for not less than 5 ordinary meetings in each year.

### 9.2 Ordinary Meetings

- a) "ordinary meeting" means a meeting held by determination of the Board (SER r.115(1)); and
- b) a Board must hold at least two (2) ordinary meetings per year.10
- 9.3 The chairperson will give to the school community not less than 14 days formal notice of an ordinary meeting.
- 9.4 The Board will determine that medium for formal notice as email and calendar invite.

### 9.5 Annual public meeting

- a) "Annual public meeting" is the meeting held once in every calendar year that is open to the public (SER r.117(a)).
- b) An annual report will be presented at the meeting to advise the school community of the
  performance of the Board in relation to its functions since the previous annual public meeting (SER
  r.117(c)).
- 9.6 The chairperson will give to all members and parents not less than 14 days formal notice of an annual public meeting (SER r.117(b)).

### 9.7 A special meeting:

- a) is a meeting called for by families of students at the school for a particular purpose (SER r.118).
- b) will be held by determination of the Board (SER r.115(1)); or
- c) will be called for by:
- i. at least 20 families of students at the school (SER r.118(1(b)(i)); or
- at least half the number of families of students at the school, whichever is the lesser number of families, (SER r.118(1)(b)(ii); and
- iii. a formal notice to the chairperson, which will state the purpose for which the special meeting concerned is required; and be signed by the families who called for the special meeting.
- 9.8 The chairperson is not to convene a special meeting if the purposes of the proposed meeting are not relevant to the Board's functions (SER r.118(3)).
- 9.9 A special meeting is to deal only with matters relevant to the purposes set out in the notice received by the chairperson (SER r.118(4)).
- 9.10 The chairperson will give to all members and the school community not less than 14 days formal notice of a special meeting.
- 9.11 The chairperson will convene the special meeting within 30 days of receiving the request in writing.
- 9.12 The chairperson may, with the consent of a meeting at which a quorum is present, and must, if so directed by such a meeting, adjourn that meeting from time to time and from place to place.
- 9.13 No business will be transacted at an adjourned meeting other than business left unfinished or on the agenda at the time when the meeting was adjourned.
- 9.14 When a meeting is adjourned for a period of 30 days or more, the chairperson will give formal notice of the adjourned meeting as if that meeting were a fresh meeting.
- 9.15 The Board will agree on the manner that the secretary will communicate notice of ordinary, special and annual public meetings to members and the school community.
- 9.16 Meetings for the Board and the Parents and Citizens' Association are to be held separately.

9.17 Subject to this Terms of Reference, the Board will determine its own procedures (SEAs.136).

### 10 Quorum at Board Meetings

- 10.1 At a meeting 6 members present in person, or by electronic means, at a Board meeting constitute a quorum.
- 10.2 If within 30 minutes after the time specified for the holding of a meeting of which formal notice has been given:
  - a) a quorum is not present, the meeting lapses and will be rescheduled; or
- otherwise than as a result of a request, notice or action, the meeting stands adjourned until such time as the Board agrees to reconvene the meeting.
- 10.3 If within 30 minutes of the time for the resumption of adjourned meeting a quorum is not present, the members who are present in person may nevertheless proceed with the business of the meeting as if a quorum were present.

### 11 Motions at Board meetings

- 11.1 A motion may be moved by a member with full voting <u>rights</u>, and voted on by a member with full voting rights, at an ordinary meeting, special meeting, or annual public meeting.
- 11.2 The chairperson will be given 7 days formal notice of a motion to be proposed at a meeting.
- 11.3 The chairperson will give 5 day formal notice to members that a motion will be proposed at a meeting.
- 11.4 The Board will agree on the manner that the secretary will communicate notice of motions to members and the school community.

### 12 Resolutions at Board meetings

- 12.1 Each Board member is entitled to one vote only (SER r.119(3)).
- 12.2 A co-opted Board member is not entitled to a vote (SEA s.140(a)).
- 12.3 Students attending Board meetings that are not members do not have a right to vote or be counted in determining a quorum (SEA s.140(b)).
- 12.4 Procedures for counting of votes will be by show of hands.
- 12.5 Voting on issues will be recorded in the minute book.
- 12.6 A decision of the Board will not take effect unless it has been made by an absolute majority (SER r.119(2)).
- 12.7 An absolute majority, in relation to a Board for a school, means a majority comprising enough of the current members of the Board for their number to be more than 50 per cent of the number of offices (whether vacant or not) of members of the Board (SER r.119(1)).
- 12.8 A motion put to the vote:
- a) may be moved and voted on at an ordinary, special or annual public meeting; and
- b) will be decided by an absolute majority of votes.
- 12.9 A motion which is passed will be declared by the Chairperson as a resolution.

A declaration by the Chairperson is evidence of the fact.

5 Committee of Administration Materials (April 120 Committee) (120 Committee)

to School Compilance Program, Financial Services, Department of Education

# 13 Closing and ordinary Board meeting to the public

- 13.1 Meetings of the Boad are generally to be open to the public as observers (SER r.115(3)).
- 13.2 The Board will not close to members of the public an annual public meeting or special meeting (SER r.115(3)).
- 13.3 The Board may decide to close an ordinary meeting or part of an ordinary meeting if it deals with any of the following:
  - a) a matter affecting a person who is employed at the school (SER r.116(a));
- b) the personal affairs of any person (SER r.116(b));
- a contract entered into, or which may be entered into, by the Board and which relates to a matter to be discussed at the meeting (SER r.116(c));
- d) legal advice obtained, or which may be obtained, by the Board and which relates to a matter to be discussed at the meeting (SER r.116(d));
- e) a matter that if disclosed, would reveal:
- i. information that has a commercial value to a person and that is held by, or is about, a person other than the Board (SER r.116(e)(i)); or
- ii. information about the business, professional, commercial or financial affairs of a person and that
  is held by, or is about, a person other than the Board (SER r.116(e)(ii)); and
- f) information which is the subject of a direction given PCA s.23(1)(a) (SER r.116(f)).
- 13.4 A decision to close an ordinary meeting or part of an ordinary meeting and the reason for the decision are to be recorded in the minutes of the meeting (SER r.116(2)).

### 14 Disputes and Mediation

14.1 The grievance procedure set out in this rule applies to disputes under these rules between:

- a) a Board member and another member;
- b) a Board member and the principal of the school;
- a Board member and the chairperson; or
- d) a Board member and co-opted members.
- 14.2 The parties to the dispute should meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all parties.
- 14.3 If the parties are unable to resolve the dispute at the meeting, a meeting may be held in the presence of a mediator.
- 14.4 The mediator will be-
- a) a person chosen by agreement between the parties; or
- b) in the absence of agreement-
- i. in the case of a dispute between a member and another member, a person appointed by the chairperson of the Board;
- ii. in the case of a dispute between a member or relevant non-member and the Board, a person who is a mediator appointed to, or employed with, a not for profit organisation.
- 14.5 A member of the Board can be a mediator.
- 14.6 The mediator cannot be a member who is a party to the dispute.
- 14.7 The mediator, in conducting the mediation, will-
- a) give the parties to the mediation process every opportunity to be heard;
- b) allow due consideration by all parties of any written statement submitted by any party; and
- ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 14.8 The mediator will not determine the dispute.

- 14.9 The mediation will be confidential and without prejudice.
- 14.10 If the mediation process does not result in the dispute being resolved, the parties may seek advice from the Regional Executive Director.

### 15 Cessation or termination of membership of the Board

15.1 The office of a member of the Board becomes a casual vacancy if the member:

- a) becomes ineligible to hold office as a member (SER r.111(1)(a));
- b) resigns by written notice delivered to the Board (SER r.111(1)(b)); or
- c) is removed from office by the Director General (SER r.111(1)(c)).

15.2 The Board may remove a person as a member of the Board on the grounds that the person:

- a) has neglected their duty as a member (SER r.111(3)(a)):
- b) has misbehaved or is incompetent (SER r.111(3)(b));
- is suffering from mental or physical incapacity, other than temporary illness, impairing the performance of their function as a member (SER r.111(3)(c)); or
- has been absent, without leave or reasonable excuse, from three consecutive meetings of which the member has had notice (SER r.111(3)(d)).
- 15.3 The Board will not remove a person as a member unless the person has been given a reasonable opportunity to show that they should not be removed from office (SER r.111(4)(a)).
- 15.4 A decision of the Board to remove a person from office is to be made by resolution of a majority comprising enough of the members for their number to be at least two thirds of the number of offices, whether vacant or not, of members of the Board (SER r.111(4)(b)).

For assistance on the legislation and policy with respect to boards please see the Department of Education's School Councils and Boards website https://www.education.wa.edu.au/school-councils-boards

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# **Original Terms of Reference**

# Atwell College Independent Public School School Board Terms of Reference





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# LEGAL FRAMEWORK OF A SCHOOL BOARD

All public school boards in Western Australia are regulated by the <u>School Education Act 1999</u>, <u>School Education Regulations 2000</u> and the individual board's terms of reference(constitution for incorporated bodies).

### The Act provides for membership:

- Mandated parent representation (except where the majority of students are 18 years of age or over):
- Staff representation (the principal is automatically included); general community representation; optional co-opted community and industry representation; student representation (15+ years for an unincorporated board);
- Where the school has a Parents and Citizens' Association (P&C), the association may
   nominate a representative to be considered for the parent or general community category of membership (subject to the conditions of the applicable membership category;
- allocation of a member of another association in relation to the school or group of schools to which the school belongs.

The Act provides the means by which a board is established and operates, including how members are elected or appointed and outlines the structure of a board.

- Students, parents and members of the community must make up the majority of a board's membership.
- A person who is a staff member of the school, and a parent or community member, may only be a member of the board in his or her capacity as a staff member.

Each school board must have their Terms of Reference acknowledged by the Department of

### **DEFINITIONS**

Board - Means "Council" as defined in the School Education Act 1999.

Director General - Means the Chief Executive Officer of the Department of Education as defined in section 229 of the <u>School Education Act 1999</u>.

Educational Program - Means an organised set of learning activities designed to enable a student to develop knowledge, understanding, skills and attitudes relevant to the student's individual needs as defined in section 4 of the <u>School Education Act 1999</u>

Minister - Means the Minister responsible for administering the School Education Act.

Parent - As defined in section 4 of the <u>School Education Act 1999</u> is the person who is named in the school register as a parent of a student.

School - Means (Atwell College).

Staff - Means any person employed by Atwell College. (Staff who are parents of students who attend the College will only serve on the Board in their capacity as a Department of Education employee. IE: in the category, staff member)

School Education Act - Means the School Education Act 1999.

School Fund - Means the General Purposes Fund and a fund referred to in section 110 of the School Education Act, as defined in section 4 of the School Education Act 1999

Student - Means student enrolled at the school.

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### **FUNCTIONS OF THE BOARD**

Note: All matters discussed and documentation presented to members of the board must remain strictly confidential. Breaches of this confidentiality requirement could result in termination of

The Board has the powers and duties to make recommendations in the following:

- 1. Establishing and reviewing from time to time, the school's objectives, priorities and general policy
- 2. The planning of financial arrangements necessary to fund those objectives, priorities and
- 3. Evaluating the school's performance in achieving them; and formulating codes of conduct for students at the school.
- 4. To make recommendations in consultation with students, their parents and staff on an appropriate dress code for students when they are attending or representing the school;
- To promote the school in the community.
- 6. to approve:
  - a. charges and contributions for the provision of certain materials, services and facilities under section 99(4) of the School Education Act 1999.
  - b. extra cost optional components of educational programs under section 100(3) of the School Education Act;
  - c. Items to be supplied by a student for use in an educational program under section 108(2) of the School Education Act: and
  - d. Any agreements or arrangements for advertising or sponsorship in relation to the school under section 216(5) of the School Education Act.
- To note the schools funding agreement (with schedules).
- With the approval of the Minister or Director General, as the Minister's delegate, to: Take part in the selection of, but not the appointment of, the school principal or any other member of the teaching staff under section 129(2) of the School Education Act.

### THE BOARD CANNOT

- 1. Intervene in the control or management of the school
- Intervene in the educational instruction of students
- 3. Exercise authority over teaching staff or other persons employed at the school
- 4. Performance manage the Principal or any other Department of Education employee
- 5. Intervene in the management or operation of a school fund
- Purchase property
- 7. Borrow money or obtain credit

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### MEMBERSHIP OF THE BOARD

The College Board will consist of up to twelve members:

### Ex-Officio Positions; (No voting rights)

Manager Corporate Services (Can be an elected staff member)

### Two Elected Staff Representatives;

### **Three Elected Parent Members:**

Parent members of boards bring their experience as parents at the College, and the views and context of the wider school community. (Suitability for Board membership as a parent will be based on the nominee having a student enrolled at the College, or residing within the College Intake area. The Nominee must commit to regular attendance to Board meetings, and possible time outside Board meetings to deliberate on disseminated information.)

### Up to Two Co-opted Community Representatives:

Any member of the community considered to have suitable qualifications or experience is eligible to be placed on the list of nominees for the community category of membership. Community members have contemporary expertise required by the board. Examples of contemporary expertise include current employment with an employer working in partnership with the school, or business skills that are required at the time.

### One Parents and Citizens Representative appointed from the P&C for a One-year term.

A school's Parents and Citizens' Association (P&C) is a valuable but separate entity to the board. Members of the board and the Parents and Citizens' Association often work together on different projects.

A P&C can nominate one of their members for either;

- b. a community member position depending on the individual circumstances of the nominee.

If the P&C nominates a parent member, that nomination is treated the same as any other parent nomination and is required to face an election (with all parents voting and all parent candidates considered, not just P&C members) if there are more nominations than positions.

### Two Student Representatives;

Students must be over 15 years of age elected from the student body.

# TENURE, APPOINTMENT AND ELECTION OF MEMBERS

A member of the Board (other than the principal) shall hold office for a term not exceeding three years and may re-nominate at the end of their tenure.

A person can become inclinible to hold office as a member before the end of their term. For example, a parent member becomes ineligible when they no longer have children enrolled at the school; and a community member becomes ineligible when they no longer have the contemporary expertise required.

1. The principal of the school will invite nominations from suitably qualified persons to fill vacancies occurring and, except in the case of the general community membership category, will conduct elections where the number of nominees is greater than the vacancies available

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- 2. Eligible to vote in the category of parent membership positions is each parent whose name and address has been provided to the school under section 16(1)(b)(ii)(l) of the School Education Act. or if neither parent's name and address has been so provided, each person who is responsible for the student.
- 3. Eligible to vote in the category of staff membership positions is each person to whom section 235(1) of the School Education Act applies and whose usual place of work is at the school.
- 4. Eligible to vote in the category of student membership is each student enrolled at the school at the date of the notice of the election, who is 15 years old or more or who will reach 15 years old during the calendar year.
- 5. A person may not vote in respect of more than one category referred to in rules (2), (3), (4) (above)
- 6. In the category of general community membership positions, the Board may appoint suitably qualified members of the general community from the list of nominees.
- 7. The Director General may, from time to time, specify standards or requirements in relation to the conduct of elections.
- 8. The Director General may inquire into any matter affecting an election or appointment of a member of the Board and, if any irregularity has occurred, may declare the results of an election or appointment invalid or order an election or appointment or a new election or appointment to be conducted.
- 9. Any member appointed or efected to a casual vacancy in the Board, shall hold office for the balance of the term of the member of the Board, whose seat has become vacant.
- 10. Parents, students, and staff may be appointed to the appropriate category of membership of the board if there is only one nominee for each position.
- 11. Where it is applicable to the membership category, a Screening Clearance Number must be issued by the Department of Education's Screening Unit before an appointment is made.

### **CESSATION OR TERMINATION OF MEMBERSHIP**

The office of a member of the Board becomes vacant if the member:

- 1. Reaches the end of their three-year term:
- 2. Becomes ineligible to hold office as a member:
- 3. Resigns by written notice delivered to the Board; or
- 4. Is removed from office by the Director General or delegate.

The Director General, or Executive Directors as delegates of the Director General, may remove a person as a member of the Board on the grounds that the continuation of the person as a member would be detrimental to the interests of the Board. The Board may remove a person as a member of the Board on the grounds that the person;

- 1. Has neglected his or her duty as a member;
- 2. Has misbehaved or is incompetent;
- 3. Is suffering from mental or physical incapacity, other than temporary illness, impairing the performance of his or her function as a member: or
- 4. Has been absent, without leave or reasonable excuse, from three consecutive meetings of which the member has had notice.

The Board must not remove a person as a member unless the person has been given a reasonable opportunity to show that he or she should not be removed from office.

A decision of the Board to remove a person from office is to be made by resolution of a majority comprising enough of the members for their number to be at least two thirds of the number of offices, whether vacant or not.

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### **MEETINGS AND PROCEEDINGS OF THE BOARD**

- 1. The Board will determine the number of meetings for each year.
- 2. The chair of the Board is to convene Board meetings in accordance with the directions of the Board in relation to the venue and time of meeting and giving notice of the meeting,
- 3. Meetings of the Board are generally to be open to the public.
- 4. The Board is to hold each calendar year at least one meeting that is open to the public, 14 days' notice of which has been given to parents and in which a report is presented on the performance of the Board's functions.
- 5. The Board may decide to close to members of the public a meeting or part of the meeting on the grounds set out in rule 8.6 unless the meeting is the annual public meeting or a special meeting called under regulation 118 of the School Education Regulations 2000.
- 6. The Board may decide to close to members of the public a meeting or part of the meeting if it deals with any of the following:
  - a. A matter affecting a person who is employed at the school;
  - b. The personal affairs of any person;
  - c. contract entered into, or which may be entered into, by the school and which relates to a matter to be discussed at the meeting;
  - d. All advice obtained, or which may be obtained, by the Board and which relates to A matter to be discussed at the meeting:
  - e. A Legal Matter that, if disclosed, would reveal: Information that has a commercial value to a person and that is held by, or is about, a person other than the Board; or information about the business, professional, commercial or financial affairs of a person and that is held by, or is about, a person other than the Board; information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1971.
- 7. A decision to close a meeting or part of the meeting and the reason for the decision are to be recorded in the minutes of the meeting.
- 8. The chair is to convene a special meeting of the Board if the meeting is called for in a notice to the chairperson setting out the purposes of the proposed meeting, that is provided by at least 20 families of students at the school or at least half the number of families of students at the school. whichever is the lesser number of families.
- 9. The chair is not to convene a meeting if the purposes of the proposed meeting are not relevant to the Board's functions.
- 10. A meeting convened is to deal only with matters relevant to the purposes set out in the notice received by the chair.
- 11. Each Board member, including the chairperson, is entitled to one vote only.
- 12. A decision of the Board does not have effect unless it has been made by an absolute majority.
- 13. An absolute majority means a majority comprising enough of the members of the Board for their number to be more than 60 per cent of the number of offices whether vacant or not,
- 14. Subject to these rules, the procedure and order of business to be followed at a meeting shall be determined by the Board.

### **FAILURE TO ACT PROPERLY**

In the event that the Board breaches the School Education Act 1999, or the conduct of the Board is incompetent, inadequate or improper, the Minister may give written notice to the Board requiring that the situation be remedied. If the Minister is of the opinion that a Board has not complied with such a notice, the Minister may dismiss the Board.

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### COMMITTEES OF THE BOARD

- 1. The Board is empowered to appoint such committees as it deems necessary.
- Membership of committees is not confined to members of the Board but at least one Board member is required to serve on each Committee.
- The duties of any committee shall be clearly defined by the Board and, where appropriate, a specific date shall be set for the completion of the tasks assigned to the committee.
- 4. In all cases a committee makes its recommendations to the Board.

### ROLE OF THE CHAIRPERSON OF A SCHOOL BOARD

The chairperson leads the board and the role of the chairperson is to:

- 1. Work in partnership with the principal:
- Ensure a wide variety of people are considered for membership and that members are representative of the school community, for example gender, social, cultural, lingual, economic or geographic factors relevant to the school;
- Chair and convene board meetings:
- 4. Ensure minutes of meetings are taken and reviewed;
- Provide leadership to the board;
- 6. Manage the business of the board;
- 7. Declare the result of decisions and motions;
- 8. Uphold board decisions:
- 9. Work with the principal to induct members;
- Ensure the board stays focused on supporting the school to achieve the best outcomes for students;
- Prepare and present an annual report to members and the school community at annual public meetings;
- Comply with any directions of the board in relation to the venue and time of meeting and giving notice of the meeting;
- 13. Resolve disputes as required;
- 14. Facilitate mediation meetings as required; and
- 15. Represent the school in the community and at formal functions

### **CHAIRING MEETINGS**

The board chairperson effectively leads meetings. This entails:

- 1. Preparing the agenda and relevant papers with the principal;
- 2. Ensuring that meeting processes comply with the board's terms of reference;
- 3. Ensuring meetings are run efficiently and achieve their purpose:
- 4. Ensuring all members have the opportunity to be heard;
- 5. Ensuring the meeting focuses on whole of school outcomes rather than personal affairs;
- Ensuring the minutes from the previous meeting are confirmed as accurate and signing and dating those minutes;
- 7. Starting and finishing meetings on time;
- 8. Notifying the board of any apologies received;
- 9. Tabling all correspondence, in and out.

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### ROLE OF THE PRINCIPAL OF A SCHOOL BOARD

The Principal is automatically a member of the board. The principal's role as school leader is to manage the administration of the school, the staff of the school and the educational instruction of students.

The role of the principal on the board is to:

- 1. Form a council unless a school has been exempted from this requirement
- Provide advice and guidance to the board in relation to legislative requirements and school policy; establish a plan for the school in consultation with the board and the school's teaching staff setting out its objectives and how the objectives and priorities will be achieved;
- In consultation with the board and the school's teaching staff to monitor and report on the school's performance in relation to the plan referred to above;
- 4. Submit the school's annual budget to the board for noting
- submit proposed major revisions to the budget, which have an impact on the original programs and priorities, to the board for noting:
- Submit proposed contributions, charges and contributions and personal items list to the board for approval;
- 7. Invite nominations to fill vacancies in the board membership;
- 8. Conduct elections (where elections are applicable to the membership category);
- Assist In identifying appropriate general community representatives to be placed on the list of nominees:
- 10. Provide the board with support services:
- Work with Department of Education business units on issues such as funding to the school, school maintenance and capital works and provide the information board members require on these processes;
- 12. Support members to understand the scope of the functions of a board, which does not include intervening in the control or management of the school, including the issues referred to above, either directly or indirectly; and represent the Department of Education.

### Guideline

Principals have the legislated responsibility for the control and management of the school (SEA s.63(1)(b)). The Department of Education has established processes to enable Principals to undertake these functions, including for the distribution of funding to the school, school maintenance and capital works. Principals work with Department business units and provide the information council/board members require on these processes. Principals support members to understand the scope of the functions of a council/board, which does not include intervening in the control or management of the school - either directly or indirectly.

### ROLE OF THE EXECUTIVE OFFICER OF A SCHOOL BOARD

- 1. Co-ordinate the correspondence of the board;
- Ensure that full and correct minutes of the meetings and proceedings of the board are kept in a minute book and are signed by the chairperson after every meeting;
- Serve formal notice to board members and the community, at the direction of the chairperson, in advance of: ordinary, special and annual public meetings; and motions;
- Keep and maintain in an up to date condition a register of the members of the board and their postal and residential addresses;
- Keep a list of nominees of members of the general community that may be appointed to the board in the category of general community membership;
- Keep and maintain the terms of reference (if applicable), and have copies of the terms of reference available to all members;

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- Ensure every member has access to inspect the records and documents of the board;
- Have custody of all books, documents, records and registers of the board; and have custody of all other records held by the board.

### ROLE OF PARENT/STUDENT/COMMUNITY BOARD MEMBERS

- Parent members of boards bring their experience as parents at the school, and the views and context of the wider school community.
- 2. Student members of boards bring their experience as students at the school.
- Community member's may have contemporary expertise required by the board. Examples of
  contemporary expertise include current employment with an employer working in partnership with
  the school, or business skills that are required at the time.

### QUORUM

A quorum will be more than 60 per cent of the members of the Board but decisions must still be made with an absolute majority. If within 30 minutes after the time specified for the holding of a meeting of which formal notice has been given:

- A quorum is not present, the meeting lapses and will be rescheduled; or otherwise than as a result
  of a request, notice or action, the meeting stands adjourned until such time as the Board agrees
  to reconvene the meeting
- If within 30 minutes of the time for the resumption of adjourned meeting a quorum is not present, the members who are present in person may nevertheless proceed with the business of the meeting as if a quorum were present.

### Guideline

At a meeting 60 per cent of members present in person, or by electronic means, could constitute a quorum. The number should be determined taking into consideration the requirement for an absolute majority of all members for a motion to be passed.

Electronic means may include via telephone, web/video conference. Members cannot send a proxy.

### **MEETING SCHEDULE**

At the first meeting of each year the Board shall decide the dates and purpose of meetings for the remainder of the year. They shall also confirm member's tenue, chair position and ratify the Terms of Reference.

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### D19/0346521

### MODEL TERMS OF REFERENCE FOR UNINCORPORATED COUNCILS/BOARDS 2023 Version 1

### CONTENTS

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Instructions for the use of this document in developing your Terms of Reference – delete these instructions when you are finished.

- This document is initially formatted for primary schools however there are additional clauses in blue for secondary schools, and <u>alternative</u> clauses in red for senior colleges.
  - Primary schools should delete the coloured clauses.
  - Secondary schools should retain the additional clauses and change the font colour to black; and
  - Senior colleges should use the alternative clauses and delete the original clause.
- Instructions are written in italics (like this). The instructions should be deleted once the action is completed.
- Councils need to make some decisions regarding the way they operate and these decisions must be documented in the Terms of Reference. The following clauses require decisions: 6.3, 6.5, 9.1, 9.3, 9.4, 9.10, 10.1, 11.2, 11.3, 12.4, please check these clauses and enter your information as appropriate.
- All clauses where the <u>School Education Act 1999</u> or the <u>School Education Regulations 2000</u> have been referenced are required by legislation and must not be changed.
- For Independent Public Schools, all places where the term Council is used should be replaced with the term Board – except in Section 2, Definitions.
- The Department of Education's School Compliance Program confirms the school has a council and there is a record of the council having adopted an approved Terms of Reference.

For assistance on the legislation and policy with respect to councils/boards please see the Department of Education's School Councils and Boards website <a href="https://www.education.wa.edu.au/school-councils-boards">https://www.education.wa.edu.au/school-councils-boards</a>

1 Name of Council

The name of the Council is
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Council.

### 2 Definitions

In these rules, unless the contrary intention appears-

- "Annual public meeting" is the annual meeting in which the Council presents to the school community an annual report based on the Council's functions (SER r.117).
- "Board" means the council of an Independent Public School. "Council" means the Council referred to in rule 1, established in SEA s.125.
- "Director General<sup>1</sup>" means the chief executive officer of the Department of Education as defined in SEA s.229.
- "Ordinary meeting" means a meeting held by determination of the Council (SER r.115(1)).
- . "Parent" in relation to a child, means a person who at law has responsibility --
  - · For the long term care, welfare and development of the child; or
  - For the day to day care, welfare and development of the child (SEA s.4).
- "PCA" means Parliamentary Commissioner Act 1971.
- "Minister" means a body corporate with the name "Minister for Education" (SEA s.214(1)).
- "SEA" means School Education Act 1999.
- "SER" means School Education Regulations 2000.
- "Special meeting" means a meeting of the Council called for by written notice to the chairperson by parents of students at the school for a specific purpose (SER r.118).
- . "Student" means a person who is enrolled at the school (SEA s.4).
- "Terms of Reference" means these rules that will apply to the Council and members.

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<sup>&</sup>lt;sup>1</sup> All but one of the functions of the Director General mentioned henceforth have been delegated from the Director General to the Deputy Director General, Public Schools, under the current delegation instruments.

### 3 Purpose of Council

3.1

The Council is formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of students and will enhance the education provided by the school.

### 4 Functions of the Council

4.

The Council has the following functions:

To take part in:

- establishing and reviewing from time to time, the school's objectives, priorities and general policy directions (SEA s.128(a)(i));
- the planning of financial arrangements necessary to fund those objectives, priorities and directions (SEA s.128(a)(ii));<sup>2</sup>
- evaluating the school's performance in achieving them (SEA s.128(a)(iii)); and
- d) formulating codes of conduct for students at the school (SEA s.128(c)).

4.2

With the approval of the Director General to:

 a) take part in the selection of, but not the appointment of, the school principal or any other member of the teaching staff (SEA s.129(2))<sup>34</sup>.

4.3

To approve5:

- a) of a charge or contribution determined by the principal for the provision of certain materials, services and facilities (SEA s.99(4));
- b) of the costs determined by the principal to be paid for participation in an extra cost optional component of the school's educational program (SEA s.100(3));

- of the items determined by the principal to be supplied by a student for the student's personal use in the school's educational program (SEA s.108(2)); and
- d) of an agreement or arrangement for advertising or sponsorship in relation to a government school (SEA s.216(5)).<sup>5</sup>

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To determine in consultation with students, their parents and staff a dress code for students when they are attending or representing the school (SEA s.128(d)).

4.5

To provide advice to the principal of the school on:

- a) a general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education (SEA s.70); and
- allowing time for the special religious education of students in the school, but the total number of hours so allowed in a school year is not to exceed 40 (SEA s.69(2)).
- 4.6

To promote the school in the community (SEA s.128(b)).

4.7

To note the school's Funding Agreement (with Schedules).

### 5 Limits of Functions

5.1

The Council cannot:

- a) intervene in the control or management of a school (SEA s.132(a));
- b) intervene in the educational instruction of students (SEA s.132(b));
- exercise authority over teaching staff or other persons employed at the school (SEA s.132(c)); or
- d) performance manage the principal or any other Department of Education employee (SEA 132(c));
- intervene in the management or operation of a school fund (SEA s.132(d)); and
- f) purchase property (SEA 131);

### Guideline

Principals have the legislated responsibility for the control and management of the school (SEA s.63(1)(b)). The Department of Education has established processes to enable Principals to undertake these functions, including for the distribution of funding to the school, school maintenance and capital works. Principals work with Department business units and provide the information council/board members require on these processes. Principals support members to understand the scope of the functions of a council/board, which does not include intervening in the control or management of the school - either directly or indirectly.

<sup>&</sup>lt;sup>2</sup> The principal submits the school's annual budget to the Council for noting. School councils note major revisions to the budget, which have an impact on the original programs and priorities. (Department of Education's Financial Management in Schools Finance and Accounting manual). Principals provide relevant financial reports to the school council. (Department of Education's Financial Management in Schools Finance and Accounting manual.) The School Compliance Program confirms there is a record of the council having noted the school budget in meeting minutes.

<sup>&</sup>lt;sup>3</sup> A council of a school that is not an Independent Public School may apply to the Director General or delegate to take part in the selection of, but not the appointment of, the school principal or any other member of the teaching staff. The Director General's delegate for a school that is not an Independent Public School is the Deputy Director General, Public Schools; and only for schools in their region the Regional Executive Director. An Independent Public School board takes part in the selection of, but not the appointment of, the school principal. An Independent Public School board may apply to the Director General or delegate to take part in the selection of, but not the appointment, of any other member of the teaching staff. Where the school is an Independent Public School, the Director General's delegate is the school Principal.

<sup>&</sup>lt;sup>4</sup> Members of Parliament who are also members of a council are prevented from participating in school selection processes by the *Public Sector Management Act 1994*.

<sup>&</sup>lt;sup>5</sup> The Department of Education's School Compliance Program confirms there is a record of the council having provided approval in meeting minutes.

<sup>&</sup>lt;sup>6</sup> The principal uses the Department's <u>Document for Incoming Sponsorship to a Public School</u> and enters into an agreement with a sponsor.

5.2 The Council is not permitted to borrow money, or obtain credit.<sup>7</sup>

5.3

The Director General may give directions in writing to a Council with respect to the performance of its functions, either generally or in relation to a particular matter, and the Council is to give effect to any such direction (SEA s.135(1)(2)).

### 6 Qualifications for membership of Council

6.1

Membership of the Council will be drawn from the following categories:

- a) parents of students at the school (SEA s.127(1)(a));
- b) members of the general community (SEA s.127(1)(b));
- c) staff of the school (SEA s.127(1)(c));
- d) the principal is automatically a member of the Council (SEA s.127(2));
   and
- e) (additional paragraph for secondary schools delete if not relevant) students 15 years and over (SEA s.127(1)(d)) and (SER r.105(1)(2)).
- 6.1 (Alternative paragraph for schools where the majority of students are over the age of 18 years detete if not relevant)

Membership of the Council will be drawn from the following categories:

- a) students at the school over the age of 18 years (SEA s.127(1)(a));
- b) members of the general community (SEA s.127(1)(b));
- c) staff of the school (SEA s.127(1)(c));
- d) the principal is automatically a member of the Council (SEA s.127(2));

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Staff who are also parents or community members will only serve on the Council in their capacity as a Department of Education employee. Such a person will only be on the Council in the category of staff membership (SEA s.127(3)).

6.3

The number of members of the Council will be \_(council to determine)(insert a number

### Guideline

The number of members is determined by the council however it must be at least 5 and not more than 15. (SER r.106(1)(a)(2))

If the council is a joint council the Director General will determine the number and composition of members. (SER r.106(1)(c)).

6.4

The Council will determine its composition:

- having regard to the nature of the student population of the school and the social, cultural, lingual, economic or geographic factors that may be relevant to the school (SER r.107(1)(a)(i));
- b) having regard to the functions of the Council and any changes in those functions (SER r.107(1)(a)(ii)); and

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6.5

The composition of the council will be:

- i. <u>(insert a number)</u> members of the general community; ii. <u>(insert a number)</u> staff of the school in addition to the principal;
- iii. <u>(insert a number)</u> parents;
- iv. a member of another association of the school referred to in SEA s.149 in relation to the school or group of schools that the school belongs (SER r.107(1)(b)(i)(ii)(iii)(iv)). and
- (additional paragraph for secondary schools delete if not relevant)
   (insert number) \_\_\_\_\_ students over 15 years of age.

### Guideline

To be suitably qualified for a membership position on the council/board:

- · parents are to have children enrolled at the school;
- · staff are to be employed at the school; and
- community members have contemporary expertise required by the council/board. Examples of contemporary expertise include current employment with an employer working in partnership with the school, or business skills that are required at the time.

### Guideline

An example of another association referred to in SEA s.149 (see iv above) is an alumni association, but not a Parents and Citizens' Association. A Parents and Citizens' Association may nominate in the membership category of parents or general community members as is relevant to the nominee (SER r.107(3)). See 8.3. The number of members from each membership category is to be specified. For

The number of members from each membership category is to be specified. For example, 5 parents, 2 staff and 2 members of the general community. Use of terms such as 'up to' or 'a maximum of' are not to be used.

6.6

Parents and members of the general community will form the majority of the members of the Council (SEA s.127(4)); and at least one of this majority will be a parent member (SER r.107(2)).

6.6 (Alternative paragraph for schools where the majority of students are over the age of 18 years – delete if not relevant)

Students and members of the general community will form the majority of the members of the Council (SEA s.127(4)); and at least one of this majority will be a student member (SEA s.107(2)).

6.7

The Council may co-opt a member of the local community to be a member of the Council for such period, or in relation to such matters, as determined by the Council where that person's experience, skills or qualifications would enable them to make a contribution to the Council's functions (SER r.112).

6.8

Students at the school who are not members may attend Council meetings and take part in discussions, but without having a right to vote or being counted in determining a quorum (SEA s.140(b)).

<sup>&</sup>lt;sup>7</sup> Department of Education's <u>Councils and Boards in Public Schools policy and procedures</u> Section 2

### 7 Roles of Office Bearers

### 7.1

### Chairperson

The role of the chairperson is to:

- a) work in partnership with the Principal;
- ensure a wide variety of people are considered for membership and that members are representative of the school community, for example gender, social, cultural, lingual, economic or geographic factors relevant to the school;
- c) chair and convene Council meetings (SER r.115(2));
- d) ensure minutes of meetings are taken and reviewed:
- e) provide leadership to the Council;
- f) manage the business of the Council;
- g) declare the result of decisions and motions;
- h) uphold Council decisions;
- i) works with the Principal to induct members:
- ensure the Council stays focused on supporting the school to achieve the best outcomes for students;
- k) prepare and present an annual report to members and the school community at annual public meetings (SER r.117(c));
- comply with any directions of the Council in relation to the venue and time of meeting and giving notice of the meeting (SER r.115(2));
- m) resolve disputes as required;
- n) represent the school in the community and at formal functions; and
- o) facilitate mediation meetings as required.

### 7.2

### Secretary

Where there is such a position, the role of the secretary is to:

- a) co-ordinate the correspondence of the Council;
- ensure that full and correct minutes of the meetings and proceedings of the Council are kept in a minute book and are signed off by the chairperson after every meeting;
- serve formal notice to Council members and the community at the direction of the chairperson, for:
  - i. ordinary, special and annual public meetings; and
  - ii. motions
- d) keep and maintain in an up to date condition a register of the members of the Council and their postal and residential addresses;
- keep a list of nominees of members of the general community that may be appointed to the Council in the category of general community membership (SER r.108(2)(b));
- f) keep and maintain this Terms of Reference and have copies of this Terms of Reference available to all members:
- g) ensure every member has access to inspect the records and documents of the Council;
- h) have custody of all books, documents, records and registers of the Council: and
- i) have custody of all other records held by the Council.

### Guideline

It may be useful to add to the register of members' phone numbers and emall addresses. It may be useful to regularly update the register with current information.

NB Please note that it is advisable to obtain consent first, as Councils may be in breach of the Privacy Act 1988 (Commonwealth) by keeping phone numbers on the register without consent.

### Guideline

In regards to the secretary's record keeping role (h) (secretary) it may be useful to have two custodians of the records and documents of the Council, in the event that the first custodian is unavailable.

Some councils keep their records electronically.

Principals are required to produce council records as part of the Department of Education's school compliance program.

7.3

A member may at any reasonable time inspect the books, documents, records and securities of the Council. Members may make a copy of or take an extract, but have no right to remove the books, documents, records or registers of the Council.

### 8 Elections and appointment of members

- 8.1 Members of the Council are appointed for a term not exceeding three years (SER r.110(1)(a)).
- 8.2 Members may be reappointed for a further term once or more than once (SER r.110(1)(b)).
- 8.3 The Parents and Citizens' Association may nominate one of its members to be considered for membership of the Council in the membership category of parents or general community members as is relevant to the nominee (SER r.107(3)).

### Guideline

- A Parents and Citizens' Association can nominate one of their members for either a) a parent or
- b) a community member position depending on the individual circumstances of the nominee.
- If the Parents and Citizens' Association nominates a parent member, that nomination is treated the same as any other parent nomination and is required to face an election (with all parents voting and all parent candidates considered, not just Parents and Citizens' Association members) if there are more nominations than positions. If the Parents and Citizens' Association nominates a community member, that nomination is treated the same as any other community nomination and is considered by the Council with the other community member nominees. Community members are appointed, not elected.

<sup>8</sup> Schools may provide support to the council through the school support staff who may undertake the role of the secretary. Where this occurs the school support staff member is not a member of the council.

- 8.4
  - Any member appointed or elected to a casual vacancy on the Council will hold office for the residual period of the predecessor's term of office (SER r.110(2)).
- 8.5

The chairperson is elected by and from its membership (SEA s.127(6)).

### Guidelin

It is good practice for the Council to review on an annual basis, for example at the first meeting of the year, who will undertake the role of Chair.

8.6

The principal of the school will invite nominations from all persons in each category to fill vacancies in the Council membership (SER r.108(1)).

### Guideline

People who are eligible to nominate for a category are also eligible to vote for that category. That is, only parents vote for the parent members, only students vote for the student members and only staff vote for the staff members. (SER r.109)

Each parent whose name and address has been provided to the school at the time of the application for enrolment is eligible to nominate and is to be provided with the opportunity to vote where an election is to be held. (SER r.109)

For example, where a parent position becomes vacant on a Council of a secondary school in Term 4, all parents are to be provided with the opportunity to nominate (and vote if an election is to be held). This would include the parents of Year 6 students whose enrolment has been accepted for the following year.

### Guideline

Principals can access voting support materials, including an electronic voting tool, through Ikon.

8.7

If there are more nominees than places available on the Council:

- a) the principal will conduct an election to appoint parents, staff and students (SER r.108(2)(a)(c)(d)); and
- b) in the category 'community members' the choice of nominee will be decided by the Council rather than by election (SER r.108(2)(b)).
- 8.8

Only those people eligible for a position are eligible to vote for representatives for that position (SER r.109(1)(2)(3)(4)(5)).

8.9

Parent members are to be elected from and by parents (SER r.108(2)(a)). Parents eligible to vote are:

- a) each parent whose name and address has been provided to the school SEA s.16(1)(b)(ii)(i) (SER r.109(1)(a)); or
- b) if neither parent's name and address has been so provided in relation to a particular student, each person who is responsible for the student (SER r.109(1)(b)).

8.9 (Alternative paragraph for schools where the majority of students are over the age of 18 years – delete if not relevant)

Students who will reach the age of 18 years during the calendar year, replace the parent body and are to be elected from and by students (SER r.108(2)(a)). Students eligible to vote for student members are each student:

- a) enrolled at the school at the date of the notice of the election (SER r,109(2)(a)); and
- b) who is 15 years of age, or who will reach 15 years of age during the calendar year, (SER r.109(2)(b)).

### 8.9.1 (Additional paragraph for secondary schools - delete if not relevant)

Students aged 15 years and over, or students who will reach the age of 15 years during the calendar year, are to be elected from and by other students (SER r.108(2)(d)).

Students eligible to vote for student members are each student:

- enrolled at the school at the date of the notice of the election (SER r.109(4)(a)); and
- d) who is 15 years of age, or who will reach 15 years of age during the calendar year (SER r.109(4)(b)).

### 8.10

Staff members are to be elected from and by the staff of the school (SER r.108(2)(c)). Staff members who are eligible to vote are each person who is employed at the school under SEA s.235(1), and whose usual place of work is at the school (SER r.109(3)).

### 8.11

There will not be an election to appoint community members. The Council may appoint suitably qualified persons from the list of nominees by vote in a meeting (SER r.108(2)(b)).

### 8.12

There will not be an election to appoint co-opted members. The Council will appoint a person of the local community having such skills, experience, or qualifications as would enable the person to make a contribution to the Council's functions for a specified time period (SER r.112).

### 8.13

A person will not vote in respect of more than one category of membership of the Council (SER r.109(5)).

### 8.14

Voting in Council elections will be conducted in written form (as opposed to a show of hands).

### 8.15

The school principal is responsible for the proper conduct of all elections (SER r.108(2)).

### 8.16

A person who wishes to nominate to serve on the Council will notify the school principal in writing using the prescribed nomination form by the due date in order to be considered. The principal will keep a record of nominations received.

Appointments to the Council will not be made until after a Screening Clearance Number has been issued by the Department of Education's Screening Unit (as is applicable to the membership category).<sup>9</sup>

### 9 Council meetings and proceedings

9.1

The Council must meet together to undertake Council functions for not less than \_\_(number of meetings to be decided by Council) ordinary meetings in each year.

9.2

**Ordinary Meetings** 

- a) "ordinary meeting" means a meeting held by determination of the Council (SER r.115(1)); and
- b) a Council must hold at least two (2) ordinary meetings per year.

9.3

The chairperson will give to the school community not less than \_\_\_(number of days to be decided by Council) \_\_\_ days formal notice of an ordinary meeting.

### Guideline

It may be useful to give 14 days formal notice of an ordinary meeting and to specify in the formal notice -

- a) when and where the ordinary meeting concerned is to be held; and
- b) the agenda.

9.4

The Council will determine that medium for formal notice as \_\_ (to be decided by Council) \_\_\_\_\_

### Guideline

The Council defines formal notice. It may be useful to define formal notice as in writing via mail, fax or email. It may be useful to set out in the formal notice when and where the meeting is to be held, and the agenda. NB: In some situations such as remote schools, verbal notification may be considered appropriate.

9.5

Annual public meeting

- a) "Annual public meeting" is the meeting held once in every calendar year that is open to the public (SER r.117(a)).
- An annual report will be presented at the meeting to advise the school community of the performance of the Council in relation to its functions since the previous annual public meeting (SER r.117(c)).

9.6

The chairperson will give to all members and parents not less than 14 days formal notice of an annual public meeting (SER r.117(b)).

### Guideline

It would be useful to specify in the formal notice -

- a) When and where the annual public meeting is to be held:
- b) The agenda, for example
  - i. the consideration of the annual report of the school council;
  - ii. any other business requiring consideration by the school council at the annual public meeting.
- NB: In some situations such as remote schools, verbal notification may be considered appropriate,

9.7

A special meeting:

- a) is a meeting called for by families of students at the school for a particular purpose (SER r.118).
- will be held by determination of the Council (SER r.115(1)); or
- c) will be called for by:
  - at least 20 families of students at the school (SER r.118(1(b)(i)); or
  - at least half the number of families of students at the school, whichever is the lesser number of families, (SER r.118(1)(b)(ii); and
  - iii. a formal notice to the chairperson, which will state the purpose for which the special meeting concerned is required; and be signed by the families who called for the special meeting.
- 9.7 (Alternative paragraph for schools where the majority of students are over the age of 18 years delete if not relevant)

A special meeting:

- a) is a meeting called for by students at the school for a particular purpose (SER r 118).
- b) will be held by determination of the Council (SER r.115(1)); or
- c) will be called for by at least 20 students at the school, (SER r.118(2));
- d) will state the purpose for which the special meeting concerned is required; and be signed by the students who called for the special meeting.
- 9.8

The chairperson is not to convene a special meeting if the purposes of the proposed meeting are not relevant to the Council's functions (SER r.118(3)).

9.5

A special meeting is to deaf only with matters relevant to the purposes set out in the notice received by the chairperson (SER r.118(4)).

9.10

The chairperson will give to all members and the school community not less than \_\_(number of days to be decided by Council\_\_\_\_\_ days formal notice of a special meeting.

### Guideline

It may be useful to give to all members and the school community 14 days formal notice of a special meeting. It may be useful if the notice specifies -

- a) when and where the ordinary meeting concerned is to be held; and
- b) the agenda.

<sup>&</sup>lt;sup>9</sup> <u>Criminal History Screening for Department of Education Sites policy and procedures</u> and Councils and Boards in Public Schools policy and procedures

<sup>10</sup> School Compliance Program, Financial Services, Department of Education

The chairperson will convene the special meeting within 30 days of receiving the request in writing.

### 9.12

The chairperson may, with the consent of a meeting at which a quorum is present, and must, if so directed by such a meeting, adjourn that meeting from time to time and from place to place.

### 9.13

No business will be transacted at an adjourned meeting other than business left unfinished or on the agenda at the time when the meeting was adjourned.

### 9.14

When a meeting is adjourned for a period of 30 days or more, the chairperson will give formal notice of the adjourned meeting as if that meeting were a fresh meeting.

### 9.15

The Council will agree on the manner that the secretary will communicate notice of ordinary, special and annual public meetings to members and the school community.

### 9.16

Meetings for the Council and the Parents and Citizens' Association are to be held separately.

### 9.17

Subject to this Terms of Reference, the Council will determine its own procedures (SEA s.136).

### 10 Quorum at Council meetings

### 10.1

At a meeting \_the percentage to be decided by Council \_\_per cent of members present in person at a Council meeting constitute a quorum.

### Guideline

At a meeting 60 per cent of members present in person, or by electronic means, could constitute a quorum. The number should be determined taking into consideration the requirement for an absolute majority of all members for a motion to be passed. See 12.7

Electronic means may include via telephone, web/video conference. Members cannot send a proxy.

### 10.2

If within 30 minutes after the time specified for the holding of a meeting of which formal notice has been given:

- a) a quorum is not present, the meeting lapses and will be rescheduled; or
- otherwise than as a result of a request, notice or action, the meeting stands adjourned until such time as the Council agrees to reconvene the meeting.

### 10.3

If within 30 minutes of the time for the resumption of adjourned meeting a quorum is not present, the members who are present in person may nevertheless proceed with the business of the meeting as if a quorum were present.

### 11 Motions at Council meetings

### 11.1

A motion may be moved by a member with full voting rights, and voted on by a member with full voting rights, at an ordinary meeting, special meeting, or annual public meeting.

### 11.2

The chairperson will be given \_(number of days to be decided by Council)\_\_\_ days notice of a motion to be proposed at a meeting.

### Guideline

It would be reasonable for the chairperson to be given 7 days formal notice of a motion to be proposed at a meeting.

### 11.3

The chairperson will give \_(number of days to be decided by Counci)\_\_ days formal notice to members that a motion will be proposed at a meeting.

### Guideline

It would be reasonable for the chairperson to give 5 days formal notice to members that a motion will be proposed at a meeting.

### 11 4

The Councit will agree on the manner that the secretary will communicate notice of motions to members and the school community.

### 12 Resolutions at Council meetings

### 12.1

Each Council member is entitled to one vote only (SER r.119(3)).

### 12.2

A co-opted Council member is not entitled to a vote (SEA s.140(a)).

# 12.3

Students attending Council meetings that are not members do not have a right to vote or be counted in determining a quorum (SEA s.140(b)).

### Guideline

Members must participate in a vote in person or via electronic means.

Electronic means may include via telephone, web/video conference. Members cannot send a proxy vote.

Procedures for counting of votes will be the Council (e.g. ballot or show of hands)).

### 12.5

Voting on issues will be recorded in the minute book.

A decision of the Council will not take effect unless it has been made by an absolute majority (SER r.119(2)).

### 12.7

An absolute majority, in relation to a Council for a school, means a majority comprising enough of the current members of the Council for their number to be more than 50 per cent of the number of offices (whether vacant or not) of members of the Council (SER r.119(1)).

If a council has 15 positions then an absolute majority is 8 votes. If only 8 members attend a meeting, 8 votes are required to form an absolute majority.

### 12.8

A motion put to the vote:

- a) may be moved and voted on at an ordinary, special or annual public meeting; and
- b) will be decided by an absolute majority of votes.

### 12.9

A motion which is passed will be declared by the Chairperson as a resolution. A declaration by the Chairperson is evidence of the fact.

### 13 Closing an ordinary Council meeting to the public

Meetings of the Council are generally to be open to the public (SER r.115(3)).

### Guideline

Where members of the public attend an ordinary council meeting they do so as observers, unless invited by the Chairperson.

### 13.2

The Council will not close to members of the public an annual public meeting or special meeting (SER r.115(3)).

The Council may decide to close an ordinary meeting or part of an ordinary meeting if it deals with any of the following:

- a) a matter affecting a person who is employed at the school (SER r.116(a)):
- b) the personal affairs of any person (SER r.116(b)):
- a contract entered into, or which may be entered into, by the Council and which relates to a matter to be discussed at the meeting (SER r.116(c));

- d) legal advice obtained, or which may be obtained, by the Council and which relates to a matter to be discussed at the meeting (SER r.116(d));
- e) a matter that if disclosed, would reveal:
  - information that has a commercial value to a person and that is held by, or is about, a person other than the Council (SER r.116(e)(i)); or
  - information about the business, professional, commercial or financial affairs of a person and that is held by, or is about, a person other than the Council (SER r.116(e)(ii)); and
- f) information which is the subject of a direction given PCA s.23(1)(a) (SER r.116(f)).

### 13.4

A decision to close an ordinary meeting or part of an ordinary meeting and the reason for the decision are to be recorded in the minutes of the meeting (SER r.116(2)).

### 14 Disputes and Mediation

The grievance procedure set out in this rule applies to disputes under these rules between:

- a) a Council member and another member;
- b) a Council member and the principal of the school;
- c) a Council member and the chairperson; or
- d) a Council member and co-opted members.

The parties to the dispute should meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all parties.

### 14.3

If the parties are unable to resolve the dispute at the meeting, a meeting may be held in the presence of a mediator.

### 14.4

The mediator will be-

- a) a person chosen by agreement between the parties; or
- b) in the absence of agreement
  - i. in the case of a dispute between a member and another member, a person appointed by the chairperson of the Council;
  - ii. in the case of a dispute between a member or relevant nonmember and the Council, a person who is a mediator appointed to, or employed with, a not for profit organisation.

### 14.5

A member of the Council can be a mediator.

The mediator cannot be a member who is a party to the dispute.

The mediator, in conducting the mediation, will-

- a) give the parties to the mediation process every opportunity to be heard;
- allow due consideration by all parties of any written statement submitted by any party; and
- ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

### 14.8

The mediator will not determine the dispute.

### 14.9

The mediation will be confidential and without prejudice.

### 14.10

If the mediation process does not result in the dispute being resolved, the parties may seek advice from the Regional Executive Director.

### Guideline

Councils are encouraged to adopt a Code of Conduct, review the code regularly and include the code as part of the induction for new members. See the Department's website for support materials including a Code of Conduct.

### Guideline

Councils are encouraged to regularly reflect on their performance. Principals can access an electronic self-assessment survey tool through Ikon.

### 15 Cessation or termination of membership of the Council

### 15.1

The office of a member of the Council becomes a casual vacancy if the member:

- a) becomes ineligible to hold office as a member (SER r.111(1)(a));
- b) resigns by written notice delivered to the Council (SER r.111(1)(b)); or
- c) is removed from office by the Director General (SER r.111(1)(c)).

### Guideline

A person can become ineligible to hold office as a member before the end of their term. For example, a parent member becomes ineligible when they no longer have children enrolled at the school; and a community member becomes ineligible when they no longer have the contemporary expertise required.

A member themselves, or the council/board, may identify that a member has become ineligible to hold office because they are no longer suitably qualified. Where this occurs the member resigns their position. See also Guideline at 6. Qualifications for membership of Council.

### 15.2

The Council may remove a person as a member of the Council on the grounds that the person:

- a) has neglected their duty as a member (SER r.111(3)(a));
- b) has misbehaved or is incompetent (SER r.111(3)(b));

c) is suffering from mental or physical incapacity, other than temporary illness, impairing the performance of their function as a member (SER r.111(3)(c)); or has been absent, without leave or reasonable excuse, from three consecutive meetings of which the member has had notice (SER r.111(3)(d)).

### 15.3

The Council will not remove a person as a member unless the person has been given a reasonable opportunity to show that they should not be removed from office (SER r.111(4)(a)).

### 15.4

A decision of the Council to remove a person from office is to be made by resolution of a majority comprising enough of the members for their number to be at least two thirds of the number of offices, whether vacant or not, of members of the Council (SER r.111(4)(b)).

For assistance on the legislation and policy with respect to councils/boards please see the Department of Education's School Councils and Boards website <a href="https://www.education.wa.edu.aw/school-councils-boards">https://www.education.wa.edu.aw/school-councils-boards</a>

# Appendix 3:



# 'Partners in Learning' Parent Survey Report

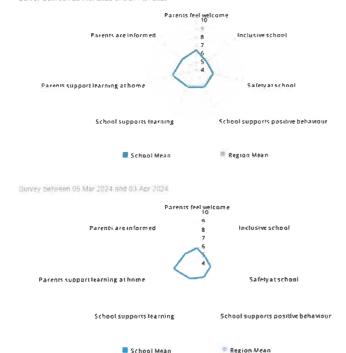
Independent Atwell College

### Perspectives of Parents

The Partners in Learning Parint Survey's based on a comprehensive questionnaire covering several aspects of garents perception of their children's experience, at home and school it is based plannifly on loope. Epishers, transverk for fryshing positive relations between the school and the community Successful schools, trailing another contribuscation with parents, excepting parental involvement in their child's school work and entitle parents to volunteer at the school and participate in school governance. The survey also provides feedback to schools about the orient to which parents feel the school supports learning and positive references and confidence as safe and insight open confidences.

The survey includes seven expandle measures, which were scored on a ton-point scale. The scores for the lawer formal questions 6 is strongly agree to strongly disagrees have been converted to a 10-point scale; their severaged, and reported by assertation, and by topic. A score of 0 indicates strong disagreement 10 indicates strong agreement 5 is a neutral position (neither agree nor disagree).

Survey between 25 Mar 2025 and 27 Apr 2025





### 'Partners in Learning' Parent Survey Report

Independent Atwell College

### wo way Communication with Parents

Survey between 25 Mar 2025 and 27 Apr 2025

### Parents feet welcome

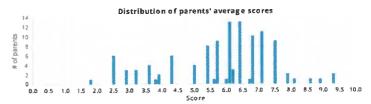
chool Meen	0,4
I feel welcome when I visit the school	7.1
Lean easily speak with my child's teachers	6.4
Lam well-informed about school activities	7.1
Teachers History to concerns I have	5.7
Lean easily speak with the school principal	5.6
Written information from the school is in clear, plain language	7.2
Parent activities are scheduled at times when I can attend	5.9

# Distribution of parents' average scores 14 29 12 30 10 8 10 8 10 9 6 4 4 10 9 0.0 0.5 1.0 1.5 20 2.5 30 3.5 4.0 4.5 5.0 5.5 6.0 6.5 7.0 7.5 8.0 8.5 9.0 9.5 10

Survey between 05 Mar 2024 and 03 Apr 2024

### Parents feel welcome

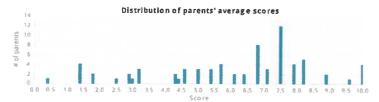
School Mean	5.8
Lifeel welcome when Evisit the school.	6.5
I can easily speak with my chikt's teachers	6.0
I am well informed about school activities.	6.7
Teachers listen to concerns I have:	5.3
I can easily speak with the school principal.	3.8
Written information from the school is in clear, plain language.	6.9
Parent activities are scheduled at times when I can attend	5.5



# Survey between 25 Mar 2025 and 27 Apr 2025

### Parents are informed

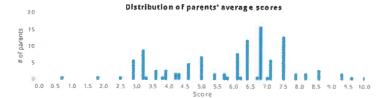
chool Mean	6.1
Reports on my child's progress are written in terms I understand	7 1
If there were concerns with my child's behaviour at school, the teachers would inform me immediate	ly 68
I am informed about my child's behaviour at school, whether positive or negative	5.9
The Teachers would inform me if my child were not making adequate progress in school subjects	63
t am well informed about my child's progress in school subjects.	5.6
Lam informed about opportunities concerning my child's future	5.9
Lam informed about my child's social and emotional development	4.7



Survey between 05 Mar 2024 and 03 Apr 2024

### Parents are informed

School Mean	5.8
Reports on my child's progress are written in terms Lunderstand.	69
If there were concerns with my child's behaviour at school, the teachers would inform me immediately.	6.6
I am informed about my child's behaviour at school, whether positive or negative	5.8
The teachers would inform me if my child were not making adequate progress in school subjects.	5.9
I am well informed about my child's progress in school subjects	5.4
Lam informed about opportunities concerning my child's future	60
i am informed about my child's social and emotional development	3.8





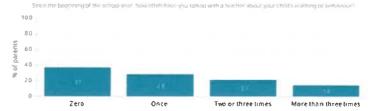
# 'Partners in Learning' Parent Survey Report

Independent Atwell College

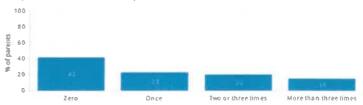
### ments, Participation at School

Survey between 25 Mar 2025 and 27 Apr 2025

### Parents talked with a teacher

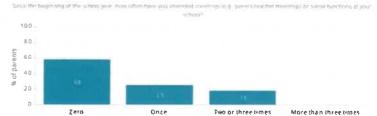


### Survey between 05 Mar 2024 and 03 Apr 2024

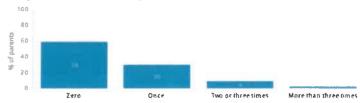


Survey between 25 Mar 2025 and 27 Apr 2025

### Parents attended meetings



Survey between 05 Mar 2024 and 03 Apr 2024



### Survey between 25 Mar 2025 and 27 Apr 2025

# Parents involved in school committees

100
80
80
40
20
0 Yes No
Survey between 05 Mar 2024 and 03 Apr 2024

No



# 'Partners in Learning' Parent Survey Report

Independent Atwell College

### Parents Support Learning at Home

Survey between 25 Mar 2025 and 27 Apr 2025

# Parents support learning at home

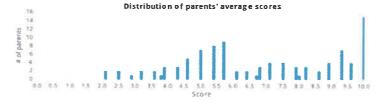
School Mean	6.9
Does someone in your family do each of the following?	
Discuss how well your child is doing in his or her classes	7.2
Talk about how important schoolwork is	63
Ask about any challenges your child might have at school	7.1
Encourage your child to do well at school	7.7
Praise your child for doing well at school	7.5
Talk with your child about feelings towards other children at school	6.6
Take an interest in your child's school assignments	6.4

# Distribution of parents' average scores Distribution of parents' average scores

Survey between 05 Mar 2024 and 03 Apr 2024

# Parents support learning at home

chool Mean	6.8
Does agreene in your family do each of the following?	
Discuss how well your child is doing in his or her classes	69
Talk about how important schoolwork is	6.2
Ask about any challenges your child might have at school.	6.9
Encourage your child to do well at school	7.6
Praise your child for doing well at school.	7.1
Talk with your child about feelings towards other children at school	6.2
Take an interest in your child's school assignments.	67





# 'Partners in Learning' Parent Survey Report

Independent

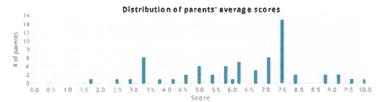
Atwell College

### School Supports Learning

Survey between 25 Mar 2025 and 27 Apr 2025

# School supports learning

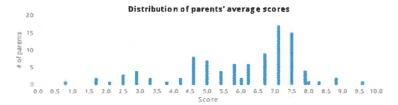
occupants to tour mig	
School Mean	6.3
Teachers have high expectations for my child to succeed	6.3
Teachers show an Interest in my child's tearning	5.8
My child's encouraged to do his or her best work	6.4
Teachers take account of my child's needs, abilities, and interests	5.2
Teachers expect homework to be done on time	6.6
Teachers expect thy oblid to work hard	6.8



Survey between 05 Mar 2024 and 03 Apr 2024

### School supports learning

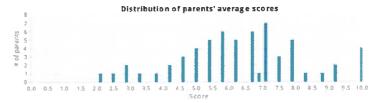
School Mean	6.0
Teachers have high expectations for my child to succeed.	58
Teachers show an interest in my child's learning	5.6
My child is encouraged to do his or her best work.	6.2
Teachers take account of my child's needs, abilities, and interests.	4.9
Teachers expect homework to be done on time	6.8
Teachers expect my child to work hard	6.4



### Survey between 25 Mar 2025 and 27 Apr 2025

### School supports positive behaviour

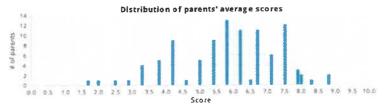
School Mean		5.3
	Teachers expect my child to pay attention in class.	7 -
	Teachers maintain control of their classes	4
	My child is clear about the rules for school behaviour	71
	Teachers devote their time to extra-corricular activities.	5:
	The school helps prevent students from smoking	51
	The school helps prevent students from using drugs	6:



Survey between 05 Mar 2024 and 03 Apr 2024

# School supports positive behaviour

School Mean	
Teachers expect my child to pay attention in class.	6.9
Teachers maintain control of their classes	4.0
My child is clear about the rules for school behaviour	8.4
Feachers devote their time to extra-curricular activities	4.7
The school helps prevent students from smoking.	5.6
The school helps prevent students from using drugs	5.7





# 'Partners in Learning' Parent Survey Report

Independent

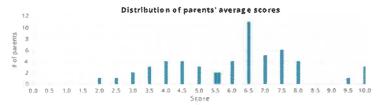
Atwell College

### School Supports Child's Behavious

Survey between 25 Mar 2025 and 27 Apr 2025

# Safety at school

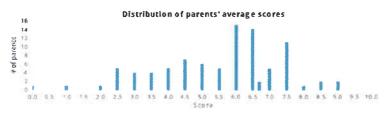
School Mean	6.1
Behaviour issues are dealt with in a timely manner.	5.6
My child feels safe at school	6.2
My child feels safe going to and from school	7.1
Gangs are not a problem at our school	5.9
There are no racist or ethnic tensions at our school	5.4



Survey between 05 Mar 2024 and 03 Apr 2024

# Safety at school

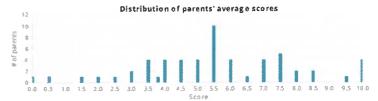
School Mean	5.6
Behaviour issues are dealt with in a timely manner	5.0
My child feels safe at school	5.8
My child feels safe going to and from school	6.4
Gangs are not a problem at our school.	5.2
There are no racist or ethnic tensions at our school:	53



Survey between 25 Mar 2025 and 27 Apr 2025

### Inclusive school

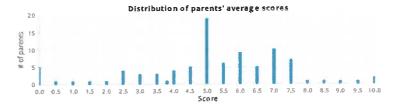
School Mean	
Teachers help students who need extra support.	5.4
School staff create opportunities for students who are learning at a slower pace	5.3
Teachers try to understand the learning needs of students with special needs	5.6
School staff take an active role in making sure all students are included in school activities	6.2
Teachers help students develop positive friendships	5.5



Survey between 05 Mar 2024 and 03 Apr 2024

### Inclusive school

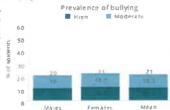
School Mean	
Teachers help students who need extra support.	5.2
School staff create opportunities for students who are learning at a slower pace.	5.0
Teachers try to understand the learning needs of students with special needs.	52
School staff take an active role in making sure all students are included in school activities.	5.5
Teachers help students develop positive friendships	4.6



### Survey between 25 Mai 2025 and 27 Apr 2025

### Student bullying

The "Prevalence of bullying chart classifies students as being moderate or environmentaris of bullying based on parents reports of their child being a victim of physical social verbal and excer bullying in the previous 30 days. The Bullying by type chart indicates the types of bullying moderates experienced by the students in Atype Corles.

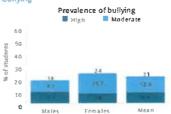


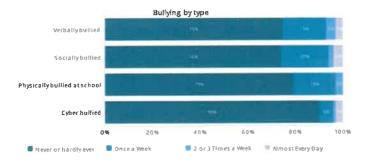


### Survey between 05 Mar 2024 and 03 Apr 2024

### Student bullying

The "Prevalence of builying' chart classifies students as being moderate or severe victims of builying based on parents' reports of their child being a victim of physical, social, verbal and cyber builying in the previous 30 days. The 'Builying by type' chart indicates the types of builying most often experienced by the students in Atwell College.





Please tell us some of the things you really like about your child's school, or things that would make it even befor.

- The leadership team are actively working to address issues and make improvements to the school & seek feedback
  and input from students & families where possible. My child enjoys being part of the Atwell College community.
- 2. Some of the teachers do take the time with students.
- 3. My son is loving going to Atwell as I don't have meltdowns etc during school moming routine. Hove how the teachers inform me about my son's behaviour and if he's having a bad day. How the teachers have an understanding on my son even though he is high functioning also listen to me when I explain situations or my son's behaviour, the fact that I feet I can work with the teachers to better my son.
- 4. I love how the school treats mental health issues with importance.
- 5. I am truty grateful for the wonderful experiences my children have at Alwell College. The amazing teachers and staff go above and beyond to create a nurturing and supportive environment. Their dedication to fostering a love for learning and encouraging personal growth is evident every day. My children are thriving academically and socially, thanks to the exceptional care and guidance they receive.
- Local and committed to making change. Still caught in a situation where leadership is not confirmed making it challenging.
- They have a great programme for year 11/12 students. My daughter is happy with the path she has chosen so far.
  The careers coordinator is very transparent in giving information re trades, work placement, etc. it makes life less stressful for the students and their families.
- 8. I think the college is becoming much better run thanks to there being a principal who has been consistent for the past couple of years and who isn't afraid to make changes. The college seems to be putting in effort to its presentation too which I think is important to keep the look of the college neat and tidy and help attract future students@am\u00e4ie.
- 9. Teachers very nice. Canteen very yummy and my daughter love all her friends.
- 10. Very nice school.
- 11. Love Miss Levene and her passion for the music program. There are also many other teachers who really do care.
- 12. As it's only the start of the year, I haven't had too much to do yet with my daughter's teacher, however she has stated it is better than last year. I have answered questions regarding teaching from last year with her teacher who has left Athvell and who was simply horrendous. I do not believe one thing was gained or learnt from her.
- Improved behaviour and student successes over last few years. Like that standards and expectations are being set and held to account. Like that inappropriate behaviour is called out early.
- 14. There are some truly outstanding teachers who support my children in their learning and help them reach their full potential. They inspire them to improve in an environment that nurtures genuine interest in the subject. I deeply admire these teachers because, while I know my children aren't always the easiest to teach, they don't judge them or give up on them, even though they may not fit the mould of a typically well-behaved student.
- My son always wants to go to school. I had major problems getting him to school in primary but high school he loves
- 16. Being there on occasion I have noticed the cleanliness of the school. It is well kept. My teen being vision impaired is very good there are no obstacles. The facilities such as freely using tifts are wonderful. My teen using the warm exercise pool for fitness is 100% perfect. I have nothing but good words about Atwell College.
- 17. My daughter is happy at school, it's close and convenient to walk to school, she has good friends and talks to me mostly of positive vibes on her daily activities. The school reminds students of uniform expectations and not wearing the correct uniform will be replaced with the correct item.
- 18. My daughter is doing really well academically at Atwell College and the College also does a great job in the VET program which is a great opportunity for the year 11 and 12s.