



Atwell College Board Meeting Minutes

6:00 pm Monday 12th May 2025

1.0 Open and Welcome

Present: Berry Johnston, Nicholas Alexeeff, Samantha Higgins, Nicole Boak, Ken Bohan, Samantha Brown, Cameron Henderson, Koukla McCutcheon, Letitia Michael, Darren Payton (Minutes)

Apologies: Kate Linton, Scott Linton, Natalie Machin (Chair), Garth Paparone, Fiona Williams, Kunal Verma, Jennifer Parker.

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 ser pant, 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. Acceptance of minutes. Accepted: Nicole Boak Seconded: Sam Brown

ITEM	ITEM TYPE	LED BY	TIME (min)	DISCUSSION/PROGRESS REPORT	ACTION/TIMELINE
5.0 Business Arising					
5.1 Leadership Staffing Changes	Information	Darren	2	A permanent Student Services Programme Coordinator position was advertised at Atwell College after we were unable to attract suitable candidates to fill the position as a fixed term. The two Programme Coordinator positions will now be reduced to one who will be selected this week.	Ben McConnell from Como SHS has been selected and will commence at the College on Friday 30 th May 2025.

6.0 Agenda

6.1	Finance <i>(Appendix 1)</i>	Information	Darren	5	1. Student-Centred Funding Statement 2. One-Line Budget Statement 3. Cash Report 4. Minimum Expenditure Requirement Report	Financial Reports presented.
6.2	NAPLAN <i>(Appendix 2)</i>	Information	Kate	4	NAPLAN results have been published. The format is different from previous years with the majority of our students achieving the "Strong" range.	NAPLAN results attached to Minutes.
6.3	2025 School Ball	Information	Darren	1	The School Ball was held early in Term One and was a tremendous success. The student behaviour was exemplary, and everyone had a magnificent time. The School Ball will continue to be held early in the year.	Agreement the 2026 School Ball will be held early in the year and only Atwell College Year 12 students will attend.
6.4	Logo Designs for Factions <i>(Appendix 3)</i>	Information	Darren	3	Luke Reynolds coordinated student designs for the Factions consistent with the new names.	Designs to be refined by Razoreye Design ready for use.
6.5	Terms of Reference <i>(Appendix 4)</i>	Information	Darren	5	Atwell College Board Terms of Reference presented at the last meeting for discussion. Some of the items are contradictory and some information from Model terms of Reference are missing.	Terms of Reference and elections at first meeting of each year. Darren to circulate proposed Terms of Reference to members.
6.6	Bullying Prevention Policy <i>(Appendix 5)</i>	Discussion	Fiona	5	Atwell College Bullying Prevention Policy presented at the last meeting for discussion.	Approved for publication.

7.0 General Business

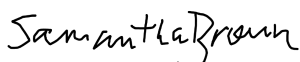
7.1	Student Leadership Shirts	Discussion	Koukla	5	Student designs for student leadership team. The shirts would designate student leaders with a design on each side and a leader title on the back of the shirts.	Proposal to be considered for discussion at the next Board meeting.
7.2	Honours	Discussion	Cameron	5	The Honours will be distributed following a selection procedure outlined for Year 12 student.	Selection to be finalised by Atwell College Executive.

8.0 Next Meeting:

16th June 2025

9.0 Meeting Close: 19:10

Chair: ...Samantha Brown.....

Signature: 

Date: ...16.06.25.....

Appendix 1:



Department of
Education

Operational- May 2025

Student-Centred Funding Statement

Issued on 6 May 2025

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

Student-Centred Funding - May 2025

Per Student Funding:	\$9,160,520.00
Student and School Characteristics:	\$7,271,467.97
Disability Adjustments:	\$56,076.01
Targeted Initiatives:	\$618,199.88
Operational Response Allocation:	\$590,274.44
Regional Allocation:	\$740.00
Total May 2025:	\$17,697,278.30

Per Student Funding - At Census

Per Student	Funded Student FTE		Amount
	Below Threshold	Above Threshold	
Year 7	115.00		\$1,228,085.00
Year 8	124.00		\$1,324,196.00
Year 9	135.00		\$1,441,865.00
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

Student and School Characteristics Funding – At Census

Student Characteristics	Funded Student FTE		Amount
	Below Threshold	Above Threshold	
Student Characteristics			
Aboriginality	33.00		\$77,484.00
Disability	278.98		\$6,421,379.05
English as an Additional Language 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



Department of
Education

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 Dialect		
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	\$46,186.00
Social Disadvantage		
Social Disadvantage 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	\$233,879.65
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: Chaplaincy and Student Wellbeing 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
Targeted Initiative: Vocational Education and Training Teachers Professional Learning	\$659.85
Total	\$237,603.59

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	\$56,370.60
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
Operational Response: Host School Psychologists	\$425.00

	Amount
Operational Response: Hydrotherapy Pool Chemicals (Education Support)	\$14,074.00
Operational Response: Hydrotherapy Pools Technical Officers (Education Support)	\$44,033.60
Operational Response: Program Kaartdijin School Reimbursements	\$13,581.58
Operational Response: Support for Rehabilitation (Graduated Return to Work)	\$494.18
Operational Response: WA Education Awards	\$5,000.00
Total	\$590,274.44

Regional Allocation (Detail)

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

Operational One Line Budget Statement

Issued on 6 May 2025

School: Atwell College School Year: May 2025 (Verified Apr Cash)

Region: South Metropolitan Region Aria: 0
Distance to Perth (km): 21.2

One Line Budget – May 2025

	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):	\$ 17,670,325	16,541,792	1,128,533
Locally Raised Funds:	\$ 1,182,568	333,515	849,053
Total Funds:	\$ 20,185,853	18,208,267	1,977,586
EXPENDITURE			
Salaries:	\$ 16,168,960	4,960,064	11,208,897
Goods and Services (Cash):	\$ 2,234,926	941,137	1,293,789
Total Expenditure:	\$ 18,403,886	5,901,200	12,502,686
Variance:	\$ 1,781,966	12,307,066	-10,525,100

Income

	Current Budget	Actual YTD	Variance
Carry Forward (Cash)	\$473,365.00	\$473,365.00	\$.00
Carry Forward (Salary)	\$859,594.82	\$859,594.82	\$.00
Student-Centred Funding (including School Transfers & Department Adjustments)	\$17,670,325.12	\$16,541,792.12	\$1,128,533.00
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	\$56,076.01	\$56,076.01	\$.00
Targeted Initiatives	\$618,199.88	\$615,414.88	\$2,785.00
Operational Response Allocation	\$590,274.44	\$563,237.44	\$27,037.00
Regional Allocation	\$740.00	\$740.00	\$.00
School Transfers – Salary	\$-1,486,606.20	\$-1,486,606.20	\$.00

School Transfers - Cash	\$1,487,421.64	\$368,710.64	\$1,118,711.00
Department Adjustments	\$-27,768.62	\$-27,768.62	\$0.00
Locally Raised Funds (Revenue)	\$1,182,568.00	\$333,514.90	\$849,053.10
Voluntary Contributions	\$40,000.00	\$36,571.26	\$3,428.74
Charges and Fees	\$246,716.00	\$204,359.95	\$42,356.05
Fees from Facilities Hire	\$70,000.00	\$22,877.28	\$47,122.72
Fundraising/Donations/Sponsorships	\$24,140.00	\$22,588.25	\$1,551.75
Commonwealth Govt Revenues	\$0.00	\$0.00	\$0.00
Other State Govt/Local Govt Revenues	\$1,000.00	\$0.00	\$1,000.00
Revenue from CO, Regional Office and Other schools	\$0.00	\$0.00	\$0.00
Other Revenues	\$100,712.00	\$47,118.16	\$53,593.84
Transfer from Reserve or DGR	\$700,000.00	\$0.00	\$700,000.00
Residential Accommodation	\$0.00	\$0.00	\$0.00
Farm Revenue (Ag and Farm Schools only)	\$0.00	\$0.00	\$0.00
Camp School Fees (Camp Schools only)	\$0.00	\$0.00	\$0.00
Total	\$20,185,852.94	\$18,208,266.84	\$1,977,586.10

Expenditure

	Current Budget	Actual YTD	Variance
Salaries	\$16,168,960.46	\$4,960,063.82	\$11,208,896.63
Appointed Staff	\$15,434,892.85	\$4,565,439.06	\$10,869,453.79
New Appointments	\$339,442.84	\$0.00	\$339,442.84
Casual Payments	\$375,507.21	\$375,507.21	\$0.00
Other Salary Expenditure	\$19,117.55	\$19,117.55	\$0.00
Goods and Services (Cash Expenditure)	\$2,234,926.00	\$941,136.58	\$1,293,789.42
Administration	\$118,440.00	\$17,817.39	\$100,622.61
Lease Payments	\$0.00	\$0.00	\$0.00
Utilities, Facilities and Maintenance	\$719,792.00	\$300,107.30	\$419,684.70
Buildings, Property and Equipment	\$687,680.00	\$311,210.20	\$376,469.80
Curriculum and Student Services	\$603,805.00	\$228,524.80	\$375,280.40
Professional Development	\$90,000.00	\$57,101.80	\$32,898.20
Transfer to Reserve	\$0.00	\$0.00	\$0.00
Other Expenditure	\$15,209.00	\$26,375.29	\$-11,166.29
Payment to CO, Regional Office and Other schools	\$0.00	\$0.00	\$0.00
Residential Operations	\$0.00	\$0.00	\$0.00
Residential Boarding Fees to CO (Ag Colleges only)	\$0.00	\$0.00	\$0.00
Farm Operations (Ag and Farm Schools only)	\$0.00	\$0.00	\$0.00
Farm Revenue to CO (Ag and Farm Schools only)	\$0.00	\$0.00	\$0.00
Camp School Fees to CO (Camp Schools only)	\$0.00	\$0.00	\$0.00
Total	\$18,403,886.46	\$5,901,200.40	\$12,502,686.05

Cash Report

Issued on 6 May 2025

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

One Line Budget – Cash Component – May 2025

	Current Budget	Actual YTD	Variance	%Budget
Carry Forward:	\$ 473,365	473,365	0	100.00%
Student-Centred Funding (Including School Transfers and Department Adjustments):	\$ 1,587,351	404,519	1,182,832	25.48%
Locally Raised Funds:	\$ 1,182,568	333,515	849,053	28.20%
Total Cash Budget:	\$ 3,243,284	1,211,399	2,031,885	37.35%

EXPENDITURE

Goods and Services:	\$ 2,234,926	941,137	1,293,789	42.11%
Total Cash Expenditure:	\$ 2,234,926	941,137	1,293,789	42.11%
Variance:	\$ 1,008,358	270,263	738,095	

Locally Raised Funds (Revenue)

Locally Raised Funds	Current Budget	Actual YTD	Variance	%Budget
Voluntary Contributions	\$40,000.00	\$36,571.26	\$3,428.74	91.43%
Charges and Fees	\$246,716.00	\$204,359.95	\$42,356.05	82.83%
Fees from Facilities Hire	\$70,000.00	\$22,877.28	\$47,122.72	32.68%
Fundraising/Donations/Sponsorships	\$24,140.00	\$22,588.25	\$1,551.75	93.57%
Commonwealth Govt Revenues	\$0.00	\$0.00	\$0.00	%
Other State Govt/Local Govt Revenues	\$1,000.00	\$0.00	\$1,000.00	.00%
Revenue from CO, Regional Office and Other schools	\$0.00	\$0.00	\$0.00	%
Other Revenues	\$100,712.00	\$47,118.16	\$53,593.84	46.79%
Transfer from Reserve or DGR	\$700,000.00	\$0.00	\$700,000.00	.00%
Residential Accommodation	\$0.00	\$0.00	\$0.00	%
Farm Revenue (Ag and Farm Schools only)	\$0.00	\$0.00	\$0.00	%
Camp School Fees (Camp Schools only)	\$0.00	\$0.00	\$0.00	%
Total	\$1,182,568.00	\$333,514.90	\$849,053.10	28.20%

Goods and Services (Expenditure)

Goods and Services	Current Budget	Actual YTD	Variance	%Budget
Administration	\$118,440.00	\$17,817.39	\$100,622.61	15.04%
Lease Payments	\$0.00	\$0.00	\$0.00	%
Utilities, Facilities and Maintenance	\$719,792.00	\$300,107.30	\$419,684.70	41.69%
Buildings, Property and Equipment	\$687,680.00	\$311,210.20	\$376,469.80	45.26%
Curriculum and Student Services	\$603,805.00	\$228,524.60	\$375,280.40	37.85%
Professional Development	\$90,000.00	\$57,101.80	\$32,898.20	63.45%
Transfer to Reserve	\$0.00	\$0.00	\$0.00	%
Other Expenditure	\$15,209.00	\$26,375.29	\$-11,166.29	173.42%
Payment to CO, Regional Office and Other schools	\$0.00	\$0.00	\$0.00	%
Residential Operations	\$0.00	\$0.00	\$0.00	%
Residential Boarding Fees to CO (Ag Colleges only)	\$0.00	\$0.00	\$0.00	%
Farm Operations (Ag and Farm Schools only)	\$0.00	\$0.00	\$0.00	%
Farm Revenue to CO (Ag and Farm Schools only)	\$0.00	\$0.00	\$0.00	%
Camp School Fees to CO (Camp Schools only)	\$0.00	\$0.00	\$0.00	%
Total	\$2,234,926.00	\$941,136.58	\$1,293,789.42	42.11%

Atwell College (4184)

2025 Minimum Expenditure Requirement

Issued on 6 May 2025

Region: South Metropolitan Region

Aria: 0

Distance to Perth (km): 21.2

2025 Budget = Student-centred Funding + School Transfers + Department Adjustments + Locally Raised Funds (excluding Reserve Transfers)

2025 Carry Forward = Salary Carry Forward + Cash at Bank (excluding Suspense, Tax and Deductible Gift Recipient funds)

2024 Budget = Student-centred Funding + School Transfers + Department Adjustments + Locally Raised Funds (excluding Reserve Transfers)

2025 Budget

2025 Budget (SCFM and Locally Raised Funds)		
Current Budget	\$	18,152,893
Minimum Expenditure of 96%	\$	17,426,777

2025 Carry Forward (Salary and Cash at Bank)		
Carry Forward	\$	3,028,986
2024 Budget	\$	18,305,575
% of 2024 budget	%	17
Minimum Expenditure of 10%	\$	302,899

2025 Minimum Expenditure Requirement

96% of Current Budget	\$	17,426,777
10% of Carry Forward	\$	302,899
Total 2025 Minimum Expenditure Requirement	\$	17,729,676

2025 Current Forecast Expenditure

Salaries	\$	16,168,960
Appointed Staff	\$	15,434,893
New Appointments	\$	339,443
Casual Payments (General)	\$	157,661
Casual Payments – Leave Relief	\$	217,846
Other Salary Expenditure	\$	19,118
Goods and Services (Cash Expenditure)	\$	2,234,926
Total Expenditure 2025	\$	18,403,886

Information Used

2025 Budget	May 2025
Verified Cash	Apr 2025

Appendix 2:

NAPLAN 2025

Total Students

NAPLAN	Writing			
	2023		2024	
	Year 7	Year 9	Year 7	Year 9
Number of Students	126	166	100	116

Average Test Score

NAPLAN	Writing			
	2023		2024	
	Year 7	Year 9	Year 7	Year 9
School Average Score	512	559	516	556
WA Public School Average Score	521	562	527	569

Percentages of Students - Proficiency Levels (School)

NAPLAN	Writing			
	2023		2024	
	Year 7	Year 9	Year 7	Year 9
Exceeding	6	8	7	13
Strong	49	45	43	45
Developing	34	42	38	33
Needs Additional Support	11	5	12	9

Total Students

NAPLAN	Reading			
	2023		2024	
	Year 7	Year 9	Year 7	Year 9
Number of Students	125	164	96	114

Average Test Score

NAPLAN	Reading			
	2023		2024	
	Year 7	Year 9	Year 7	Year 9
School Average Score	490	560	502	550
WA Public School Average Score	522	566	517	566

Percentages of Students - Proficiency Levels (School)

NAPLAN	Reading			
	2023		2024	
	Year 7	Year 9	Year 7	Year 9
Exceeding	6	9	9	13
Strong	47	52	43	39
Developing	25	32	28	36
Needs Additional Support	22	7	20	11

Total Students

NAPLAN	Grammar & Punctuation			
	2023		2024	
	Year 7	Year 9	Year 7	Year 9
Number of Students	124	156	91	116

Average Test Score

NAPLAN	Grammar & Punctuation			
	2023		2024	
	Year 7	Year 9	Year 7	Year 9
School Average Score	512	540	512	519
WA Public School Average Score	526	553	524	550

Percentages of Students - Proficiency Levels (School)

NAPLAN	Grammar & Punctuation			
	2023		2024	
	Year 7	Year 9	Year 7	Year 9
Exceeding	6	6	12	9
Strong	44	42	43	27
Developing	33	39	22	40
Needs Additional Support	16	12	22	25

Average Test Score

NAPLAN	Spelling			
	2023		2024	
	Year 7	Year 9	Year 7	Year 9
School Average Score	521	563	533	557
WA Public School Average Score	536	566	535	565

Percentages of Students - Proficiency Levels (School)

NAPLAN	Spelling			
	2023		2024	
	Year 7	Year 9	Year 7	Year 9
Exceeding	12	13	19	13
Strong	56	58	53	54
Developing	19	26	18	24
Needs Additional Support	12	4	11	9

Total Students

NAPLAN	Numeracy			
	2023		2024	
	Year 7	Year 9	Year 7	Year 9
Number of Students	119	167	95	116

Average Test Score

NAPLAN	Numeracy			
	2023		2024	
	Year 7	Year 9	Year 7	Year 9
School Average Score	506	559	516	540
WA Public School Average Score	529	571	526	565

Percentages of Students - Proficiency Levels (School)

NAPLAN	Numeracy			
	2023		2024	
	Year 7	Year 9	Year 7	Year 9
Exceeding	4	3	6	3
Strong	52	63	53	50
Developing	26	25	28	29
Needs Additional Support	18	10	13	18



ATWELL COLLEGE
WESTERN AUSTRALIA - GOVERNMENT - 48260

Report Generated: 11/4/2025
Class Summary Report

NAPLAN 2025 - preliminary results

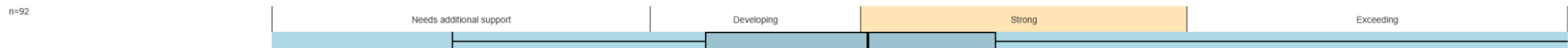
Home School Item Report Class Summary Report Class Test Report Student Reports

Year Level: 7 Class Groups: All

Reading



Grammar and Punctuation



Spelling



Numeracy

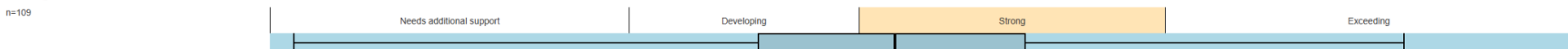


NAPLAN 2025 - preliminary results

Home School Item Report Class Summary Report Class Test Report Student Reports

Year Level: 9 Class Groups: All

Reading



Grammar and Punctuation



Spelling





Numeracy







Appendix 3:



	<p>BOODJA (EARTH)</p> <p>#65AC33 (#125814 & #162416)</p>
	<p>Resting place symbols are often linked to campsite or trees, as they represent natural spots for shelter and sustenance on bush trails. They commonly appear in Aboriginal paintings that act as maps, vital for survival.</p>

	<p>KAAL (FIRE)</p> <p>#F14624 (#4B0C09 & #DB0E14)</p>
	<p>Parallel wavy lines in Aboriginal art represent fire or smoke, with meaning shown through colour or context. Aboriginal people used dry areas and conducted controlled ‘cool burns’ to manage the land and prevent wildfires.</p>

	<p>KEP (WATER)</p> <p>#034E8F (#87E1F6 & #0172B9)</p>
	<p>The symbol for connected waterholes combines concentric wavy lines. These sacred and social sites are linked by natural pathways and commonly appear in Aboriginal art, offering vital knowledge about water sources, often hidden in the landscape.</p>

	<p>MAR (WIND)</p> <p>#FFDE59 (#F8EC50 & #D4BE3F)</p>
	<p>The symbol for a cloud or wind is a series of curved lines, also used to represent sand hills or windbreaks. Originating from sand drawings, it captures multiple natural features through simple, layered shapes.</p>

Appendix 4:

Atwell College Independent Public School School Board Terms of Reference



LEGAL FRAMEWORK OF A SCHOOL BOARD

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

The Act provides for membership:

1. Mandated parent representation (except where the majority of students are 18 years of age or over);
2. 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);
3. Where the school has a Parents and Citizens' Association (P&C), the association may
 - a. nominate a representative to be considered for the parent or general community category of membership (subject to the conditions of the applicable membership category);
4. 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.

1. Students, parents and members of the community must make up the majority of a board's membership.
2. 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 Education.

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 [School Education Act 1999](#).

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 [School Education Act 1999](#).

Minister - Means the Minister responsible for administering the [School Education Act](#).

Parent - As defined in section 4 of the [School Education Act 1999](#) 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.

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 membership.

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 directions;
2. The planning of financial arrangements necessary to fund those objectives, priorities and directions;
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;
5. 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.
7. To note the schools funding agreement (with schedules).
8. 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
2. 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
6. Purchase property
7. Borrow money or obtain credit

MEMBERSHIP OF THE BOARD

The College Board will consist of up to twelve members:

Ex-Officio Positions; (No voting rights)

Principal
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;

- a. a parent or
- 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 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.

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.

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 elected 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.

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.

COMMITTEES OF THE BOARD

1. The Board is empowered to appoint such committees as it deems necessary.
2. Membership of committees is not confined to members of the Board but at least one Board member is required to serve on each Committee.
3. 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;
2. 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;
3. Chair and convene board meetings;
4. Ensure minutes of meetings are taken and reviewed;
5. 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;
10. Ensure the board stays focused on supporting the school to achieve the best outcomes for students;
11. Prepare and present an annual report to members and the school community at annual public meetings;
12. 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;
6. 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.

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
2. 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;
3. 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
5. submit proposed major revisions to the budget, which have an impact on the original programs and priorities, to the board for noting;
6. 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);
9. Assist in identifying appropriate general community representatives to be placed on the list of nominees;
10. Provide the board with support services;
11. 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;
2. 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;
3. 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;
4. Keep and maintain in an up to date condition a register of the members of the board and their postal and residential addresses;
5. 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;
6. Keep and maintain the terms of reference (if applicable), and have copies of the terms of reference available to all members;

7. Ensure every member has access to inspect the records and documents of the board;
8. 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

1. **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.
3. **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;

1. 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
2. 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 tenure, chair position and ratify the Terms of Reference.

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

CONTENTS

1	Name of Council.....	2
2	Definitions	2
3	Purpose of Council.....	3
4	Functions of the Council.....	3
5	Limits of Functions	4
6	Qualifications for membership of Council	5
7	Roles of Office Bearers	8
8	Elections and appointment of members	8
9	Council meetings and proceedings.....	11
10	Quorum at Council meetings	13
11	Motions at Council meetings	14
12	Resolutions at Council meetings	14
13	Closing an ordinary Council meeting to the public.....	15
14	Disputes and Mediation.....	16
15	Cessation or termination of membership of the Council.....	17

**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 alternative 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 *School Education Act 1999* or the *School Education Regulations 2000* 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 <https://www.education.wa.edu.au/school-councils-boards>

1 Name of Council

The name of the Council is _____

_____ 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” 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.

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.

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

- 4.1 The Council has the following functions:
To take part in:
- a) 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)**);²
 - 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)**)³⁴.
- 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)**);

² 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.

³ 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.

⁴ 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*.

⁵ The Department of Education's School Compliance Program confirms there is a record of the council having provided approval in meeting minutes.

- c) 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)**).⁶

- 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)**).

- 4.5 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
 - b) 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)**);
 - 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**);

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.

⁶ The principal uses the Department's [Document for Incoming Sponsorship to a Public School](#) and enters into an agreement with a sponsor.

5.2 The Council is not permitted to borrow money, or obtain credit.⁷

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:

- parents of students at the school (SEA s.127(1)(a));
- members of the general community (SEA s.127(1)(b));
- staff of the school (SEA s.127(1)(c));
- the principal is automatically a member of the Council (SEA s.127(2)); and
- (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 – delete if not relevant)

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

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

6.2 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));
- having regard to the functions of the Council and any changes in those functions (SER r.107(1)(a)(ii)); and

⁷ Department of Education's [Councils and Boards in Public Schools policy and procedures](#) Section 2.

6.5 The composition of the council will be:

- (insert a number) members of the general community;
- (insert a number) staff of the school in addition to the principal;
- (insert a number) parents;
- 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
V. (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 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)).

7 Roles of Office Bearers

7.1

Chairperson

The role of the chairperson is to:

- a) work in partnership with the Principal;
- b) 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;
- j) 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)**);
- l) 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

Secretary⁸

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

- a) co-ordinate the correspondence of the Council;
- b) 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;
- c) 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;
- e) 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.

⁸ 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.

Guideline

It may be useful to add to the register of members' phone numbers and email 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.¹ 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.

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)**).

Guideline
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:
c) 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.

8.17

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).⁹

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.¹⁰

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)**).
- b) 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)**).

⁹ [Criminal History Screening for Department of Education Sites policy and procedures](#) and [Councils and Boards in Public Schools policy and procedures](#)

¹⁰ School Compliance Program, Financial Services, Department of Education

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**).
- b) will be held by determination of the Council (**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
 - ii. 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)**); and
- 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)**).

9.9

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 ___(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.

- 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 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
 - b) 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 Council)_* 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 Council 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.

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

12.5 Voting on issues will be recorded in the minute book.

12.6 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)).

Guideline

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

13.1 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)).

13.3 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));
c) 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:
 - i. 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
 - 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 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

14.1 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.

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 Council;
 - ii. in the case of a dispute between a member or relevant non-member 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.

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
- c) 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 <https://www.education.wa.edu.au/school-councils-boards>

Appendix 5:

Bullying Prevention Policy

Purpose

To ensure the provision of a safe and respectful learning environment for Atwell College students, where bullying is not accepted, and clearly explain the school's response if bullying does occur. The Atwell College school community believes that a safe and respectful school community, where students have the opportunity to learn to their potential, is founded on positive relationships.

Our Values

At Atwell College, we:

Show Respect

- promote a zero-tolerance approach to bullying.
- treat others with kindness and care.

Strive to Achieve

- believe all students can actively engage positively in peer relationships.
- are committed to building awareness in our students and the wider school community about bullying and the signs and evidence of bullying.

Be Responsible

- empower victims and bystanders to speak up and report bullying behaviour.
- are responsible for providing clear processes for reporting and responding to incidents of bullying.

Definitions

Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. For bullying to occur there must be a relationship or ongoing contact between the people involved.

Conflict is arguments or fights between equals whether in person or online. Conflict may include someone engaging in a disrespectful or aggressive way on a single occasion.

Roles and Responsibilities

All members of the school community contribute to the prevention of bullying.

Student responsibilities:

- behave appropriately, respecting individual differences and diversity
- behave as responsible digital citizens – this means interacting with others online in a positive and respectful manner, and ensuring that comments, images, videos and other material shared online respects the privacy and reputation of all
- have a clear understanding of the different forms of bullying. i.e. psychological, cyber and physical
- follow the school Bullying Prevention - Student Pathway flowchart. This includes being aware of the consequences associated with bullying
- behave as responsible bystanders and be upstanders. Bystanders becoming upstanders are the most powerful participants in bullying incidents. It is imperative that bystanders make it clear to the bully that his/her behaviour is unacceptable, support the target of bullying, and
- report incidents of bullying according to the school Bullying Prevention – Student Pathway flowchart.

Staff responsibilities:

- respect and support students
- model and promote appropriate behaviour
- support students to become resilient
- have knowledge of school and departmental policies relating to bullying behaviour
- communicate the school policy and Bullying Prevention – Student Pathway flowchart to students, including definitions and repercussions of bullying
- respond in a timely manner to incidents of bullying according to the school's Bullying Prevention – Student Pathway flowchart.
- ensure open lines of communication between home and school to respond to bullying situations if they arise
- provide curriculum and pedagogy that supports students to develop an understanding of bullying and its impact on individuals and the broader community, including digital safety.

Parent and Caregiver responsibilities:

- support their children to become responsible citizens and to develop responsible online behaviour
- be aware of the school Bullying prevention -Student Pathway and how to access the E-Safety Commissioner to assist their children in understanding bullying behaviour
- support their children in developing positive responses to incidents of bullying
- support their children to become resilient and confident to report bullying and overcome challenges they face
- report incidents of school-related bullying behaviour to the school
- work collaboratively with the school to resolve incidents of bullying when they occur

Prevention of Bullying

- Implementation of PBS system and initiatives
- Social and emotional learning programs
- Pastoral care programs for developing resilience and supporting mental health
- Targeted education through Health curriculum across all year groups
- Anti-bullying messages through school platforms, such as assemblies, year group CONNECT pages
- College values visible in all areas of the college
- Promotion of belonging and connectedness through House system
- Awareness days to celebrate inclusivity
- Duty teachers at break times
- Student Services accessible at break times and before school

Responding to Bullying

Student response

- Mobile phones should be off and away all day at school as per our college policy. Any online incidents of online bullying should be reported immediately to parents/caregivers. Families should report incidents to the E-Safety Commissioner.
- Classroom issues to be reported directly to the classroom teacher or Head of Learning Area for immediate intervention.
- Break time issues should be reported to the nearest duty teacher or students can complete a 'My Side' in the Administration building for the attention of Year Coordinators/Student Services Coordinators.
- It is imperative that students provide a written account of any incident for school records and to determine an appropriate intervention.

Staff response

- The classroom teacher will maintain a safe classroom environment, including following the college Behaviour Management processes to address all anti-social behaviour.
- Classroom teachers will raise Wellbeing Concerns at signs of distress, isolation or suspected incidents of bullying.
- Classroom teachers will not tolerate name calling, 'play fighting', or just 'joking around'.
- Classroom teachers will role model respectful behaviour and respectful relationships.

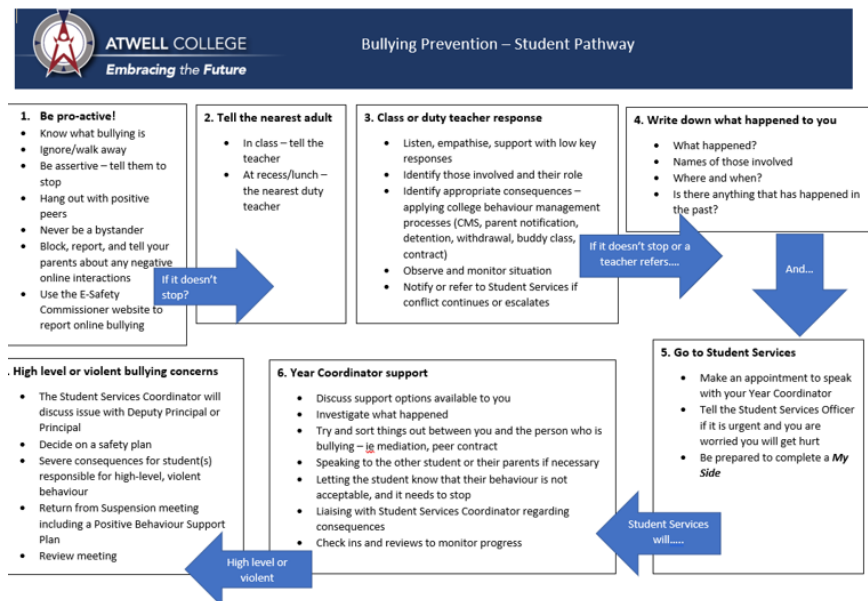
Parent/Caregiver response

- Assist their child to be assertive in their requests.
- Encourage child to socialise in positive peer groups.
- Oversee online interactions.
- Use the E-Safety Commissioner website for ongoing education and reporting of incidents.
- Encourage their child to document all incidents of concern and report to school staff.
- Access external support services to build resilience and support positive mental health.

Student Services response

- In the case of persistent or extreme bullying, the Student Services team will discuss support options available to students.
- Investigate reported incidents.
- Facilitate restorative conversations.
- Implement peer contracts.
- Create safety plans.
- Liaise with other parents if necessary.
- Referrals to internal and external support services.
- Implement severe consequences for high level, violent behaviour.
- Check in and review to monitor progress.

Bullying Prevention – Student Pathway Flowchart



- [Online safety | eSafety Commissioner](#)