

BUTLER PRIMARY SCHOOL BOARD NOMINATION FORM

Are you interested in contributing to the governance of Butler Primary School as a parent representative on the School Board? It is anticipated that a minimum of three Parent Representative School Board vacancies will exist from the beginning of 2019. Retiring members are welcome to re-nominate for these positions if they wish. You will need to be a parent at Butler Primary School in 2018/19 to be eligible. Should there be more nominations than vacant positions all parents will be offered the opportunity to vote. Candidates are asked to provide a one page 'Expression of Interest' which should address the criteria/questions located on the attached 'Appendix 1' as well as a recent photograph.

Members of the Board may hold office for a term not exceeding three years. New members will receive an induction and board training in Term 1, 2019. If you are interested, email or supply in writing, using the attached form and your 'Expression of Interest' to Julie Woodhouse, julie.woodhouse@education.wa.edu.au by **3:00pm, Wednesday 14th of November**.

You can nominate for a 2 year or 3 year tenure.

The Responsibilities of a School Board

The BPS School Board:

- ✓ works within the Department of Education's relevant legislation and regulations;
- ✓ endorses and reviews the annual budget;
- ✓ assists with the formulation of Codes of Conduct;
- ✓ reviews the school's performance;
- ✓ reviews from time to time the school's objectives, priorities and general policy direction;
- ✓ creates interest in the school within and across the community;
- ✓ approves fees, charges, contributions and items of personal use, extra cost optional component programs;
- ✓ approves arrangements for sponsorship or advertising;
- ✓ liaises with other committees within the school;
- ✓ holds one open meeting each year to report to the school community; and
- ✓ provides advice to the Principal on religious education and related activities.

The BPS School Board does not:

- * Run the day to day operations of the school – this is the job of the Principal;
- * Discuss individual issues relating to teachers, staff or parents;
- * Represent specific interest groups, or permit special interests to dominate meetings;
- * Intervene in the educational instruction of students;
- * Intervene in the management or operation of school finances;
- * Exercise authority over the Principal or any other staff member employed at the school.



I wish to nominate myself as candidate for the parent election to the Butler School Board.

Nominee Details	
Name of Nominee (in Full):	
Address:	
Email:	
Occupation:	
Contact Telephone Number:	
Parent/Guardian of:	

Declaration of candidate

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

Signature of candidate	Date: / /
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Please indicate your tenure (please circle): 1 Year 2 Years 3 Years

Please return via email or to the office (attention Julie Woodhouse) by Wednesday 14th November 3:00pm.

Appendix 1 – Expression of Interest



(Please note you do not have to use this formatting. Please type your responses if you wish)

1. Why are you interested in joining the Board of Butler Primary School (BPS)?

2. Do you have any past/current Board/Committee experience or qualifications that would benefit BPS?

3. What specific areas do you feel you can/would like to contribute to?

4. What issues do you feel are important in the Education Sector, more broadly, and for BPS, more specifically?

5. What goal(s) would you like to personally achieve by being a member of the BPS Board?

Professionally, do you have any experience in the following areas (please tick):

- ☐ Strategy/ Strategic Planning
- ☐ Finance/ Accounting
- ☐ Education
- ☐ Disability/ Mental Health
- ☐ Marketing/ PR/ Sponsorship
- ☐ IT
- ☐ Governance (Policy and Procedures)
- ☐ Legal

Any other additional comments?
