

## ROLES AND RESPONSIBILITIES OF SCHOOL COUNCILS/BOARDS

The functions of councils/boards are prescribed by the School Education Act 1999 and the School Education Regulations 2000 as follows:

### Take part in:

- establishing and reviewing from time to time, the school's objectives, priorities and general policy directions;
- planning financial arrangements necessary to fund those objectives, priorities and directions;
- evaluating the school's performance in achieving those objectives, priorities and directions;
- formulating codes of conduct for students at the school;
- take part in the selection of, but not the appointment of, the school principal or any other member of the teaching staff if prior approval is given by the Regional Executive Director

### Approve:

- a charge or contribution determined by the principal for the provision of materials, services and facilities
- the costs determined by the principal to be paid for participation in an extra cost optional component of the school's educational program;
- the items determined by the principal to be supplied by a student for the student's personal use in the school's educational program;
- an agreement or arrangement for advertising or sponsorship in relation to a government school.

### 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.

### Provide advice to the principal of the school:

- on a general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education;
- on allowing time for the special religious education of students in the school, up to a total of 40 hours in a year.<sup>18</sup>

### Promote:

- the school in the community.

A school's Funding Agreement (with Schedules) is noted by the school council/board chair.

### **The responsibilities of a council/board are to:**

- comply with the council/board's terms of reference (constitution for incorporated bodies), the
- Department of Education's Councils and Boards in Public Schools policy and procedures, the
- School Education Act 1999 and the School Education Regulations 2000;  
liaise with other groups/committees associated with the school e.g. the Parents and Citizens' Association;
- hold an annual public meeting at least once in every calendar year that is open to the public.
- An annual report will be presented at the meeting to advise the school community of the performance of the council/board in the last year;
- hold at least two (2) ordinary meetings per year;
- hold meetings that are generally open to the public.

### **A council/board does not:**

- manage the day to day running of the school (for example, staff management, and student assignment to classes);
- discuss individual issues relating to teachers, staff, students or parents;
- represent specific interest groups, or permit special interests to dominate the agenda of the council/board;
- intervene in the control or management of the school – either directly or indirectly;
- intervene in the educational instruction of students;
- borrow money or obtain credit
- purchase property;
- exercise authority over teaching staff or other persons employed at the school;
- performance manage the principal or any other Department of Education employee.

### **Role of council/board members**

- Parent members of council/boards bring their experience as parents at the school, and the views and context of the wider school community.
- Student members of council/boards bring their experience as students at the school.
- Community members may bring expertise such as business skills that the council/board is looking for at that time.
- Department of Education employees bring their educational expertise.