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 … |
| --- | --- | --- |
| Strategic  direction of the  school | **•** develops the broad direction  and vision for the school,  using guidelines provided  by the Department | **•** leads development of curriculum –  teaching and learning programs  **•** determines teacher, subject and  time allocations; timetable; class  sizes; and structures |
| Student dress  code policy | **•** develops student dress code  policy in close consultation  with the wider school community  **•** consults with the school  community before adopting  changes to this policy | **•** implements the student dress  code developed by school  council in consultation with the  wider community  **•** considers and, where appropriate,  grants exemptions to dress code  guidelines for individual students  **•** enforces the student dress code in line with DET policy |
| Staff  employment  and  management | **•** approves employment of some  staff e.g. casual replacement  teachers, canteen or maintenance  staff, however, **not** on-going staff  **•** recommends to the Secretary of  the Department the appointment  of a principal in accordance with  principal selection processes | **•** is responsible (as delegate of the  Secretary of the Department)  for the employment and  management of persons in the  Teaching Service (including non-teaching staff)  **•** manages the performance,  development and conduct of DET  and school council staff |
| Camps and  excursions | **•** is responsible for approving  interstate and international  visits, excursions requiring sea  or air travel, excursions involving weekends or vacations, and adventure activities. All relevant  school councils are responsible  for approving listed joint activities  involving another school | **•** is responsible for approving day  excursions. All relevant principals  are responsible for approving day  excursions involving another school |
| Buildings and  grounds | **•** oversees school cleaning, and in  regional schools only, enters into  contracts for school cleaning  **•** enters into contracts for building  and grounds improvements  **•**makes decisions about the hiring  and shared use of school facilities  in accordance with Department  policy requirements | **•** is responsible for maintenance  of school buildings and grounds  **•** monitors implementation  of contracts  **•** exercises a general oversight of  school buildings and grounds  to ensure they are kept in good  condition and order |
| Child Safe  Standards | **•** approves policies and procedures  to ensure compliance with the  Child Safe Standards  **•** reviews existing contracts in  consultation with the principal  and ensures future contracts  address the requirements of the  Child Safe Standards | **•** implements Child Safe Standards  policies and procedures  **•** with staff, develops strategies to  embed a culture of child safety  at the school and allocates roles  and responsibilities for achieving  the strategies  **•** informs the school community  about the strategies and roles  and responsibilities  **•** with staff, periodically reviews the  effectiveness of the strategies and  revises them if appropriate  **•** with staff, ensures the school  implements practices for  a child-safe environment |
| School review | **•** participates in the  Pre-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 of  the report and accepts the report  The school council president:  **•** is a member of the core  School Review Panel | **•** keeps the whole school  community and council informed  about the school review  **•** leads the Pre-review Self-evaluation  in consultation with the whole school community  **•** is a member of the core  School Review Panel  **•** presents the findings of the  review report to the school staff  and school council |
| Strategic  and Annual  Planning | **•** contributes to the finalisation  of the School Strategic Plan  following the school review  **•** contributes to the development of  the Annual Implementation Plan  **•** president endorses the School  Strategic Plan and Annual  Implementation Plan in SPOT  **•** ensures regular monitoring of the  Annual Implementation Plan,  including key risks to achievement | **•** engages the staff and school  community in development  of the School Strategic Plan  following review  **•** engages the staff and school  community in the development of  the Annual Implementation Plan  **•** engages the staff and school  community in the monitoring of  progress against annual targets  **•** endorses the School Strategic  Plan and Annual Implementation  Plan in SPOT |
| Annual report  to the school  community | **•** endorses the Annual Report  by April 30  **•** president attests to the contents  of the Annual Report in SPOT  by April 30 | **•** prepares, with the school council,  the Annual Report  **•** endorses the Annual Report  **•** attests to the contents of the  Annual Report |
| Outside school  hours care or  kindergarten  service | **•** decides whether to establish  a service or change operating  models or service provider  **•** is the legal entity under the  National Law of a school council  managed operating model,  and therefore has the role of approved provider. As approved  provider, the council nominates  people with management or  control, noting this does not  take away from the approved  providers’ legal responsibilities  **•** in a third-party-provider  operating model, selects, engages  and contract-manages the  preferred provider, and endorses  the licence agreement negotiated  with a third party  **•** receives regular program  reports from the OSHC or  kindergarten provider  **•** regularly monitors the provider’s  compliance with the requirements  of the National Law  **•** should be consulted on the  development of the service’s  Quality Improvement Plan and  be provided with a copy of  the service’s Assessment and  Rating report | **•** engages the school community  in the decision-making process  to establish or change operating  models or service provider  **•** informs the school community  and school council about the  service on a regular basis  **•** may be nominated by school  council as the person with  management or control for  a school council managed  operating model |

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