



# STRUCTURES THAT SUPPORT AND ENHANCE SUBIACO PRIMARY SCHOOL 2018

Subiaco Primary is a dynamic learning community where members work collaboratively to assist children to reach their potential.

## BOARD

**BOARD MEMBERS**  
**Parent Representatives**  
 Zoe Schaffert (Chair), Kerry Warburton, Angela Snowball, Sue Stepatschuk

**Community representative**  
 Greg Lynch

**School representatives**  
 Melinda Harris, Annie Johnson, Carolyn Press

**The responsibilities of an IPS School Board are to:**

- Work within the Department of Education’s relevant legislation and regulations;
- Contribute to the school’s Delivery and Performance Agreement (DPA). This document summarises what the school wants to achieve in the future and how it plans to get there. The agreement is signed off by the Chair of the Board, the Principal and the Director General of Education;
- Monitor the progress of the school’s Business Plan;
- Endorse and review the annual budget;
- Assist with the formulation of Codes of Conduct;
- Participate in a review of the performance of the school;
- Provide advice to Principal on religious education and related activities.;
- Create interest, within and across the community, about the school;
- Assist with the selection of a principal when a vacancy arises;
- Approve fees, charges, contributions and items of personal use (booklists);
- Approve extra cost optional components of programs;
- Approve arrangements for sponsorship or advertising;
- Liaise with other committees within the school e.g. the P&C; and
- Hold one open meeting each year to report to the school community.

**Role of School Board members:**

- Parent members of School Boards bring their experience as parents at the school and the views and context of the wider school community to School Board meetings;
- Community members bring wider perspectives, particular skills and expertise to the School Board. They may have business, accounting, building, or other skills that the school is looking for at that time; and
- Department of Education employees bring their educational expertise to School Board meetings.

**The School Board does not:**

- Manage the day to day running of the school;
- Discuss individual issues relating to teachers, staff or parents – these are the responsibility of the principal;
- Represent specific interest groups, or permit special interests to dominate the agenda of the Board;
- Intervene in the educational instruction of students; and
- Performance manage the principal or any other staff member.

## SCHOOL

**SCHOOL ADMINISTRATION**  
**Principal**  
 Carolyn Press

**Assistant Principals**  
 Yvonne Dennis, Melinda Harris, Deb Hands

**Registrars**  
 Allison Swan, Di Green

**The Principal is responsible for:**

- the educational leadership, operation and management of the school;
- delivering education programs that meet the needs of students and are in accordance with requirements of the *Curriculum Council Act 1997*;
- ensuring the safety and welfare of students on school premises, and away from the school premises but on school activities, so far as can be done reasonably;
- is accountable for ensuring appropriate standards of academic and non-academic achievement;
- is accountable for ensuring that there is an effective Business Plan that outlines the long term strategic planning required to achieve the student achievement improvement targets;
- articulating how the financial and human resources will be used to deliver the education program;
- developing a workforce plan encompassing future needs; and
- compliance with all legislation.

**Portfolios**  
 Responsible for the educational leadership, management and operation of:

K/PP	Carolyn Press
Year 1-3	Yvonne Dennis & Melinda Harris
Year 4-6	Deb Hands

**Additional Portfolios**  
 Students at Educational Risk & Learning Support - Yvonne Denniss  
 Information, Communications & Technology - Melinda Harris  
 Organisation & Management of Day to Day Operations - Deb Hands  
 Financial Management - Allison Swan  
 Human Resource Management - Di Green

Staff at Subiaco Primary School  
 Administration  
 Teachers  
 Education Assistants—Mainstream & Special Needs  
 Librarian  
 School Psychologist  
 Chaplain  
 ICT Support  
 Cleaners & Gardeners

## P&C

**P&C REPRESENTATIVES & COMMITTEE LEADS**  
**President**  
 Jodi Mansfield

**Vice President**  
 Christian Sprogoe

**Secretary**  
 Kerry Warburton

**Treasurer**  
 Lois Martin

**Class Liaison**  
 Phoebe Robinson & Lisa Barneveld (IT)

**Events**  
 Federica Battaglia

**Uniform**  
 Lisa Barneveld

**Building Fund**  
 Jason Battaglia & Jeremy Abbott

**Pool**  
 Jodi Mansfield & Federica Battaglia

**Healthy Hub**  
 Mel Gilchrist & Kristen Carter

**The objectives of a P&C association are to promote the interests of the school through:**

- cooperation between parents, teachers, students and members of the general community;
- assisting in the provision of resources, facilities and amenities for the school or schools; and
- the fostering of community interest in educational matters.

The P&C gives parents an opportunity to learn about the school’s policies and programs; organising ways in which parents can share in shaping and developing school policies; bring parents together to share information and views; and assists the school in building positive attitudes to students.

