



Hedland Senior High School **SCHOOL BOARD**

Terms of Reference

Edition Date: August 2016

Proud to be an Independent Public School

**HEDLAND SENIOR HIGH SCHOOL BOARD – TERMS OF REFERENCE – 18 November
2016**

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HEDLAND SENIOR HIGH SCHOOL BOARD – TERMS OF REFERENCE - 18 November 2016

1. INTRODUCTION

This Terms of Reference sets out the process, functioning, structure and management of the Hedland Senior High School Board.

Members of the Board will follow and abide by all requirements as described in this document.

2. REGULATION

There are two main sources of regulation of the Hedland Senior High School Board, these being:

- The School Education Act 1999 (WA) (“the Act”).
- The School Education Regulations 2000 (WA) (“the Regulations”).

Note: The Education Act and Regulations refer to “School Councils”, rather than “School Boards”. The establishment of Independent Public Schools by the Department of Education and the Minister for Education, allows for the use of the term “School Boards” by Independent Public Schools only. The requirements of School Councils described in the Education Act and Regulations are directly applicable to School Council.

All references in this Terms of Reference will refer to School Board, rather than School Council.

3. COMPOSITION

3.1 Relevant Requirements of the Education Act and Regulations

3.1.1 The school must have a School Board: section 125 of the Act.

3.1.2 The Board must come from:

- (a) parents of students at the school;
- (b) other members of the general community;
- (c) the teacher / staff of the school; and
- (d) the principal of the school:

Section 127(1) and (2) of the Act

3.1.3 The majority of members must be from (a) and (b): Section 127(1) and (4).

3.1.4 The Board must have between 5 and 15 inclusive members: Regulation 106(1)(a) of the Regulations.

3.1.5 The Board for a school is to determine its composition —

- (a) having regard to —
 - (i) the nature of the student population of the school and the social, cultural, lingual, economic or geographic factors that may be relevant to the school; and
 - (ii) the functions of the Board and any changes in those functions; and
- (b) with a view to —
 - (i) including members of the general community;
 - (ii) including members of the staff of the school in addition to the principal;

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- (iii) including student members to whom regulation 105 applies; and
- (iv) allocating a membership position to a member of an association referred to in section 149 in relation to the school or a group of schools to which the school belongs:

Regulation 107(1).

- 3.1.6 If the school has a Parents & Citizens' Association the association is entitled to nominate one of its members to be a member of the Board for the school in the membership category referred to in (a) or (b), as is relevant to the nominee:

Regulation 107(3)

3.2 Hedland Senior High School Board Membership (To be updated annually)

- 3.2.1 Hedland Senior High School will operate with the full 15 members

- 3.2.2 In 2016 the School Board comprises:

Position on Board	Name	Phone Contact	Email Contact	Commence Term of Office	Cease Term of Office
Principal Hedland Senior High School	Kelly Summers	08 9172 8000 (W) 0428 972345 (M)	kelly.summers@education.wa.edu.au	2016	Ongoing
Ex officio Business Manager	Karen Ballantyne	08 9172 8000 (W)	Karen.Ballantyne@education.wa.edu.au	2011	Ongoing
Staff Representative	Dale Sullivan Deputy Chairperson	08 9172 8000 (W)	dale.sullivan@education.wa.edu.au	2016	2017
Staff Representative	Sarah Mulhare	08 9172 8000 (W)	sarah.mulhare@education.wa.edu.au	2016	2017
P & C Representative	Gry Powers	0426 829 982 (M)	Gryski1478@hotmail.com	2016	2016
Parent Representative	Patrik Mellberg Chairperson	0439 943 597 (M) 08 9173 6524 (W) 08 9173 4260 (H)	Patrik.Mellberg@bhpbilliton.com	2016	2018
Parent Representative	Ngairé Whyte	0418 918272 (M)	ngairewhyte@gmail.com	2016	2018
Community Representative FGM	Lincoln Tavo	0400 191 950 (M) 08 9158 5252 (W)	LTavo@fmgl.com.au	2013	2015
Community Representative BHP	Adrian Brahim	0418 938 376 (M) 08 9174 9518 (W)	Adrian.Brahim@bhpbilliton.com	2016	2018
Community Representative Roy Hill	Jeanette Hasleby	0409 884 082 (M)	jeanette.hasleby@royhill.com.au	2016	2018
Community Representative Hedland Network Principal	Yvonne Denham	08 9172 2495 (W) 0407 470 565 (M)	Yvonne.denham@education.wa.edu.au	2014	2016
Community Representative TOPH	Kelly Howlett	08 9158 9311 (W) 0439 941 431 (M)	MayorKellyHowlett@porthedland.wa.gov.au	2016	2018
Community Representative Sth Hedland Police Youth Crime Intervention Officer	Diane Flint	08 91602100 (W)	Diana.flint@police.wa.gov.au	2016	2018
Community Representative PHCCI	Michelle Scott	08 91731 737 (W) 0488 966 420 (M)	michelle@phcci.com.au	2016	2018
Community Representative Pilbara	Trish Barron	0427 380276 (M)	Trish.barron@pdc.wa.gov.au	2016	2018

Development Commission					
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4. SELECTION

4.1 Relevant Requirements of the Education Act and Regulations

- 4.1.1 If a vacancy of any kind exists in the membership of a Board for a school the principal of the school is to invite nominations from suitably qualified persons to fill the vacancy:

Regulation 108(1).

- 4.1.2 If the number of nominations exceeds the number of vacancies —

- (a) for the membership category referred to in (a), the principal is to conduct an election among:

(i) the parents whose names and addresses have been provided to the school under section 16(1)(b)(ii)(I); and

(ii) those persons responsible for a student for which neither parent's name and address has been so provided in relation to a particular student.

Regulations 108(2)(a) and 109(1);

- (b) For the membership category referred to in section (b), the Board may appoint suitably qualified persons from the list of nominees.

Regulation 108(2)(b);

- (c) For the membership category referred to in (c), the principal is to conduct an election among are each person to whom section 235(1) applies (ie staff) and whose usual place of work is at the school.

Regulation 109(1) and (3).

- (d) The chief executive officer may, from time to time, specify standards or requirements in relation to the conduct of elections under *Regulation 108(2): Regulation 108(3).*

- (e) The chief executive officer may inquire into any matter affecting an election or appointment under sub regulation (2) and if any irregularity has occurred in relation to the election or appointment the chief executive officer may:

(a) declare the results of an election or appointment to be invalid; or

(b) order an election or appointment or a new election or appointment to be conducted:

Regulation 108(4)

- (f) Those eligible to vote in the category of parent membership positions is each parent whose name and address has been provided to the school under section 16(1)(b)(ii)(I) of the Act or, if neither parent's name and address has been so provided, each person who is responsible for the student.

- (g) Those eligible to vote in the category of staff membership positions is each person to whom section 235(1) of the Act applies and whose usual place of work is at the school.

4.2 Hedland Senior High School Board Selection - Specific Rules (in addition to the Act and Regulations)

- 4.2.1 Invitations for nomination of parent members must be sought in writing and addressed to all parents of children attending the school.

- 4.2.2 The Board may co-opt a member of the local community to be a member of the Board for such period, or in relation to such matters, as determined by the Board where that person's experience, skills or qualifications would enable him or her to make a contribution to the Board's functions. Invitations for nomination of community members must be sought in writing and advertised using appropriate mediums that will effectively communicate to a broad range of community members.
- 4.2.3 Invitations for nomination for staff members must be sought in such manner as the Principal considers appropriate, provided that the same method is used for all members of the staff.
- 4.2.4 Invitations for nominations for staff members, parent members and community members must be sought in September of each year.
- 4.2.5 People wishing to nominate must do so within Twenty One (21) days of nominations being sought, using the appropriate nomination form.
- 4.2.6 Where the number of nominees is greater than the vacancies available for that category of member (i.e. parent/community members or staff member) the Principal must conduct elections to fill the vacancies for that category of member.
- 4.2.7 Where a vote is to be conducted each nominee may put forward submissions in favour of his or her nomination, which the Principal must distribute to those entitled to vote for the category for which he or she has nominated, provided that those submissions do not exceed 500 words, together with notice of the election.
- 4.2.8 Those eligible to vote in the category of parent membership positions is each parent whose name and address has been provided to the school, if neither parent's name and address has been so provided, each person who is responsible for the student.
- 4.2.9 Those eligible to vote in the category of staff membership positions is each person to whom their usual place of work is at the school.
- 4.2.10 Voting must be conducted within fourteen (14) days of the closing of nominations.
- 4.2.11 A person may not vote in respect of more than one category.

5. FUNCTIONS

5.1. The functions of the unincorporated School Board are:

- (a) To take part in —
- (i) establishing, and reviewing from time to time, the school's objectives, priorities and general policy directions;
 - (ii) the planning of financial arrangements necessary to fund those objectives, priorities and directions;
 - (iii) evaluating the school's performance in achieving them; and
 - (iv) formulating codes of conduct for students at the school.

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- (b) To promote the school in the community.
- (c) To determine, in consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school.
- (d) To consult with the Principal on:
 - (i) any general policy concerning the use in school activities of prayers, songs and materials based on religious, spiritual or moral values:
sections 68(2)(b) and 70(a);
 - (ii) the implementation of special religious education.
sections 69(2) and 70(b).
- (e) To approve:
 - (i) any charge or contribution
sections 99(3) and (4);
 - (ii) the costs to be paid for participation in an extra cost optional component of the school's educational programme.
sections 100(1) and (3);
 - (iii) the items that are to be supplied to a student for the student's personal use in the school's educational programme.
sections 108(1) and (2);
 - (iii) any agreement or arrangement for advertising or sponsorship entered into by the principal: *sections 216(5) and (6).*

section 128.

5.2 If the Board becomes incorporated it may:

- (a) obtain funds for the benefit of the school;
- (b) employ persons (other than staff);
- (c) manage and operate facilities at the school, such as a canteen, a swimming pool, residential accommodation for students, a school farm or horticultural centre:

Section 130 and Regulation 113.

6. TERM OF OFFICE

6.1 Relevant Requirements of the Education Act and Regulations

- 6.1.1 A member of the Board for a school holds office for a term, not exceeding 3 years, as determined by the Board.

Regulation 110(1)(a).

- 6.1.2 A member may be reappointed once or more than once.

Regulation 110(1)(b).

- 6.1.3 A member of a Board for a school who is elected or appointed to fill a casual vacancy holds office for the residual period of the predecessor's term of office.

Regulation 110(2) and Rule 7.3.

- 6.1.4 The office of a member of the Board becomes vacant if the member:

- (a) becomes ineligible to hold office as a member;
- (b) resigns the office by written notice delivered to the Board; or
- (c) is removed from office by the chief executive officer on the grounds that the continuation of the person as a member would be detrimental to the interests of the Board:

Regulation 111(1).

- 6.1.5 The Board may remove a person as a member of the Board on the grounds that the person —

- (a) has neglected the person's duty as a member;
- (b) has misbehaved or is incompetent;
- (c) is suffering from mental or physical incapacity, other than temporary illness, impairing the performance of the person's functions as a member; or
- (d) has been absent, without leave or reasonable excuse, from 3 consecutive meetings of which the member has had notice:

Regulation 111(3).

- 6.1.6 The Board must not remove a person as a member of the Board unless—

- (a) the person has been given a reasonable opportunity to show that he or she should not be removed as a member; and
- (b) the decision is made by a resolution of a majority comprising enough of the members for the time being of the Board for their number to be at least 2/3 of the number of offices (whether vacant or not) of members of the Board:

Regulation 111(4).

- 6.1.7 The Board may appoint a member of the local community having such experience, skills or qualifications as would enable the person to make a contribution to the Board's functions to be a co-opted member for such period, or in relation to such matters, as determined by the Board.

Regulation 112.

6.2 Hedland Senior High School Board - Terms of Office - Specific Rules (in addition to the Act and Regulations)

- 6.2.1 A parent member of the Board shall hold office for two years following the year in which he or she was nominated or was elected.
- 6.2.2 A staff member of the Board (other than the Principal) shall hold office for a term of one year following the year in which he or she was nominated or was elected.

7. CHAIRPERSON / DEPUTY CHAIRPERSON

- 7.1 The Chairperson and Deputy Chairperson of the Board are to be elected by and from its members at the first meeting held by the Board in each calendar year.
- 7.2 The Chairperson and Deputy Chairperson will hold that position until the conclusion of the first meeting held in the year following the year in which he or she was elected or at the expiration of his or her term of office, whichever is the earlier.
- 7.3 In the event of more than one nomination a secret ballot will be conducted.

8. GENERAL PROCEDURES

8.1. Relevant Requirements of the Education Act and Regulations

Subject to the provisions of the Act, a Board is to determine its own procedures: Section 136.

9. ORDINARY MEETINGS

9.1. Relevant Requirements of the Education Act and Regulations

- 9.1.1 The Chairperson is to convene Board meetings in accordance with the directions of the Board in relation to the venue and time of the meeting and giving notice of the meeting.

Regulation 115(2).

- 9.1.2 An ordinary or a special meeting of the Board is to be held if so decided by the Board.

Regulation 115(1).

9.2 Hedland Senior High School Board - Specific Rules for Conducting Ordinary Meetings (in addition to the Act and Regulations)

- 9.2.1 Subject to 6.3.1, meetings of the Board will be held at least once per School Term, on the Tuesday of each term during the school year.
- 9.2.2 If for legitimate reason a majority of the members of the Board have agreed in writing not to hold the meeting on the day on which the meeting otherwise would have been held in accordance with 6.3.1, then the meeting is to be held as soon as practicable after that day: Rule 8.2.
- 9.2.3 The Chairperson of the Board is to convene Board meetings by giving at least seven (7) days' written notice of the meeting.
- 9.2.4 At the same time as giving notice, the Chairperson must give to the members such information and documentation as may be required to enable the members to be fully informed on the matters to be addressed at the meeting.

10. SPECIAL MEETINGS

10.1. Relevant Requirements of the Education Act and Regulations

- 10.1.1 The Chairperson is to convene a special meeting of the Board if the meeting is called for in a notice to the chairperson setting out the purposes of the proposed meeting, that is provided by at least 20 families of students at the school or at least half the number of families of students at the school, whichever is the lesser number of families.

Regulation 118(1).

- 10.1.2 A meeting of the Board is generally to be open to members of the public but the Board may decide to close to members of the public a meeting or part of the meeting (unless the meeting is one referred to in regulation 117 or 118 i.e. an annual public meeting or special meeting called for by families of students or certain students) if the meeting or part of the meeting deals with any of the following:
 - (a) A matter affecting a person who is employed by the school.
 - (b) relates to a matter to be discussed at the meeting.
 - (c) Legal advice obtained, or which may be obtained, by the Board and which relates to a matter to be discussed at the meeting.
 - (d) A matter that, if disclosed, would reveal:
 - (i) Information that has a commercial value to a person and that is held, or is about, a person other than the Board; or
 - (ii) Information about the business, professional, commercial or financial affairs of a person and that is held by, or is about, a person other than the Board.
 - (e) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissions Act 1971 (WA):

Regulation 115(3) and 116

- 10.1.3 A decision to close a meeting or part of a meeting and the reason for the decision must be recorded in the minutes of the meeting: Regulation 116(2).

10.2 Hedland Senior High School Board - Specific Rules for Holding Special

Meetings (in addition to the Act and Regulations)

- 10.2.1 The Chairperson is not to convene a meeting under if the purposes of the proposed meeting are not relevant to the Board's functions.
- 10.2.2 A meeting convened under 10.1.1 is to deal only with matters relevant to the purposes set out in the notice received by the Chairperson.

11. ANNUAL PUBLIC MEETINGS

11.1. Relevant Requirements of the Education Act and Regulations

- 11.1.1 The second last meeting of the Board held during the school year is to be a meeting:
- (a) that is open to the public;
 - (b) 14 days' notice of which has been given to parents of students enrolled at the school at the time the meeting is called; and
 - (c) in which a report is presented on the performance of the Board's functions since the previous annual public meeting:

Regulation 117.

12. QUORUM

- 12.1 There is no requirement for a quorum for a school board meeting. All motions/decisions to be carried require an absolute majority regardless of how many members attend.

13. PROCEEDINGS OF THE BOARD

- 13.1 Meetings of the Board are to be presided over by the Chairperson or, in his or her absence, by a member of the Board elected by the members of the Board present at that meeting.
- 13.2 The Personal Assistant to the Principal will be the secretary for each meeting of the Board.
- 13.3 At each meeting the Principal shall provide an overview and update on the implementation by the school of the priorities that have been set by the school for that year.
- 13.4 Each meeting will run for a period no greater than 1.5 hrs unless there has been a motion to extend the meeting for an additional period.

14. VOTING

14.1 Each Board member, including the Chairperson, is entitled to one vote only:

Regulation 119(3) and Rule 9.3.

14.2 A decision of the Board does not have effect unless it has been made by an absolute majority ie a majority comprising enough of the members for the time being of the Board for their number to be more than 50% of the number of offices (whether vacant or not) of members of the Board

Regulations 119(1) and (2).

15. COMMITTEES OF THE BOARD

The Board is to delegate its members to constitute the following committees:

- (a) Finance Committee
- (b) Sponsorship Committee
- (c) Facilities Development Committee

Rule 10.1.

15.1 Finance Committee

15.1.1 The members of the finance committee will be:

- (a) the Principal;
- (b) at least three members of the Board at least one of whom must be a parent member and one of whom must be a teacher member; and
- (c) the Business Manager of the school.
- (d) a student Board Member cannot be a member of the finance committee

15.1.2 The role of the finance committee will be:

- (a) to take part in the planning of financial arrangements necessary to fund the school's objectives, priorities and general policy directions; and
- (b) to oversee the School's annual budget and its implementation during the course of the year; and

15.1.3 The Finance Committee meets at 2:30pm on the Thursday in the week before Board meets.

15.1.4 When purchasing the Department of Education & Financial Management in Schools Policy and relevant legislative rules apply

15.2 Sponsorship Committee

15.2.1 The members of the sponsorship committee will be such members as are chosen by the Board at the first meeting held by the Board each year, at least one of whom must be a parent and/or a community member and one of whom must be a teacher member.

15.2.2 The role of the sponsorship committee will be to seek appropriate sponsorship and

funding to fulfil the school's objectives, priorities and general policy directions.

15.3 Facilities Development Committee

15.3.1 The members of the facilities development committee will be such members as are chosen by the Board at the first meeting held by the Board each year, at least one of whom must be a parent member and one of whom must be a teacher member.

The role of the facilities development committee will be to:

- (a) identify issues relating to the facilities of the school;
- (b) support the Principal formulate appropriate responses to any issues;
- (c) support the principal in the policy implementation and management of facilities developments on the school site.

15.3.2 The Department of Works has responsibility for infrastructural work. It contracts that responsibility to different companies for different educational areas

16. BOARD - CODE OF CONDUCT

The Code of Conduct sets out the standards of individual behavior required of all Board members. All Board members are required to abide by the Code of Conduct and by doing so acknowledge trust placed in them by all stakeholders in the Hedland Senior High School community.

16.1 General Behaviour

16.1.1 Board members will carry out all business in an honest and responsible manner by the way they present, the language they use and the actions they take.

16.2 Responsibilities

16.2.1 Board members will become familiar with and abide by the Hedland Senior High School Terms of Reference and Code of Conduct.

16.2.2 Board members will recognise the great importance placed on satisfying the needs of stakeholders in the Hedland Senior High School community and agree to provide quality service in their role as a Board member.

16.3 Confidentiality

16.3.1 Board members will recognize the confidential nature of the business of the Board and the School and will maintain the degree of confidentiality necessary to conduct all business effectively and ensure that all needs for confidentiality are met.

16.4 Conflict of Interest

16.4.1 Where Board members are aware that a conflict may arise, they will disclose all actual and potential conflicts of interest to the Chair of the Board.

16.5 Continuous Improvement

16.5.1 Board members will participate in training offered (where required) to increase their knowledge and professionalism in relation to their role.

16.5.3 Board members will encourage continuous improvement and will value the contributions of others.

16.6 Respect

16.6.1 Board members will support equality of opportunity for all and will treat fellow Board members, staff, parents, students and community members affiliates with fairness and respect.

16.7 Mandatory Notification

16.7.1 I will advise the Board Chair within 30 days if I:

- a) change my name or address
- b) am charged with or convicted of any offence deemed prejudicial to the interests of the School Board.

17. CONTRIBUTIONS AND CHARGES

The Board approves the level of contributions. The costs are detailed on the school contributions and charges list.

17.1. Relevant Requirements of the Education Act and Regulations

- 17.1.1 The school is entitled to set charges for the provision of materials and services and facilities for what generally is the “non-optional component” of the school programme.

Section 99 - Education Act.

17.1.2 The school may charge for the following materials:

- (a) materials in printed or electronic form that are relevant to an educational programme of the school and that are provided by the school to a student for the student to borrow or keep;
- (b) stationery items and blank computer disks and audio visual tapes or discs that are provided by the school to a student for the student to borrow or keep;
- (c) materials for use in a component of an educational programme of the school that are provided by the school for a student to consume the materials or take ownership of a finished article produced by the student with the materials;
- (d) materials for inclusion in the school's library for use by students.

Regulation 59

The School may charge for the following services and facilities:

- (a) printing or copying text materials for use in, or in association with, an educational programme of the school;
- (b) transport services to and from educational activities conducted away from the school's premises;
- (c) entry to premises other than the school's premises to undertake an activity that is part of an educational programme of the school;
- (d) attending or participating in an activity (whether held at the school's premises or elsewhere) -
 - (i) that is part of an educational programme of the school; and
 - (ii) that is not provided by the school or staff at the school;
- (e) providing equipment other than that which is under the direct control of the school in order to conduct an activity that is of an educational programme of the school;
- (f) providing a venue outside the school's premises in order to conduct an activity that is part of an educational programme of the school;
- (g) in the case of a School of Isolated and Distance Education, posting or telecommunicating educational materials to a student who is studying outside Western Australia.

Regulation 60

17.2. School Policy - Contributions

17.2.1 The school can request a contribution of up to \$235 per student per year in Years 8-10.

- (a) This contribution is towards the cost of providing an educational program that meets the requirements of the Curriculum Framework. The contributions collected from parents/guardians are used towards providing materials, services and facilities directly used or consumed by students, including hire of textbooks or the provision of text material.
- (b) This contribution is voluntary. It is expected that those who can afford to will make the contribution.
- (c) The school will offer a range of payment options to assist parents.
- (d) For parents who have a relevant concession card, the contribution can be reduced by applying through the Secondary Assistance Scheme. This scheme provides payment towards the parent contribution as well as a clothing allowance.

17.3. Charges

The Board approves the level of charges. The costs are detailed on the school contributions and charges list.

17.3.1 The School will apply charges apply to high cost options (called extra cost optional components) in Years 8-10 that are alternative to parts of the program covered by the contribution. Students can opt to select these.

- (a) Extra cost options are also specific activities, services or facilities that schools offer for students to use or take part in. Excursions such as camps, the school yearbook and school social activities are examples. Students opt to take part in these activities or use the services or facilities.
- (b) The charge associated with the provision of these activities, services or facilities covers the cost of providing the service or running the activity.
- (c) The School will offer a range of payment options to assist parents. For parents of students who have a relevant concession card, the Year 11 and 12 charges can be reduced by applying through the Secondary Assistance Scheme. This scheme provides payment towards the course charges as well as a clothing allowance.

18. POLICIES

The Board will review and approve the following policies:

- a) Dress Code
- b) Homework Policy
- c) Behaviour Development and Management Policy
- d) Bullying Management Policy
- e) Reporting to Parents Policy
- f) Student Board or Code of Conduct Contract (Adopted 29.11.07)
- g) Community Use of School Facilities and Resources
- h) Sponsorship and Promotions Policy
- i) Communications & Parent /Guardian Involvement Policy
- j) Individual Education Policy/TAGS Policy

19. SCHOOL DELIVERY AND PERFORMANCE AGREEMENT AND BUSINESS PLAN

As part of its function in establishing from time to time the school's objectives, priorities and general policy directions the Board will contribute to the development of the School Delivery & Performance Agreement and the Business Plan. At the end of the year the Board is required to approve the School's priorities for the following year.

20. ANNUAL REPORT

As part of its function in evaluating and reviewing the school's performance in achieving the school's objectives, priorities and general policy directions, each year the School provides an annual report on the previous year, which is endorsed by the Board. The annual report is to be endorsed by Board in March/April following the year to which it relates.

21. KEY DATES

March/April	Chairperson to be appointed at first meeting of the Board Annual Report to be approved Committees to be selected Composition of committees to be notified via the newsletter
March/April	School Delivery & Performance Agreement and the Business Plan Reviewed or ratified
September	Nominations to be sought to fill the positions to become vacant at the end of the year Charges for the next year to be set
October	Finance Committee to request submissions on estimated expenditure for the ensuing year from all cost centre managers
November	Annual Public Meeting to be held Priority setting for next year
December	Finance Committee to prepare a budget of expected revenue and expected

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	expenditure for the following year
Ongoing	Policy review and development Addressing issues raised with Board

HEDLAND SENIOR HIGH SCHOOL BOARD OVERVIEW

AS AT 18 November 2016
