1. Introduction
The Constitution of the School Board should be read in conjunction with the provisions of the Education Act 1999 and the School Education Regulation 2000. The regulatory framework shall take precedence, should an inconsistency or conflict occur between this constitution and said documents.

2. Name
The name of the Council is the Warriapendi Primary School Board.

3. Definitions
In this constitution;
- Act means School Education Act 1999
- Board means Council as defined in the Act
- Parent means a person who has guardianship of a student enrolled in the school
- School means Warriapendi Primary School
- Student means a student enrolled at Warriapendi Primary School

4. Purpose
The Warriapendi Primary School Board is formed with the purpose of enabling parents, staff and members of the wider community to engage in activities that will advance the effectiveness of the school and the interests of the students.

5. Function and Powers of the Board
The functions and powers of the Board are:
(i) Take part in reviewing the school’s objectives, priorities and general policy direction, with particular attention to the ratification of the School Business Plan,
(ii) Take part in evaluating the extent to which the objectives, priorities and policies described in the School Business Plan are achieved,
(iii) Take part in planning the financial arrangements to fund the priorities and objectives including:
- reviewing the School Budget including school staffing allocation, salary pool, contingencies and other financial authorities (i.e. utilities/teacher relief/faults etc.),
- reviewing regular financial updates,
- reviewing School Audit Reports,
(iv) Promote the school in the community,
(v) Take part in formulating the School Code of Conduct for students,
(vi) Take part in consultation with parents and teachers, re the formulation of the School Dress Code,
(vii) Take part in discussions related to religious instruction,
(viii) Approve the school’s Contributions and Charges Schedule, including cost optional components of the education program, two months prior to the conclusion of the school year,
(ix) Approve the Principal’s determination regarding booklists,
(x) Approve sponsorship and advertising arrangements under $10,000.00,
(xi) Develop, as needed, and ratify statements of School policy,
(xii) Develop, distribute and respond to the Parent Survey,
(xiii) Assist with the selection of a Principal, should a vacancy arise,
(xiv) Make a decision that the chair or a representative of the board can make public statements on behalf of the Board.

6. Membership
The category of membership and process of election to the Board are:
(i) The Board will have four (4) parent representatives elected from the parent body for a period of three years. Parents will self-nominate to the Board with elections held when required.
Elections/Nominations will be called for two members every three years to assist with continuity. Nominations will be called for through an Expression of Interest. (See Appendix One)

(ii) The Board will have three staff representatives elected for a period of three years. Representatives should, as much as possible, include a broad representation. Nominations will be called for through an Expression of Interest.

(iii) The Board will seek to have a minimum of two community representatives.

(iv) Members of the wider community will be invited to serve on the Board for a period of three years. The Principal and Board Chair will identify suitable candidates and manage the invitation process.

(v) The School Principal is a member of the Board.

7. Meetings and Proceedings of the Board

(i) The Board will determine the frequency of meetings by vote of the Board with a minimum requirement of one meeting per term.

(ii) A quorum shall consist of five members and the Principal.

(iii) The Chairperson of the Board will be elected by vote of the Board for a term of one calendar year.

(iv) Minutes at Board Meetings will be managed by an ex-officio secretary.

(v) The Principal will convene meetings in consultation with the Board chair, providing a minimum of fourteen (14) days' notice.

(vi) Minutes of meetings, the agenda and relevant documentation will be provided at least seven (7) days prior to the meeting. Items for the agenda must be communicated to the Principal ten (10) working days prior to the meeting.

(vii) The Board will determine decisions by a vote of the numbers.

(viii) In lieu of a meeting, any Board member may submit a proposed resolution for the vote by notice. Notices must be communicated in writing and may include email. The proposed resolution and any associated documents must be forwarded to all Board members who will be asked to respond within 72 hours. Any Board member may request the Board meet to discuss the proposed resolution and the Board Chair will comply with any such request. If a meeting is not called and following the closure of the 72 hours, the Board Chair will tabulate the responses, with any Board member who has not voted, deemed to have voted against the motion. Any such resolution should be ratified at the following Board Meeting.

(ix) The Board may appoint committees composed of staff, parents, community members and appropriate experts to address its business. A member of the Board will be required to serve on each committee. Any committee will have written terms of reference, a specific timeline for task completion and will provide the Board with relevant reports and recommendations.

(x) The Board shall have the power to co-opt parents, staff, community members and appropriate experts to the Board to assist with specific tasks to be achieved in a specific timeline.

(xi) Board members are expected to comply with the Code of Conduct for the School Board.

8. Allocated Duties

The Board allocates the following duties:

- The Principal will co-ordinate the correspondence of the Board in consultation with the Board Chair.
- The Principal will ensure that full and correct minutes of meetings are kept and communicated to the wider community.
- The Principal shall have custody of all documents, records and registers of the Board.
- The Principal and Chair will support the induction of Board members including addressing the Code of Conduct (Appendix 2) and Conflict of Interest.
- The Principal and Board Chair will manage the publication of a quarterly newsletter from the Board to the wider community.

9. Reviews

The Board will review annually:

(i) School Board Constitution
(ii) Code of Conduct
(iii) School Board Effectiveness (Survey - Appendix 3)