

# Who Does What: School council or principal?

Understanding the functional split between school council activities and principal activities is critical for the effective functioning of council.

<b>Functions</b>	<b>School council activities</b>	<b>Principal activities</b>
Strategic Planning	<ul style="list-style-type: none"> <li>• Participates in the development of the school strategic plan</li> <li>• Approves the strategic plan which is then signed by the president</li> <li>• Monitors the progress of school strategic plan against the goals</li> </ul>	<ul style="list-style-type: none"> <li>• Leads the development of the strategic plan, consulting with the staff and the school community</li> <li>• Signs the strategic plan, acknowledging responsibility for its implementation</li> <li>• Implements and monitors the school strategic plan</li> </ul>
Finances/Budget	<ul style="list-style-type: none"> <li>• Approves the annual budget</li> <li>• Ensures appropriate internal controls are in place</li> <li>• Monitors school expenditure</li> <li>• Approves requests to parents for voluntary school contributions</li> <li>• Approves and monitors investments</li> </ul>	<ul style="list-style-type: none"> <li>• Leads the development of the annual budget</li> <li>• Manages the day to day financial running of the school</li> <li>• Ensures, with the convener of the finance committee, appropriate financial reports are presented to council</li> </ul>
Curriculum	<ul style="list-style-type: none"> <li>• Develops the broad direction and vision for the school using guidelines provided by DEECD</li> </ul>	<ul style="list-style-type: none"> <li>• Leads curriculum development and implementation</li> <li>• Determines teacher, subject and time allocations, timetable, class sizes and structures</li> </ul>
Policies	<ul style="list-style-type: none"> <li>• Develops, monitors, reviews and updates policies</li> </ul>	<ul style="list-style-type: none"> <li>• Implements policies endorsed by school council</li> </ul>
Student management	<ul style="list-style-type: none"> <li>• Develops Student Engagement Policy and Student Dress Code</li> <li>• Consults with the school</li> </ul>	<ul style="list-style-type: none"> <li>• Implements these policies</li> <li>• Considers and, where appropriate, grants</li> </ul>

	community before adopting changes to these policies	<p>exemptions to dress code</p> <ul style="list-style-type: none"> <li>• Manages all matters of student wellbeing, discipline, academic progress</li> </ul>
Staff employment	<ul style="list-style-type: none"> <li>• Approves employment of some staff e.g. casual replacement teachers, canteen staff</li> <li>• Recommends to the Secretary the appointment of a principal</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible (as delegate of the Secretary) for the employment of persons in the Teaching Service (including non-teaching staff)</li> </ul>
Principal contract renewal	<ul style="list-style-type: none"> <li>• The council president, upon request from the Regional Director, provides input into contract renewal discussions</li> <li>• The president advises school council of that input at the next scheduled meeting</li> </ul>	
Staff management (Day to Day basis)	<ul style="list-style-type: none"> <li>• No role</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for all aspects of staff management such as: allocation of work, leave approval, performance management, etc.</li> </ul>
Buildings and grounds	<ul style="list-style-type: none"> <li>• Allocates contract for school cleaning</li> <li>• Enters contracts for building and grounds improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Oversees maintenance on all facilities</li> <li>• Monitors implementation of cleaning contract</li> </ul>
School-community relationships	<ul style="list-style-type: none"> <li>• Promotes the school to the wider community</li> <li>• Works with school community to stimulate interest in the school</li> </ul>	<ul style="list-style-type: none"> <li>• Represents DEECD to the wider community</li> <li>• Engages the school community and develops links with broader community</li> </ul>

For further information on the role of school council, see the DEECD publication *Making the Partnership Work*, the Role of the Principal, and the Roles and Responsibilities of School Council. See also the training program: Introduction to School Council: an induction program. All these resources can be accessed at

<http://www.education.vic.gov.au/management/governance/schoolcouncils/role.htm>