



DUNCRAIG PRIMARY SCHOOL

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INDEPENDENT PUBLIC SCHOOL

Role of an Independent Public School Board chair

The Independent Public School Board chair has six main roles.

These are to:

1. act with the principal as the Board's spokesperson and official representative on public occasions;
2. chair Board meetings;
3. be a signatory to the Delivery and Performance Agreement including the Business Plan;
4. ensure the Board stays focused on improving student learning outcomes;
5. be a member of the selection panel for the principal if a vacancy arises; and
6. support the school in times of crises.

The School Board Chair may also participate as an ex officio member of all sub-committees established by the School Board. This means that, because of his/her official position, the School Board chair is a member of all committees.

Chairing meetings

The School Board chair needs to be able to effectively lead meetings.

This means:

- ensuring meetings are run efficiently and achieve their purpose;
- ensuring that meeting processes comply with the School Board's constitution or terms of reference;
- preparing the agenda and relevant papers with the principal;
- ensuring the minutes from the previous meeting are accurate and signing and dating those minutes;
- starting and finishing the meeting on time;
- notifying the Board of any apologies received;
- tabling all correspondence, in and out;
- ensuring all Board members have the opportunity to be heard; and
- facilitating the resolution of any conflict.

Who can be a chair?

The chair is elected by, and from, the Board's membership.