

TERMS OF REFERENCE (CONSTITUTION) FOR NON-INCORPORATED COLLEGE BOARDS

NAME: The name of the Council is the **WA College of Agriculture Cunderdin Board. (WACA)**

DEFINITIONS

In these terms of reference:

- **“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*;
- **“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*;
- **“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 college register as a parent of a student;
- **“college”** means (WA College of Agriculture Cunderdin);
- **“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*; and
- **“student”** means student enrolled at the college.

PURPOSE

The WACA Board is formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of students and will enhance the education provided by the college. The College Board assists in setting strategic direction at the College and evaluates the College achievement in terms of this.

FUNCTIONS OF THE BOARD

- (a) The Board has the powers and duties:
- i) To make recommendations in the following:
 - establishing and reviewing from time to time, the college’s objectives, priorities and general policy directions;
 - the planning of financial arrangements necessary to fund those objectives, priorities and directions;
 - evaluating the college’s performance in achieving the stated objectives and appropriate financial planning and
 - formulating codes of conduct for students at the college.
 - ii) 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 college.
 - iii) To promote the college in the community.

- iv) To approve:
 - charges and contributions for the provision of certain materials, services and facilities under section 99(4) of the School Education Act;
 - extra cost optional components of educational programs under section 100(3) of the School Education Act;
 - items to be supplied by a student for use in an educational program under section 108(2) of the School Education Act; and
 - any agreements or arrangements for advertising or sponsorship in relation to the college under section 216(5) of the School Education Act.
- v) To provide advice to the principal of the college on:
 - a general policy concerning the use in college activities of prayers, songs and material based on religious, spiritual or moral values being used in a college activity as part of religious education; and
 - the implementation of special religious education under section 69(2) of the School Education Act.
- vi) 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 college principal or any other member of the teaching staff under section 129(2) of the School Education Act.

(b) The Board cannot:

- i) intervene in the control or management of the college;
- ii) intervene in the educational instruction of students;
- iii) exercise authority over teaching staff or other persons employed at the college; or
- iv) intervene in the management or operation of a college fund.

MEMBERSHIP OF THE BOARD

(a) The School Education Act provides for the following categories of membership:

- i) parents;
- ii) members of the general community;
- iii) staff of the college; and
- iv) students.

(b) The Board is to determine its composition

- i) taking into consideration members have the appropriate skills to meet the needs for the Board's activities;
- ii) having regard to the nature of the student population of the college and the social, cultural, lingual, economic or geographic factors that may be relevant to the college;
- iii) having regard to the functions of the Board and any changes in those functions; and
- iv) with a view to including members of the general community, and staff of the college, and allocating a membership position to a member of an association referred to in section 149 of the School Education Act.

- (c) Under the School Regulation 2000 Section 106 the number of members of the Board shall be at least five but not more than 15, but shall otherwise be determined by the Board. The WACA Board will have up to 15 members

The membership of the WA College of Agriculture Cunderdin Board will be made as follows:

- Board Chair (community representative) - a regionally recognised leader
- Principal.
- Business Manager
- One to two (2) other staff representative/s
- One to two (2) other community representatives
- Two to three (3) parents who have children in Year 11 (elected for a maximum of two years *with the option of agreeing to being co-opted for a third year.*)
- Two to three (3) parents who have children in Year 12 (elected for a maximum of two years from the previous year *with the option of agreeing to being co-opted for a third year.*)

• One (1) Farm Advisory representative (Chairperson or their representative)
Parents and community representatives must form the majority of College Board Members.

Student members (Head Boy and Head Girl, Student Council) may be co-opted to a meeting for input and feedback if this is relevant and requested by the Board.

- (d) The Chair of the Board to be nominated by the principal and endorsed by the Board..
- (e) The principal and business manager are automatically members of the Board and both have voting rights.
- (f) Parents and members of the community must form the majority of the members of the Board.
- (g) There must be at least one parent member of the Board. Nominations will be called for from parent body in term 1 each year to fill any vacancies that have arisen and elections will be held where the number of nominees is greater than the vacancies available. The parent body may nominate for a one or two year term.
- (h) Staff representative to fill vacancies will be elected by staff in Term 1. The elected staff member will be eligible to serve a two year term.
- (i) Farm Advisory representative will be the chair or nominated delegate from the Farm Advisory Committee.
- (j) The Board may co-opt members of the local community to be a member of the Board for such period, or in relation to such matters, as determined by the Board where that person's experience, skills or qualifications would enable him or her to make a contribution to the Board's functions.
- (k) The principal of the college will seek nominations from suitably qualified persons to fill vacancies occurring and where appropriate will conduct elections where the number of nominees is greater than the vacancies available.

APPOINTMENT AND ELECTION OF MEMBERS

- (a) Eligible to vote in the category of parent membership positions is each parent whose name and address has been provided to the college 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.
- (b) 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 college.
- (c) A person may not vote in respect of more than one category referred to in rules (a), (b), (above).
- (d) In the category of community membership positions, the principal, subject to in consultation and review, of the Board may appoint suitably qualified members of the community.
- (e) The Director General may, from time to time, specify standards or requirements in relation to the conduct of elections.
- (f) 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.
- (g) A member of the Board (other than the principal) shall hold office for a term not exceeding three years as determined by the Board and may be reappointed more than once.
- (h) 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 on the Board has become vacant.

CESSATION OR TERMINATION OF MEMBERSHIP

- (a) The office of a member of the Board becomes vacant if the member:
 - i) becomes ineligible to hold office as a member;
 - ii) resigns by written notice delivered to the Board; or
 - iii) is removed from office by the Director General or delegate.
- (b) 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.
- (c) The Board may remove a person as a member of the Board on the grounds that the person:
 - i) has neglected his or her duty as a member;
 - ii) has misbehaved or is incompetent;
 - iii) is suffering from mental or physical incapacity, other than temporary illness, impairing the performance of his or her function as a member; or
 - iv) has been absent, without leave or reasonable excuse, from three consecutive meetings of which the member has had notice.
- (d) 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.

- (e) 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

- (a) The Board will determine the number of meetings for each year.
- (b) 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.
- (c) Meetings of the Board are generally to be open to the public.
- (d) 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.
- (e) The Board may decide to close to members of the public a meeting or part of the meeting on the grounds set out in Regulation 116 unless the meeting is the annual public meeting or a special meeting called under regulation 118 of the School Education Regulations 2000.
- (f) 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:
- i) a matter affecting a person who is employed at the college;
 - ii) the personal affairs of any person;
 - iii) a contract entered into, or which may be entered into, by the college and which relates to a matter to be discussed at the meeting;
 - iv) legal advice obtained, or which may be obtained, by the Board and which relates to a matter to be discussed at the meeting;
 - v) a matter that, if disclosed, would reveal:
 - information that has a commercial value to a person and that is held by, or is about, a person other than the 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.
- (g) 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.
- (h) 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 college or at least half the number of families of students at the college, whichever is the lesser number of families.
- (i) The chair is not to convene a meeting if the purposes of the proposed meeting are not relevant to the Board's functions.
- (j) A meeting convened is to deal only with matters relevant to the purposes set out in the notice received by the chair.
- (k) Each Board member, including the chairperson, is entitled to one vote only.

- (l) A decision of the Board does not have effect unless it has been made by an absolute majority.
- (m) An absolute majority means a majority comprising enough of the members of the Board for their number to be more than 50 per cent of the number of offices regardless of attendance or vacant positions. (Currently at least 6 votes from the 11 members)
- (n) 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

- (a) In the event that the Board breaches the School Education Act, 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.
- (b) 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

- (a) The Board is empowered to appoint such committees as it deems necessary.
- (b) Membership of committees is not confined to members of the Board but at least one Board member is required to serve on each Committee.
- (c) 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.
- (d) In all cases a committee makes its recommendations to the Board.

DUTIES TO BE ALLOCATED

The Board is to allocate to the Business Manager the following duties:

- i) coordinate the correspondence of the Board;
- ii) ensure that full and correct minutes of the meetings and proceedings of the Board are kept; and
- iii) have custody of all books, documents, records and registers of the Board.

QUORUM

A quorum will be more than 50 per cent of the members of the Board but decisions must still be made with an absolute majority.

Reference: Department of Education. (2004) [School Councils Policy Document](#).

<http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/college-councils.?oid=au.edu.wa.det.cms.contenttypes.Policy-id-6319749>