



Mount Claremont Primary School

School Board Parent Nominations 2026

Dear Parents and Caregivers

The Mount Claremont Primary School Board provides additional expertise to assist the school to achieve the best outcomes for students. Its primary role is in contributing to the establishment and review of the school's objectives, priorities and general policy direction.

The current school board consists of four parents, 2 staff and the principal. As part of the cyclic process of a school board, places become available due to either the end of their tenure or members are unable to complete their tenure.

At this point in time, Mount Claremont Primary School Board is calling for ONE parent to fill a 3-year position.

- commencing term 3

Becoming a parent representative on the board provides a great opportunity to get involved in our school community and therefore the education of your child.

If interested, please complete the nomination form and email to the principal Private and Confidential Tracey.Oakes@education.wa.edu.au by **3.00pm on Tuesday 19 May**.

Role of a school board

All public schools in Western Australia have a school board. As an unincorporated board we use approved terms of reference to define its way of working and to meet the requirements of the legislation. The schools Terms of Reference and Code of Conduct can be located on the school's website <https://www.mountclaremontprimary.wa.edu.au/SchoolBoard-MountClaremontPrimarySchool>

There are 3 possible categories of membership:

1. A mandated elected Parent category. More than one third of the total members must be from this category.
2. A mandated elected Department of Education employee category. Members of this category may make up no more than one-third of the total membership of school board.
3. An optional Community Member category. Its members are appointed by a decision of the board because of their special skills, interests or experiences. (Members for this category may come from the community)

The school board must comprise a collective majority of either parent and/or community members.

Parent membership

Parents on a school board provide important viewpoints and have valuable skills that can help shape the direction of the school.

Things to consider when nominating to be a school board member:

- Do I have the time to do this properly?
- Am I confident that I will be able to reflect the needs of the school community?
- Can I work collaboratively with others to best support the school?
- Will I be able to support and promote the school within the community?
- Am I going to be available for all meetings and other commitments as required by a school board member?
- Do I feel I know enough about my school and its needs?

How to become involved

The most obvious way is to vote in the elections, which are held on a cyclic basis as determined by the Terms of Reference – found on the school website. [School Board - Mount Claremont Primary School](#)

Ballots are only held if more people nominate as candidates than there are positions vacant. In view of this, you might seriously consider standing for election as a member of the school board or encouraging another person to stand for election.

No special experience is needed to be on a school board. What you do need is an interest in your child's school and the desire to work in partnership with others to help shape the school's future.

Induction

There is an induction for new members prior to the first meeting with the chair and principal. Further training is available upon request. Ongoing support is provided throughout the tenure as members become aware with the governance role.

Before new members can start their role, they must have a criminal history check and be allocated a Screening Clearance number (Department of Education) and have a Working with Children Check card. The principal will support the new member with this process.

How to nominate

Complete the nomination form and email to Tracey.Oakes@education.wa.edu.au **by 3.00 pm on Tuesday 19 May.**

Department of Education employees who have a child enrolled in a school in which they are not employed are eligible to nominate as parents for the school board.

Once the nomination form is completed, return it to the school administration within the time stated on the notice of election. You will receive a nomination form receipt. If there are more nominations received than there are vacancies on the school board, a ballot will be conducted during the weeks after the call for nominations has closed.

Meeting frequency and time

Four meetings will be held annually. Meetings are usually held in week 3 and 8 of each school term commencing at 5:00 pm on Wednesday in the school conference room.

For more information

Ask at the school for information if you would like to stand for nomination and are not sure what to do. Please contact the following people if you require further information:

Kate Oosterhof MCPS Board Chair kate.oosterhof@gmail.com or

Tracey Oakes Principal on 9208 3900 or Tracey.Oakes@education.wa.edu.au