



**Joondalup
Primary School**
Independent Public School

Learning in Harmony

Joondalup Primary School Board Induction

Preface

Joondalup Primary School (JPS) is an Independent Public School managed by a Principal, two Associate Principals, Administration Staff, Grounds Staff and Teachers. The role of the Board is not to involve itself in the operational running of the school but to oversee the finances, school performance, student outcomes and general governance.

Key statistics of JPS

- Principal – Russell Hahn
- Associate Principals – Carol Perry, Tammy Hanrahan
- No. of Teachers: 33
- No. of Education Assistants: 12
- No. of Administration staff: 4
- No. of Students: 468
- School Established: 1991
- Annual Funding ~\$4.0m
- Student Demographic
 - Female: 251 Male: 217
 - Kindergarten: 79
 - Pre Primary: 54
 - Primary: 335
 - Aboriginality: 26
 - Disability: 44
 - English as Additional Language or Dialect (EAL/D): 67 students (12 students funded)
 - Social Disadvantage: 91

The board is comprised of the following:

- 6 teacher representatives
- 6 parent representatives
- 3 community representatives

Joondalup Primary School Board Biographies

Roles and expectations of Board members

The Board meets typically three times per term on Wednesday evenings in the Library. The commitment for all Board members is to attend all, or most of, all Board meetings. Most Board meetings commence at 7:00pm and end at 8:30pm. Several of the Board meetings will start at 6:00pm and end at 7:00pm to accommodate the Parent and Citizens (P&C) meeting, which follows some Board meetings.

Prior to meeting

Board members are expected to undertake the following, which will take approx. 1 hour per month:

- Apologies are to be notified to the Principal, the Chair or minute-taker (currently Natalie Farina)
- Read minutes and notify any errors or omissions, either before the next meeting or at the meeting
- Notify the Principal of any potential agenda items two weeks prior to the next Board meeting
- Read any pre-reading, email or postal correspondence, agenda and other documents as distributed by the Principal, Chair or minute-taker

During meeting

Board members are expected to:

- Contribute towards group tasks or complete any individual tasks that may be assigned from time to time
- Partake in any Board training, personal development, or as required (within reason)

- Actively participate
- Constructively challenge topics
- Ask questions

After meeting

- Read minutes and notify any errors or omissions to the minute-taker
- Seek clarification for any agenda item with the appropriate person
- Undertake assigned tasks, reading or training as required
- Ensure that you are aware of the date, time, and location of the next meeting

Useful links:

- [JPS website](#)
- [What is an IPS](#)
- [Business Plan \(2016-2018\)](#)
- [Annual Report \(2016\)](#)
- [JPS Acronyms see page 13 of Annual Report](#)
- [JPS Board Code of Conduct](#)
- [Summary of Finances](#)
- [Dos and Don'ts of a Board \(see section 4 of Terms of Reference\)](#)
- [Board Meeting Dates](#)
- [Typical Agenda](#)
- [Independent Review \(2016\)](#)
- [NAPLAN Results \(2016\)](#)
- [Term Dates](#)
- [Dept. of Education](#)
- [Dept. of Education – Our School](#)
- [Joondalup Learning Community](#)