Distinctions in roles and responsibilities of school council.

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

### The school council has a limited governance and oversight role whereas the principal manages the day to day activities of the school and is responsible for ensuring the delivery of a comprehensive education to every student. The principal also holds a duty of care for, and is responsible for the care, safety and welfare of the students at the school.

The following table shows a range of activities that school councils may be involved in:

| Area of activity | The school council … | The principal … |
| --- | --- | --- |
| Strategicdirection of theschool | **•** develops the broad directionand vision for the school,using guidelines providedby the Department | **•** leads development of curriculum –teaching and learning programs**•** determines teacher, subject andtime allocations; timetable; classsizes; and structures |
| Student dresscode policy | **•** develops student dress codepolicy in close consultationwith the wider school community**•** consults with the schoolcommunity before adoptingchanges to this policy | **•** implements the student dresscode developed by schoolcouncil in consultation with thewider community**•** considers and, where appropriate,grants exemptions to dress codeguidelines for individual students**•** enforces the student dress code in line with DET policy |
| Staffemploymentandmanagement | **•** approves employment of somestaff e.g. casual replacementteachers, canteen or maintenancestaff, however, **not** on-going staff**•** recommends to the Secretary ofthe Department the appointmentof a principal in accordance withprincipal selection processes | **•** is responsible (as delegate of theSecretary of the Department)for the employment andmanagement of persons in theTeaching Service (including non-teaching staff)**•** manages the performance,development and conduct of DETand school council staff |
| Camps andexcursions | **•** is responsible for approvinginterstate and internationalvisits, excursions requiring seaor air travel, excursions involving weekends or vacations, and adventure activities. All relevantschool councils are responsiblefor approving listed joint activitiesinvolving another school | **•** is responsible for approving dayexcursions. All relevant principalsare responsible for approving dayexcursions involving another school |
| Buildings andgrounds | **•** oversees school cleaning, and inregional schools only, enters intocontracts for school cleaning**•** enters into contracts for buildingand grounds improvements**•**makes decisions about the hiringand shared use of school facilitiesin accordance with Departmentpolicy requirements | **•** is responsible for maintenanceof school buildings and grounds**•** monitors implementationof contracts**•** exercises a general oversight ofschool buildings and groundsto ensure they are kept in goodcondition and order |
| Child SafeStandards | **•** approves policies and proceduresto ensure compliance with theChild Safe Standards**•** reviews existing contracts inconsultation with the principaland ensures future contractsaddress the requirements of theChild Safe Standards | **•** implements Child Safe Standardspolicies and procedures**•** with staff, develops strategies toembed a culture of child safetyat the school and allocates rolesand responsibilities for achievingthe strategies**•** informs the school communityabout the strategies and rolesand responsibilities**•** with staff, periodically reviews theeffectiveness of the strategies andrevises them if appropriate**•** with staff, ensures the schoolimplements practices fora child-safe environment |
| School review | **•** participates in thePre-review Self-evaluation**•** value-adds to the review as defined in the terms of reference (e.g. participation in focus groups etc.)**•** is presented with the findings ofthe report and accepts the reportThe school council president:**•** is a member of the coreSchool Review Panel | **•** keeps the whole schoolcommunity and council informedabout the school review**•** leads the Pre-review Self-evaluationin consultation with the whole school community**•** is a member of the coreSchool Review Panel**•** presents the findings of thereview report to the school staffand school council |
| Strategicand AnnualPlanning | **•** contributes to the finalisationof the School Strategic Planfollowing the school review**•** contributes to the development ofthe Annual Implementation Plan**•** president endorses the SchoolStrategic Plan and AnnualImplementation Plan in SPOT**•** ensures regular monitoring of theAnnual Implementation Plan,including key risks to achievement | **•** engages the staff and schoolcommunity in developmentof the School Strategic Planfollowing review**•** engages the staff and schoolcommunity in the development ofthe Annual Implementation Plan**•** engages the staff and schoolcommunity in the monitoring ofprogress against annual targets**•** endorses the School StrategicPlan and Annual ImplementationPlan in SPOT |
| Annual reportto the schoolcommunity | **•** endorses the Annual Reportby April 30**•** president attests to the contentsof the Annual Report in SPOTby April 30 | **•** prepares, with the school council,the Annual Report**•** endorses the Annual Report**•** attests to the contents of theAnnual Report |
| Outside schoolhours care orkindergartenservice | **•** decides whether to establisha service or change operatingmodels or service provider**•** is the legal entity under theNational Law of a school councilmanaged operating model,and therefore has the role of approved provider. As approvedprovider, the council nominatespeople with management orcontrol, noting this does nottake away from the approvedproviders’ legal responsibilities**•** in a third-party-provideroperating model, selects, engagesand contract-manages thepreferred provider, and endorsesthe licence agreement negotiatedwith a third party**•** receives regular programreports from the OSHC orkindergarten provider**•** regularly monitors the provider’scompliance with the requirementsof the National Law**•** should be consulted on thedevelopment of the service’sQuality Improvement Plan andbe provided with a copy ofthe service’s Assessment andRating report | **•** engages the school communityin the decision-making processto establish or change operatingmodels or service provider**•** informs the school communityand school council about theservice on a regular basis**•** may be nominated by schoolcouncil as the person withmanagement or control fora school council managedoperating model |

© State of Victoria (Department of Education and Training) 2019. Except where otherwise [noted,](https://www.education.vic.gov.au/Pages/copyright.aspx) material in this document is provided under a
 [Creative Commons Attribution 4.0 International](https://creativecommons.org/licenses/by/4.0/) Please check the full [copyright notice](https://www.education.vic.gov.au/Pages/copyright.aspx)