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## COLLEGE BOARD OVERVIEW MEMBERSHIP

Outlined below are the roles and responsibilities of College Board members.

### Term of Appointment

Appointment is made as per the Board Constitution and is initially for a period of three (3) years at which time members will be eligible for re-nomination for a further period of three (3) years. Board members may resign by notice in writing at any time and, under the Board Constitution, the appointment may cease in certain prescribed circumstances.

New Board members appointed from Term 2, 2017 are required to have a Criminal History Screening completed.

### Role of Member

Board members will be expected to participate as an active member of the School Board in:

- Where possible, attendance at all Board meetings, approximately 8 meetings per year.
- Attendance at Board events and functions where possible.

### Responsibilities of an IPS School Board

The College Board **does not** intervene in the day-to-day management of the school; intervene in individual issues relating to staff, teachers or parents; intervene in the educational instruction of students; or performance manage the Principal.

Rather, the College Board member brings their skill and experience to the school through:

- Contributing to the School Business Plan and Performance Agreement.
- Endorsing the Annual Budget.
- Endorsing the Annual Report
- Assisting with codes of conduct.
- Promoting the school in the wider community.
- Providing advice and acumen to the Principal.

### Remuneration & Expenses

There are no general remuneration and expenses attached to the position.

### Disclosure

To enable compliance with the College Board meeting procedure and access to confidential documents, members are required to advise the Board of any relevant or material personal interest or conflict in relation to the affairs or business of the School and/or College Board.

**Independent Advice**

With the approval of the Chair, members may seek independent professional advice on any matter connected with the discharge of their responsibilities as a Board member. Copies of this advice must be made available to, and for the benefit of, all Board members, unless the Chair otherwise agrees.

**School Policies**

As a member of the College Board, members are expected to act at all times in accordance with the Board's Terms of Reference and comply with the Board's policies and procedures that relate to the College Board members role, covering such areas as governance, policies and code of conduct.

**Confidentiality**

In the role as a member of the College Board, members will be in possession of confidential information about the School and its affairs. Members may only use that information in the proper performance of duties or as required by law; members must not use it to gain advantage for themselves or others, or to the detriment of the School.

Kind regards

*Jane Wescott*

Jane Wescott  
Chair of the Board