





## 1. ROLES AND RESPONSIBILITIES OF COUNCILS

The functions of Councils 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;<sup>1</sup>
- planning financial arrangements necessary to fund those objectives, priorities and directions;<sup>2</sup>
- evaluating the school's performance in achieving those objectives, priorities and directions;<sup>3</sup> and
- formulating codes of conduct for students at the school.<sup>4</sup>
- 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.<sup>5</sup>

### Approve of:

- a charge or contribution determined by the principal for the provision of materials, services and facilities;<sup>6</sup>
- the costs determined by the principal to be paid for participation in an extra cost optional component of the school's educational program;<sup>7</sup>
- the items determined by the principal to be supplied by a student for the student's personal use in the school's educational program;<sup>8</sup> and
- an agreement or arrangement for advertising or sponsorship in relation to a government school.<sup>9</sup>

<sup>1</sup> Section 128(a)(i) of the *School Education Act 1999*

<sup>2</sup> Including endorsing and reviewing the school's annual budget (the budget summarises the income received annually from the Department of Education and other sources; it also lists planned expenditure, including salaries). Budget is under section 5.1.4 of the Department of Education's *Financial Management in Schools Finance and Accounting* policy. Planning financial arrangements is section 128(a)(ii) of the *School Education Act 1999*

<sup>3</sup> Section 128(a)(iii) of the *School Education Act 1999*

<sup>4</sup> Section 128(c) of the *School Education Act 1999*

<sup>5</sup> Participation in selection processes by a representative of the Council is restricted to positions determined through local selection and will not include vacancies filled through the central transfer or placement process or the redeployment process regulated by the *Public Sector Management (Redeployment and Redundancy) Regulations 1994*. Section 129(2) of the *School Education Act 1999*

<sup>6</sup> Section 99(4) of the *School Education Act 1999*

<sup>7</sup> Section 100(3) of the *School Education Act 1999*

<sup>8</sup> Section 108(2) of the *School Education Act 1999*

<sup>9</sup> Section 216(5) of the *School Education Act 1999*



### 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.<sup>10</sup>

### 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;<sup>11</sup> and
- on allowing time for the special religious education of students in the school, up to a total of 40 hours in a year.<sup>12</sup>

### Promote:

- the school in the community.<sup>13</sup>

### The responsibilities of a Council are to:

- comply with the Council's terms of reference, the Department of Education's *School Councils* policy, the *School Education Act 1999* and the *School Education Regulations 2000*;
- liaise with other committees within the school e.g. the Parents and Citizens' Association;
- hold an annual public meeting 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 in the last year; and
- hold meetings that are generally open to the public.

### A Council 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 or parents;
- represent specific interest groups, or permit special interests to dominate the agenda of the Council;
- intervene in the educational instruction of students;
- borrow money or obtain funds;
- purchase property; or
- performance manage the principal or any other Department of Education employee.

### Role of Council members

- Parent members of Councils bring their experience as parents at the school, and the views and context of the wider school community.
- Community members may bring expertise such as business, or accounting skills that the Council is looking for at that time.
- Department of Education employees bring their educational expertise.

### References

[School Education Act \(1999\)](#)

[School Education Regulations \(2000\)](#)

[Department of Education \(2004\) School Councils policy](#)

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<sup>10</sup> Section 128(d) of the *School Education Act 1999*

<sup>11</sup> Section 70 of the *School Education Act 1999*

<sup>12</sup> Section 69(2) of the *School Education Act 1999*

<sup>13</sup> Section 128(b) of the *School Education Act 1999*