

Who Does What: School council or principal?

Understanding the roles, the functional split between school council activities and principal activities

Functions	School council activities	Principal activities
Strategic Planning	<ul style="list-style-type: none"> • Involvement in the development of the school strategic plan • The president signs the strategic plan after it is approved by school council • Monitor the school strategic plan 	<ul style="list-style-type: none"> • Play a leadership role in strategic plan development, consulting with the staff and the school community. • Signs strategic plan, acknowledging responsibility for its implementation • Implement the school strategic plan
Finances/Budget	<ul style="list-style-type: none"> • Approve the annual budget • Ensures appropriate internal controls are in place • Monitor school expenditure • Approves requests to parents for voluntary school contributions • Approve and monitor investments 	<ul style="list-style-type: none"> • Develop the annual budget • Day to day financial running of the school • With convener of the finance committee, ensures appropriate financial reports are presented to council
Curriculum	<ul style="list-style-type: none"> • Develop the broad direction and vision for the school using guidelines provided by DEECD 	<ul style="list-style-type: none"> • Curriculum leadership and implementation • Determines teachers subject and time allocations, timetable, class sizes and structures
Policies	<ul style="list-style-type: none"> • Develop, review and update policies 	<ul style="list-style-type: none"> • Implement policies endorsed by school council
Student management	<ul style="list-style-type: none"> • Develop Student Code of Conduct and Dress Code • Consult with school community before adopting 	<ul style="list-style-type: none"> • Implement these policies • Considers and, where appropriate, grants exemptions to dress code

	changes to these policies	<ul style="list-style-type: none"> All matters of student welfare, discipline, academic progress
Staff employment	<ul style="list-style-type: none"> Approve employment and termination of some non-teaching staff Some input into Principal selection 	<ul style="list-style-type: none"> Employment and performance management of non-teaching staff
Principal contract renewal	<ul style="list-style-type: none"> The council president, upon request from the Regional Director, provides input into contract renewal discussions. The President advises school council of that input at the next scheduled meeting. 	<ul style="list-style-type: none"> New arrangements for principal contract renewal being considered by DEECD Follows DEECD guidelines
Staff management	<ul style="list-style-type: none"> No role 	<ul style="list-style-type: none"> Staff management, performance assessment and professional development
Buildings and grounds	<ul style="list-style-type: none"> Allocates contract for school cleaning Enters contracts for building and grounds improvements 	<ul style="list-style-type: none"> Oversees maintenance on all facilities. Monitors implementation of cleaning contract.
School-community relationships	<ul style="list-style-type: none"> Promoting the school to the wider community Works with school community to stimulate interest in the school 	<ul style="list-style-type: none"> Represent DEECD to the wider community Engages the school community and develops links with broader community

For further information on the role of school council and the training program: *Introduction to School Council: an induction program* see the DEECD school council website at <http://www.education.vic.gov.au/management/governance/schoolcouncils/role.htm>.