**Letter for new school councillors**

Dear …………………

Thank you for joining the school council of …………… School, and for your commitment and interest in our school.

This year, the …………… School council comprises of … parent members, … school employees, … students and … community members. [*Modify as required*]

Each of you bring your own valuable skills and knowledge to the role. During the year, and working together, you will also gain new skills and knowledge from each other and from the opportunities that arise in council meetings and school activities. Your interest in your child’s school and the desire to work in partnership with others to help shape the school’s future is recognised and valued.

All government schools in Victoria have a school council. At our first school council meeting we will discuss the legal structure of school councils and their key roles and responsibilities. We will also decide on a meeting schedule for the year, as school council is required to meet at least eight times across the school year.

Our meetings are usually scheduled for ……………………………………………

I am pleased to provide you with an information pack with key documents we may look at across the year:

* Code of Conduct for school councillors
* Standing Orders
* Improving School Governance (ISG) training and reference documentation
* School budget plan for the year.
* School Strategic Plan (SSP)
* Annual Implementation Plan (AIP)
* Annual Report (AR)
* A selection of school policies

I strongly encourage you to participate in Governance training early in the year. A digital copy of the Improving School Governance (ISG) training and reference materials is available in the Policy and Advisory Library (PAL) [School Council – Training and Good Governance](https://www2.education.vic.gov.au/pal/school-council-training/policy)

The ISG is made up of five modules, which provide key information to enable you to understand the role and responsibilities of a councillor. Further information, videos and other resources are in the Policy and Advisory Library at [School Council Training and Good Governance](https://www2.education.vic.gov.au/pal/school-council-training/policy). I will also speak to councillors at our next meeting, about the training available.

The [Policy and Advisory Library](https://www2.education.vic.gov.au/pal/school-council-training/policy) (PAL) lists a number of Department of Education policies, many relating to school council. During the year, councillors will be invited to contribute to discussions on a range of policy and procedures in place at the school.

School council is also responsible for overseeing the school’s financial performance and ensuring all funds coming into the school are being properly spent and authorised. The Business Manager and I will work with the School Council President to support you and other school councillors to understand your financial responsibilities.

I am delighted to have the opportunity to welcome you formally at an induction meeting to be held on ………………………………. at………………..

Please feel free to contact me or ……………. [Assistant Principal, Business Manager or SC President, *modify as required*] at any time, with any questions you have about the council and your role.

I look forward to a successful and rewarding year ahead working with all council members.

Kind regards

……………………… [Principal]