

BANNISTER CREEK PRIMARY SCHOOL 2017– Structure Overview and Roles

Bannister Creek Primary School is a dynamic learning community where members work collaboratively to assist children to reach their full potential.



BOARD MEMBERS

Board Chair: Mark Burgess (parent)

Parent Representatives; Linda Ross (Deputy Chair), Louise Loosen, Neil Worland

P&C Representative (elected by P&C): Clare Balfé

Community Representatives; Bill Johnston MLA, Amy McKendry, Julie Robert, Dr Christine Cunningham

School Representatives; Lyn Macauley, Dianne Ridley, Haylee Campbell, Travis Miller, Julie Stone

- 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 and endorsement of Codes of Conduct & School Policies
 - Participate in a review of the performance of the school
 - Provide advice to the 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, advertising or hire of facilities
 - Liaise with other committees within the school e.g. the P&C, and

- 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, particularly skills and expertise to the School Board
 - 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 ADMINISTRATION

Principal:
Lyn Macauley

Deputy Principals:
Travis Miller, Andi Hill

Manager Corporate Services **School Officers**
Dianne Ridley Grace Edson
Chris Steel
Robyne Williams

- 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 legislative requirements and school policy.
 - 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.

Leadership Structure
Responsible for management and operation of:

Years K-2	Andi Hill
Years 4-6	Travis Miller

Student Services Leadership

Learning Support Coordinator	Andi Hill
School Psychologist	Cheryl Rooney
Pastoral Care Team	Priya Ramu
Student Services Committee	AEIO, Chaplain, EALD
	8x Teaching reps , 1x Ed Assistant

Curriculum Leadership

English	Travis Miller
Mathematics	Marianne Beales
Digital Technologies	Cassandra Stewart
Curriculum Committee	Jeremy Mack
Curriculum Teams	4x Teaching reps , 1x Ed Assistant
	English, Maths, Science Technology
	HASS, Arts/Languages/ Health PE

Financial, Human & Physical Resources Management Dianne Ridley

Management of Non-Teaching staff	Dianne Ridley
Finance Committee	6x Teaching reps , 1x Ed Assistant

Staff at Bannister Creek Primary School: Administration; Learning Support Co-ordinator; Teachers, Specialist Teachers—Music, Science, Phys Ed, Chinese Language, EALD; Education Assistants—Mainstream & Special Needs; School Psychologist; AEIO; Chaplain; Cleaners & Gardener.

P&C COMMITTEE

President
Alicia Brown

Vice President
Andre Vaisey

Secretary
Le’Anne Charlton

Treasurer
Tania Shannon

Executive Committee
Kathryn Manley
Pauline D’Rozario
Gemma Reeve

Fundraising Committee
Gemma Reeve (Co-ordinator)
Linda Ross
Tammy McIlhatton

Year 6 Graduation Committee
Tania Shannon
Gemma Reeve
Irene Hall
Tammy McIlhatton
Jeannie Oliveira
Le’Anne Charlton

Grounds Committee
Kathryn Manley
Andre Vaisey

School Banking
Amy Fletcher
Pauline D’Rozario

Canteen Committee
Tania Shannon
Natalie Edwards
Lyn Macauley

- The objectives of a P&C Association are to promote the interests of the school through:**
- Co-operation between parents, teachers, students and members of the general community
 - Assisting in the provision of resources, facilities and amenities for the school, 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, bringing parents together to share information and views, and assists the school in building positive attitudes towards students.