OBJECTIVES

- Assist in the efficient governance of the school.

- Ensure that decisions affecting students of the school are made, as a primary consideration, in the best interest of the students.

- Enhance the educational opportunities of the students of the school.

- Ensure that the school complies with all legislative requirements.
All processes of the school are mandated by the Department of Education & Early Childhood Development (DEECD).
CLEAR DELINEATION OF ROLES

Principal

Leadership Team

Staff

Support Staff

School Council

Finance

Education

Building & Environment

Communications

Parents’ Association
SCHOOL OPERATIONS - PRINCIPAL

- Manages the school on a day-to-day basis
- Employs teaching staff, teaching aides & support staff
- Manages individual issues between teachers and students and/or parents
- Oversees class allocations
- Delivers student learning, well-being, transitions & pathways outcomes in line with strategic plan
SCHOOL OPERATIONS - COUNCIL

Governance
- A legally formed body with powers to set key directions of the school, accountable to the Minister for Education and DEECD
- Comprised of elected parent members, community reps and school staff
- Report annually to DEECD and the school community

Strategy & Policy
- Establish the broad direction and vision of the school
- Participate in the development and monitoring of the school strategic plan
- Develop, review and update school policies

Oversight
- Approve the annual budget and monitor expenditure
- Ensure compliance with relevant legislation and regulations
- Raise funds for school-related purposes
- Maintain the school’s grounds and facilities
## ACTIVITIES

<table>
<thead>
<tr>
<th>Area of Activity</th>
<th>The School Council...</th>
<th>The Principal...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum</td>
<td>• Develops the broad direction and vision for the school using guidelines provided by the DEECD.</td>
<td>• Leads curriculum development and implementation</td>
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<tr>
<td></td>
<td></td>
<td>• Determines teacher, subject and time allocations; timetable; class sizes; and structures</td>
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<tr>
<td>Student Management</td>
<td>• Develops student engagement policy and student dress code</td>
<td>• Implements these policies</td>
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<tr>
<td></td>
<td>• Consists with the school community before adopting changes to these policies</td>
<td>• Considers and, where appropriate, grants exemptions to the dress code</td>
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<tr>
<td></td>
<td></td>
<td>• Manages all matters of student wellbeing, discipline and academic progress</td>
</tr>
</tbody>
</table>
## ACTIVITIES (continued...)

<table>
<thead>
<tr>
<th>Area of Activity</th>
<th>The School Council...</th>
<th>The Principal...</th>
</tr>
</thead>
</table>
| Staff employment and management   | • Approves employment of some staff (ie, casual replacement of teachers, canteen staff)  
• Recommends to the Secretary of the DEECD the appointment of a principal. | • Is responsible (as delegate of the Secretary of the DEECD) for the employment and management of persons in the Teaching Service (including non-teaching staff) |
| Buildings and grounds              | • Allocates contact for school cleaning  
• Enters contracts for building and grounds improvements | • Oversees maintenance of all facilities  
• Monitors implementation of contracts |
OUR SUB-COMMITTEES

- **Finance**
  Develops the annual budget and presents to school council for approval, monitors expenditure and reports this to school council

- **Education and Community Partnerships**
  Develops the educational policy for school council, monitors the implementation of the strategic plan, and reviews school data

- **Buildings and Environment**
  Plans and develops the school's facilities, such as its buildings and grounds; organises working bees and other actions to maintain or improve the appearance of the school

- **Communications**
  Develops ways for the school to engage actively with parents, carers, teachers, non-teaching school staff and the wider community

- **Parents’ Association**
  Develops and manages fundraising and sponsorship activities, oversees the running of special programs and other events