



**CRANBOURNE EAST PRIMARY SCHOOL**

**INTRODUCTION TO**

**SCHOOL COUNCIL**

**A GUIDE TO NEW AND CURRENT  
MEMBERS**



- LEGAL FRAMEWORK

- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2007
- Individual School Council's constituting order
- CEPS School Council Standing Orders

All school council decision-making takes place within a framework of legislated powers, Ministerial Orders, directions, guidelines and DET policy



- OBJECTIVES OF SCHOOL COUNCIL

- Assist in the efficient governance of the school
- Ensure students' best interests are primary focus
- Enhance the educational opportunities for students
- Ensure compliance with relevant legislation and regulations



## FUNCTION OF THE SCHOOL COUNCIL

- Establish the broad direction & vision of the school in the school's community
- Participate in the development and monitoring of the school strategic plan
- Develop, review and update school policies
- Develop, review & monitor the Student Engagement Policy & School Dress Code
- Raise funds for school-related purposes
- community



- FUNCTION OF THE SCHOOL COUNCIL

- Approve the annual budget and monitor expenditure
- Maintain the school's grounds and facilities
- Enter into contracts (e.g. cleaning, construction work)
- Report annually to the school community and to DET
- Generally stimulate interest in the school in the wider community



- SCHOOL COUNCIL DOES NOT....

- Manage the school
- Employ ongoing teaching staff with no fixed date for termination
- Represent sectional interests
- Renew the Principal's contract or hire and fire the school Principal
- Determine class allocations
- Discuss individual issues between teachers and students and/or parents
- Purchase land or buildings
- Enter into hire purchase agreements or obtain credit or loan facilities, unless authorised by the Minister



- KEY PARTNERSHIPS

- Principal and School Council President
- President and subcommittee convenors
- Council members
- Staff and parents and school council
- School Council and DET



- WHO IS ON SCHOOL COUNCIL

- There are 3 categories of membership:
  - Parent members
  - DET employee members
  - Community (co-opted) members (optional)
- School councillors are elected for a two-year term
- Terms, rights and responsibilities of community members are the same as those of elected councillors





- SCHOOL COUNCIL SUB COMMITTEES

- School councillors would normally sit on at least one subcommittee
- Sub-committees might include:
  - Finance
  - Environment/grounds/facilities/buildings
  - Educational policy
  - Community liaison/community building/community relations
  - Other – e.g. outside school hours care, canteen



- **ROLE OF SCHOOL COUNCIL MEMBERS**

- All school councillors need to respect other members' opinions AND support and uphold all council decisions
- Parent members bring expertise and views to council on behalf of the whole school community
- DET members bring educational expertise and views to council on behalf of the whole school community
- Community representatives tend to bring individual expertise to assist council in specific decisions



- DO I HAVE WHAT IT TAKES ?

- You need to be keen, but you don't need to be an expert
- You need to like people and be able to work in a team
- You do need to be prepared to commit the time needed to ensure the work of council gets done
- School councils work best when they have people from a variety of backgrounds and have different experiences



- WHAT IS THE WORKLOAD

- School council must meet at least 8 times in each year, and at least once per school term
- Meetings should be restricted to approximately 2.5 hours duration at most
- In many schools, all school councillors are expected to sit on at least one subcommittee
- Subcommittees generally meet at least twice each term