



# STRUCTURES THAT SUPPORT AND ENHANCE SUBIACO PRIMARY SCHOOL 2021

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), Kah Yee Loh, Louis Martin, Emma Thunder  
**Community Representative**  
 Greg Lynch  
**School Representatives**  
 Chris Shorter, Ashley Snedeker, 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.

**Contact the School Board for:**

- Feedback on Agenda items.
- Questions regarding governance role.

## SCHOOL

**SCHOOL ADMINISTRATION**  
**Principal**  
 Carolyn Press  
**Assistant Principals**  
 Yvonne Dennis, Deb Hands, Peter Hayward  
**Manager Corporate Services**  
 Natasha Harlond, 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 *Education Act 1999*;
- 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 & Peter Hayward
Year 4-6	Deb Hands

**Additional Portfolios**  
 Students at Educational Risk & Learning Support - Yvonne Dennis  
 Information, Communications & Technology - Peter Hayward  
 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
Librarian	Education Assistants—Mainstream & Special Needs
School Psychologist	Chaplain
ICT Support	Cleaners & Gardeners

**Contact the Teacher for:**

- Academic program, behaviour, homework, assessment, attendance, social and emotional wellbeing.

**Contact the Principal/Assistant Principals for:**

- School policy and practice, queries and concerns about other aspects of school life.

**Contact the Office for:**

- General, financial, enrolment, absence, change of address, visa, medical, emergency contacts, legal, custody.

## P&C

**P&C REPRESENTATIVES & COMMITTEE LEADS**  
**President**  
 Tim Braslin  
**Vice President & WACSSO Representative**  
 Maryiam Dawkins  
**Secretary**  
 Katherine Vines  
**Treasurer**  
 Kate James  
**Class Liaison**  
 Kezia George  
**Fundraising & Events**  
 Narissa Perks  
**Uniform**  
 Shan Carberry  
**Building Fund**  
 Neil Canby  
**Pool**  
 Caroline Bell  
**Healthy Hub**  
 Lesley Stedman

**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 bring parents together to share information and views; and assists the school in building positive attitudes to students.

**Contact the P&C for:**

- Information regarding sub committees, events and fundraising.

**Contact the CLPs for:**

- Information regarding social events and welcoming new families.

# Collaboration, Connection, Community - Hand in Hand



**An integrated system of decision-making that has student success and school effectiveness at its core**

School governance is one tree with many branches. Each and every part plays a unique role in ensuring a diverse and thriving governance ecosystem. All branches of governance help create the conditions for student success.