

STRUCTURES SUPPORTING STRATEGIC INTENTION

Hillarys Primary School is a dynamic and connected learning community where members work collaboratively to assist students to become successful.

BOARD

SCHOOL

P & C

BOARD MEMBERS

- Principal - Trevor Mitchell
- Parent / Community Representatives – Prachi Aggarwal, Kasey Chittick, Jackie Lock, Dannon Bunting
- Staff Representatives – Linda Scott, Samantha Horne, Kristie Pring, Marisha Kemp

School Board Responsibilities:

- Work within the Department of Education's relevant legislation and regulations
- Contribute to achieving the Statement of Expectation
- Monitor the progress of the school strategic Plan
- Review the annual budget
- Assist with the formulation of Codes of Conduct
- Participate in the 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 for personal use
- Approve extra cost optional components of the program
- Approve arrangements for sponsorship or advertising
- Liaise with other committees within the school e.g.: P&C;
- Hold one open meeting each year

School Board Member Role:

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

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; or
- Performance manage the principal or any other staff member.

Contact the School Board for:

- Feedback on the Agenda Items / Questions regarding governance role.

School Website www.hillarysps.wa.edu.au / email – hillarys.ps@education.wa.edu.au

SCHOOL ADMINISTRATION

- Principal: Trevor Mitchell
- Associate Principal: Jennifer Baynham
Kristie Pring, Denise Dewing
- Manager Corporate Services: Janene Heron
- School Officers: Tracy Nolan, Marisha Kemp

The principal is responsible for:

- Ensuring the educational leadership, operation and management of the school
- Leading the school for delivering educational programs that meet the needs of the students and are in accordance with the Education Act 1999
- Ensuring the safety and welfare of the students on school premises, and away from the school premises but on school activities, so far as can be done reasonably
- Ensuring appropriate standards of academic and non-academic achievement
- Ensuring there is an effective School 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
- Complying with all regulations

Staff Portfolios - Responsible for the educational leadership, management and school operations for:

K-Year 2: Jennifer Baynham/Denise Dewing

Year 3-6: Kristie Pring

Additional Portfolios

Financial Management: Janene Heron

Human Resource Management: Jennifer Baynham/Janene Heron

ICT: Kristie Pring

Students at Educational Risk/Pastoral Care: Jennifer Baynham, Denise Dewing

COMMUNICATIONS - Contact the Teacher for:

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

Contact the Principal/Associate 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 REPRESENTATIVES

- President: Megan Phillipson
- Vice President: Michelle Minchen
- Secretary: Trevor Mitchell
- Treasurer: Janine Lindsay
- Executive Members: Laura Hunter, Amy Brown, Nicola Hoey, Soraya Hearn, Kate Peall, Natalie Panevski

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 the provision of resources, facilities and amenities for the school or schools; and
- The fostering of community interest in educational matters

The P&C:

- Brings parents together to share information and views
- Assists the school in building positive attitudes and achieving the school's strategic intent
- Coordinates and manages the school canteen
- Supports school programs and school events

Contact the P & C for:

- Information regarding sub committees, events and fundraising.
- Information regarding P&C organised social events.

Email: hillarys.pandc@gmail.com

EVERY STUDENT

EVERY CLASSROOM



EVERY DAY