

GUIDELINES

School Council

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Target Audience:	School council members/School and department staff/Parents/Community		

This document should be read in conjunction with the [School Representative Bodies policy](#) and the [School Representative Body Constitution guidelines](#).

1. INTRODUCTION

A school council and the school principal work in partnership to provide good governance, facilitate communication and ensure effective networking with school communities. For a school council to function effectively there must be a good working relationship between the principal and members based on mutual respect and a shared vision for the school.

A school council is governed by the [Education Act](#) (NT) (the Act), the [Education Regulations](#) (the Regulations), the council's constitution and these guidelines. The guidelines outline the requirements for a school council and its role and purpose within the school community. They also assist a school council with the following procedural requirements:

- membership composition
- election processes
- appointing office holders
- managing meetings
- the role of a school council member
- the role of school council office holders.

2. DEFINITIONS

Casting vote is where a presiding person, usually a chairperson, has an additional vote where there is a tied decision. In a school council, the presiding person **does not** have a casting vote as per Regulation 27(10). A chairperson has **one vote** like every other member of the school council.

Constitution is the document that forms and governs a school council. The content of a constitution is mostly determined by the Act and the Regulations.

Deliberative vote is a vote exercised by a member of a school representative body. The presiding member of a school representative body meeting has a deliberative vote and not a casting vote.

Invited member is a person who meets eligibility requirements as outlined in Appendix B and has been invited by a school council to be a member and accepted the offer.

Motion for the purpose of this document is a formal proposal to take an action of some kind which a school council considers, discusses and votes on. Once a motion is passed, it becomes a resolution.

Parent is the child's father, mother or any other person who has parental responsibility for the child but excludes a person standing in the place of a parent of a child on a temporary basis. A parent of an Aboriginal child includes a person who is regarded as a parent of the child under Aboriginal customary law or Aboriginal tradition, as defined in section six of the Act. A parent, for the purpose of this document, is a parent of a student enrolled at a school.

Quorum is half of the school council members in office present at the meeting. School council business cannot proceed unless a quorum is present.

Resolution for the purpose of this document is a confirmed decision, supported by a majority of members present at the meeting, and acts as a binding decision of a school council. A resolution must be recorded in the minutes.

School representative body is a school council, an independent public school board and a joint school representative body.

Student member is a student, enrolled at a school that provides secondary education, who is elected by the students as their representative.

3. ROLES AND RESPONSIBILITIES

The Chairperson will:

- work with the principal to ensure members and other office holders comply with department policy and guidelines.

School Operations North will:

- provide timely and accurate advice to school councils
- review constitutions to ensure compliance with the Act and Regulations.

The principal will:

- ensure school processes are in place for parent, teacher and student (where applicable) elections
- provide at least 14 days' notice of the Annual General Meeting (AGM) to the school community
- inform school council members and ensure implementation of relevant departmental policy and guidelines.

4. SCHOOL COUNCIL REQUIREMENTS

The Act requires principals to take reasonable steps, each year, to establish a school representative body if one does not exist. This means the principal must make a genuine attempt every year to interest parents in forming a school representative body. For assistance, see [Establish and Abolish a School Representative Body procedures](#).

A school council must adopt the department's model constitution and abide by the policy and guidelines published by the department.

4.1 INSTRUCTIONS AND COMPLAINTS

A school council, or a member of the council when acting in that capacity, must not instruct teaching staff about their individual professional duties and practices or department employees about their performance at the school.

A complaint about a teacher, staff and/or principal must be managed according to the department's [Complaints Management \(Schools\) policy and guidelines](#).

A complaint about a school council member that is not a department staff member must be directed to the school council chairperson. A school council must have an established process to manage complaints about members.

4.2 CODE OF CONDUCT

4.2.1 The school

A school council is responsible for providing input to the development of the school's code of conduct, and endorsing it.

4.2.2 School council members

A school council's constitution states what members duties are when dealing with school council business. A school council can have additional duties to those stated in the constitution. This can be done by including a reference to a document in the constitution, such as a code of conduct, standing order, or duty statement/s.

An example of a code of conduct is at Attachment A. It can be amended to suit the needs of the school council providing it complies with the model constitution. If a code of conduct is adopted by the council, the school council constitution must be amended to include a reference to this.

All school and department staff that are members of a school council have an additional requirement to comply with the [Code of Conduct for Schools policy and guidelines](#), the [Office of the Commissioner for Public Employment Code of Conduct](#) for NT Public Sector employees and the [Public Sector Employment and Management Act](#).

4.2.3 School council employees and contractors

The [Code of Conduct for Schools policy and guidelines](#) encourages schools to include a code of conduct for school council employees. Contractors, subcontractors and tradespersons engaged to work on assets on school campus must agree to the requirement to comply with the [Site rules for contractors entering school premises](#).

4.3 CONFLICTS OF INTEREST

School council members have a responsibility to represent the best interests of the students and the school, and not personal interests.

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A conflict of interest is where a school council member is in a position to exploit their role in some way for their own benefit, or for someone else's personal benefit or gain. It generally exists where the member has multiple or competing interests – personal and professional – that are in conflict.

Members must avoid and disclose **perceived, potential or actual conflicts** of interest. A conflict of interest can be positive or negative. A member could be seen to favour or benefit someone, or be against them and disadvantage them. If unsure about whether a conflict exists, seek advice from the principal.

4.3.1 Types of conflict of interest

Perceived	is where another person forms the view that a school council members' private interest could improperly influence, or may have improperly influenced, that members' performance or decisions. <i>Example: a school council member has a business relationship with the school chairperson that is unrelated to school council business.</i>
Potential	is where a school council member has private interests that could interfere with their official duties/responsibilities or decision making. <i>Example: a school council member accepts gifts of value, grants and/or favours from a person or associate who may benefit from school council business.</i>
Actual	is where the private interests of a school council member interferes with the members duties/responsibilities or decision making. <i>Example: a school council member has a role in assessing a tender application where that person has, or had, a close personal or financial relationship with a person or organisation that has submitted the tender.</i> <i>Example: a school council member using school council assets or confidential information for their personal or financial gain or for the benefit of family or friends.</i>

4.3.2 Managing a conflict

Disclosing private interests, whether perceived, potential or actual, provides good governance, ensures a transparent process and is in the best interest of the council.

The first step of managing a conflict of interest is to disclose it. The council should encourage disclosure which can be done by adding a standing item on the school council meeting agenda. There are many ways a council may manage a conflict, such as restricting the member's involvement from the decision, discussion or a specific duty or responsibility.

4.4 WORKING WITH CHILDREN CLEARANCE (OCHRE CARDS)

A school council member is required to hold a Working with Children Clearance (Ochre card) because they are engaged in child related work that involves or may potentially involve contact with children. Members of school council sub-committees are also required to hold an ochre card. The school council

may use its discretion in determining payment for ochre cards for school council members and sub-committee members.

School councils are to adopt the same standards and requirements for the engagement of their own employees and contractors, as set out in the [Working with Children Clearance Notice \(Ochre cards\) policy](#).

4.5 ACCOUNTABILITY

A school council and its members have responsibilities and obligations under the Act, the Regulations and its constitution. Members of a school council have an obligation to report, explain or sometimes justify their actions if requested to do so by the Chief Executive of the department (the CE).

The CE can investigate any suspected failure of a school council to comply with its obligations. If the council does not comply with directions from the CE in this circumstance, suspension and other actions can be taken. Suspension will only occur in serious circumstances such as a discovery of fraud.

4.6 LIABILITY

4.6.1 Personal liability

Section 184 of the Act protects members of a school council who act in good faith in performing the functions under the Act. In general terms, good faith means acting honestly and in the best interests of the school council, i.e. the school and its students.

4.6.2 Public liability

Northern Territory Government (NTG) self-insurance arrangements provide government schools with insurance cover for buildings and equipment, public liability and workers compensation. School councils, as incorporated bodies under the Act, are approved entities for inclusion and therefore subject to NTG self-insurance arrangements. For further information see the department's [NTG Self Insurance and Government Schools](#) policy.

5. CONFIDENTIALITY

School council members are to act solely in the interests of the council and the school, and with discretion when dealing with confidential issues. A school's code of conduct, as an additional document to the constitution, includes confidentiality requirements that must be complied with.

6. PUBLIC STATEMENTS

Public statements made on behalf of the school council can only be made by the chairperson or principal, or another person specifically chosen by the school council. Any statements made must reflect the agreed policy or true intent of the school council, as per the constitution.

Department employees, including the school principal, must comply with the Department's [Media Liaison Policy](#) and [Public Comment for Public Servants Guidelines](#).

7. ROLE OF A SCHOOL COUNCIL AND THE PRINCIPAL

DoE Guidelines: School Council

Function	School Council activities – governance	Principal activities – leadership
Accountability and performance improvement planning	<ul style="list-style-type: none"> provide input into the development of the school’s Strategic Plan and Annual School Improvement Plan and endorse monitor and review performance against the plans. 	<ul style="list-style-type: none"> lead the development of the school’s Strategic Plan and Annual Operational Plan implement approved plans monitor and review performance against plans.
Finances/budget	<ul style="list-style-type: none"> ensure strategic oversight in the development of the school’s budget approve the distribution of the budget consistent with the school’s direction and objectives monitor performance against the budget sign off on the school’s financial audit ensure appropriate internal controls are in place comply with requirements and processes for special purpose grants funding. 	<ul style="list-style-type: none"> plan and develop the school’s budget ensuring performance objectives in strategic plans are met monitor and review performance against the plans and budget prepare and provide monthly budget reports to school council comply with requirements and processes for special purpose grants funding.
Curriculum	<ul style="list-style-type: none"> develop the broad strategic direction and vision for the school through the schools strategic planning process. 	<ul style="list-style-type: none"> leads development, strategic direction and implementation of teaching and learning programs determine teacher subject and time allocations, timetable, class sizes and structures.
Policies	<ul style="list-style-type: none"> provide input into school policy development and review approve school policies. 	<ul style="list-style-type: none"> lead development, review and implementation of school policies in consultation with staff and the school council implement applicable departmental policy.
Staff	<ul style="list-style-type: none"> comply with and meet all obligations in relation to school council employees, contractors, sub-contractors and tradespersons chairperson (or their nominee from the school council membership) participates in the recruitment process for the principal. <p>Employ school staff, or engage an independent contractor, such as:</p> <ul style="list-style-type: none"> canteen employees cleaners grounds maintenance employees after school care workers caretakers emergency relief teachers special education support assistants part time instructors tutors vocational education and training trainers or instructors. 	<ul style="list-style-type: none"> comply with and meet all obligations in relation to school council employees and contractors manage school based department employees obtain industrial relations advice regarding contracting and managing school council employees, contractors, sub-contractors, and tradespersons.
Property maintenance and management	<ul style="list-style-type: none"> oversee and approve contracts for cleaning and grounds maintenance oversee and approve out of hours community use of school facilities determine priorities for minor new works project applications. 	<ul style="list-style-type: none"> work with the school council in relation to the on-going requirements for cleaning, grounds maintenance and out of hours community use of facilities work with the school council to determine priorities for minor new works project applications.
Family – school partnerships	<ul style="list-style-type: none"> promote the school to the wider community work with the principal to implement strategies for developing family-school partnerships. 	<ul style="list-style-type: none"> represent the school and the department to the wider community engage the school community and implement strategies for developing family-school partnerships.

8. FINANCIAL FUNCTIONS

8.1 APPROVAL OF BUDGET DISTRIBUTION

Under section 107(1)(e), a school council can determine the purposes for which money allocated by the department to the school can be spent by approving the distribution of the use of the total global school budget and ensuring alignment with the school's strategic need. The ability to approve does not include decision making regarding the specifics of staffing and operational expenditure but does include providing general strategic direction in line with school planning documents and approving the budget presented at a school council meeting.

A school council will also expend that portion of the global school budget allocation which is paid into the school account (often referred to as the cash portion). The school council may directly spend, in accordance with the agreed budget (i.e. make payments for), the cash portion of their global school budget. The remaining portion which the school council does not have the power to expend (often referred to as the credit portion) is held by the department, primarily for the payment of teaching staff.

The model constitution provides that a council or board must have regard, as appropriate, to the governing principles of the [Financial Management Act](#), [Treasurer's Directions](#), the [Audit Act](#) and the [Procurement Act](#) to ensure the effective, efficient and appropriate use of school funds and resources.

8.2 FUNDRAISING ACTIVITIES

Under section 107(1)(l) of the Act, a school council can raise money by holding fundraising activities to earn additional income for the school. Fundraising activities must be carried out in the best interests of the community and must not contravene the law. The following activities are approved by the CE:

- fundraising events
- raffles and lotteries
- sponsorships.

8.3 VOLUNTARY CONTRIBUTIONS

Under section 107(1)(n) of the Act, a school council may choose to seek voluntary contributions from parents of children enrolled in the school in order to improve the range or quality of resources available. The level of the contribution is for a council to determine with their school community.

8.4 OPTIONAL EXTRA ITEMS

Under section 107(1)(m) of the Act, a school council can determine charges that may be charged for approved materials, services or facilities that are provided **in addition to** the standard curriculum.

Government schools cannot charge for any instruction, materials, or administrative or other services or facilities provided **as part of** the standard curriculum program. This is because government school education is free for Australian citizens or permanent residents living in the Northern Territory who are enrolled in an NT Government school.

[Appendix A](#) provides further information about the three areas in which parents may be asked to make a contribution or reimbursement.

8.5 USE OF SCHOOL FACILITIES

Under section 107(1)(f) of the Act, a school council can use school facilities and grounds for activities when they are not required for school purposes. This means the school council, in line with the [Community Use of School Facilities policy and guidelines](#), may allow the hire of school facilities to the public outside of school hours.

8.6 SCHOOL COUNCIL AS AN EMPLOYER

Under section 107(1)(k) of the Act, a school council can employ persons in accordance with relevant awards and the *Fair Work Act 2009* (Cth). Through global school budgets, councils have the capacity to subscribe to relevant support services, including those provided by [Chamber of Commerce Northern Territory](#), to provide industrial relations (human resources) advice.

9. SCHOOL COUNCIL MEMBERS AND ELECTIONS

A school community elects members to form the school council. Once a school council is formed, the school council can invite members, providing invited members are part of its constitution.

A school council **must** consist of the following members:

Type of member	Definition
Parent member	a parent of a student enrolled at the school can nominate and be elected
Teacher member	a teacher who teaches at the school can nominate and be elected
School principal	the school principal is always a member of the school council

A school council **may** also include the following members:

Type of member	Definition
Invited member	provide this type of membership is included in the constitution, a person can be invited to be a member of the school council
Student member	providing this type of membership is included in the constitution and the school provides secondary education, a student can nominate and be elected

9.1 ELECTION OF MEMBERS

The positions available for the school year will consist of those member's terms that have expired or where there is a vacancy. For information on terms of membership see the [School Representative Body Constitution guidelines](#).

A school council, in working with the school, will have processes in place for how parent, teacher and student members (where applicable) are nominated and elected. Nominations can occur prior to or at the Annual General Meeting (AGM) and elections occur at the AGM.

9.2 ELECTION PROCESS

9.2.1 Notice

The school principal will coordinate the election process by giving notice of the date, time and location of the election. Notification should be provided at least 14 days before the AGM and distributed to the school and community through the most effective way to ensure the widest possible audience is reached. Information about upcoming elections should clearly state the procedures for candidates to nominate and how voting will take place.

9.2.2 Members

A person can only be a member in one capacity, that is, as a parent, teacher, principal, invited member or student. This means that if a teacher at the school has a child enrolled at the school, that person can only be on the school council as either a teacher member or parent member.

- **Parents**

Any parent of a student enrolled at the school can nominate for election as a parent member. Any parent of a student enrolled at the school can vote for a parent member of the school council.

- **School principal**

The school principal is always a member of the school council.

- **Teachers and students**

The school principal will ensure that elections for teaching staff members and student members of the council (in secondary schools) are carried out by their peer group.

- **Chairperson**

The chairperson must be a parent member of the school council and cannot be a teacher or principal at any government school.

- **Invited members**

A school council can invite members after the elections for that school year have occurred, provided invited members are included in the membership composition within the constitution. It is a decision for the school council who it wishes to invite as a member and it also must ensure the invitee meets eligibility requirements outlined in the [School Representative Body Constitution guidelines](#). A teacher from another government school that has a school council, or other type of school representative body, cannot be invited to be a member of the school council.

If it is determined that invited members will assist the school council and the provision is not included in the constitution, the constitution can be amended in accordance with [School Representative Body Constitution guidelines](#).

9.2.3 Election process

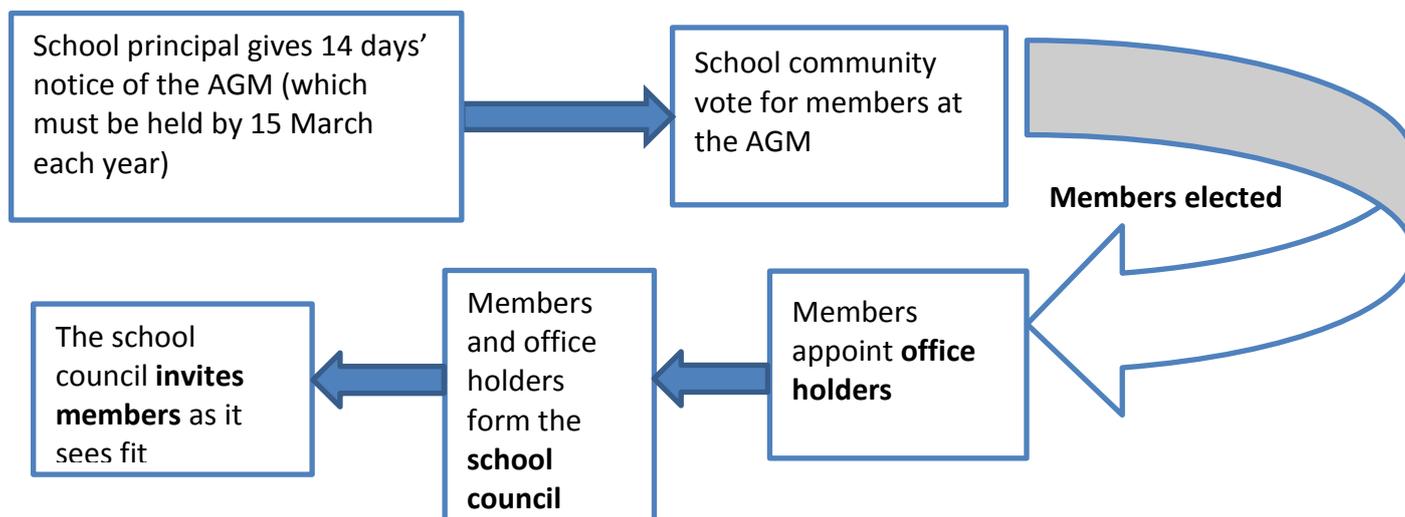
Elections can be carried out by a Returning Officer, such as an independent person (usually a non-contestant) or the Chairperson.

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Members are elected by having the majority of votes. The Returning Officer or Chairperson at the AGM can conduct this process by carrying out the following actions:

1. state the number of positions available
2. state the term of office for each position
3. state the required duties of the position (from the constitution and these guidelines).

Once members are elected, office holders can be appointed and then members invited.



9.3 APPOINT OFFICE HOLDERS

A school council has office holders that have specific responsibilities and obligations. At the AGM, or the first meeting held after the AGM, the Chairperson, Secretary and Treasurer (the office holders) are appointed by the members.

The Chairperson must be a parent member. Parent members are encouraged to nominate for the Secretary and Treasurer positions.

Under Regulation 37 the school council may request the principal to direct the registrar (often known as the business manager) to act as either the Secretary or Treasurer, or as both. This should only be requested when these positions cannot be filled by a council member. If the school registrar/business manager is appointed, that person cannot vote on school council business.

For further information on:

- membership composition – see **Appendix B**
- the role of a principal, teacher, parent, student and invited members – see **Appendix C**.
- the role of school council office holders – see **Appendix D**.

9.4 CASUAL VACANCIES

The model constitution outlines the circumstances where the office of a member of the school council becomes vacant. It gives the school council power to fill the position as determined by the council, providing eligibility requirements are met.

9.5 REMOVAL OF MEMBERS

Members and office bearers must be aware of their duties and responsibilities under the constitution.

Under the Act, the Chief Executive may remove a member of a school council from office for one of the following reasons:

- (a) misconduct
- (b) failure or incapacity to carry out the duties of the office
- (c) for any other reasonable cause.

In this situation, the department will work with the school council to resolve the issues.

10. COMMITTEES

School representative bodies may appoint committees as necessary to undertake specific areas of responsibility. The school representative body may choose to outline the name and number of committees in its constitution, for example, a Finance, Policy or Grounds Maintenance committee. Appointing committees are a way school councils can equitably share workloads and get non-members involved. For further information on a committee's role and function, see [School Representative Body Constitution guidelines](#).

11. MANAGING MEETINGS

A school council must meet at least eight times a year, including the AGM. If the AGM cannot be held by 15 March of that year, a request from the school council outlining the reasons why an extension is required can be sent to the CE for approval. For further information about the requirements of an AGM, see the [School representative body constitutions guidelines](#). Where a school council chooses to amend its constitution, a special general meeting of the council must be held.

As per the model constitution, a quorum is required at all meetings. If there is no quorum, business cannot proceed and motions passed are invalid. Generally school council meetings are open to the whole school community although only members can vote. The constitution states meetings of the school council will be open to the school community, except where the school council determines otherwise in the interest of confidentiality and privacy.

School council meetings do not have to be run formally; however, it is important that all members are aware of the procedures adopted for running the meeting so people do not feel excluded from participating in business. It is a requirement of all meetings that a record is kept of decisions endorsed for action by the school council.

11.1 MEETING REQUIREMENTS

To ensure the school council is adequately involved it should meet once per month during the school year.

11.2 SPEAKING RIGHTS

The Chairperson leads the meeting. This is to ensure that no one dominates discussion and everyone has an opportunity to speak. It is the Chairperson's role to allow people to fairly express their views and contribute to the decisions of the meeting through a democratic process.

Parents, teachers and students who are not members of the school council can take part in discussion with prior permission from the Chairperson although they cannot vote.

11.3 MEETING PROCEDURES

There is no set format for school council meetings, although the following items must be recorded in the minutes:

- date and time
- attendances and acceptance of apologies
- confirming the minutes of the previous meeting
- correspondence
- reports
- debate
- voting on motions put to the council
- time the meeting closes.

An example agenda for a meeting of a school council is provided at Attachment B.

11.4 DECISION MAKING

Motions arising at a meeting of a school council must be determined by a majority of the votes of the members present and voting. Every member has one vote, including the Chairperson.

12. RECORDS MANAGEMENT

All records must be appropriately managed in accordance with the [NT Government Record Management Standards](#).

School council documents, as well as school documents, should be stored in School Central. The following school council documents should be kept on School Central:

- Communications: correspondence in and out
- Constitution and documents relating to amendments
- Contacts: members details and other useful contacts
- Management: duty statements for council positions, annual work plans, governance procedures and operational guidelines
- Meetings: agendas and minutes of meetings
- Reports: financial, principal and other reports
- Policies: specifically to the operation of the council
- Subcommittees: terms of reference and activities.

For further information about School Central, contact schoolscentral.doe@ntschoools.net.

13. ACKNOWLEDGMENTS

The Department gratefully acknowledges the contribution of the Northern Territory Council of Government School Organisations in assisting in the development of this guideline for school councils.

14. LIST OF APPENDICES AND ATTACHMENTS

Appendix A: Costs not covered in the standard curriculum

Appendix B: Membership composition

Appendix C: School council member's responsibilities

Appendix D: School council office holder's responsibilities

Attachment A: School council code of conduct template

Attachment B: School council meeting template.

APPENDIX A Costs not covered in the standard curriculum

What is the standard curriculum?	What costs are not covered in the standard curriculum?
<p>The standard curriculum is the provision of teaching and learning activities, instructional support and instructional materials for the delivery of the:</p> <ul style="list-style-type: none"> • Early Years Learning Framework • the Australian Curriculum • the senior secondary Northern Territory Certificate of Education and Training • Vocational Education and Training. <p>Instruction that forms part of the standard curriculum is free and includes:</p> <ul style="list-style-type: none"> • the provision of teaching and learning activities • instructional support • instructional materials • administration and facilities associated with the standard curriculum program • administration and coordination of the standard curriculum program. 	<p>There are three areas for which parents may be requested to make a contribution or reimbursement:</p> <ol style="list-style-type: none"> 1. Educational items which parents are expected to provide or reimburse the school to provide for their child, for example stationery, some text books and school uniforms: <ul style="list-style-type: none"> – Items which students take possession of, including text books and student stationery – Materials for teaching and learning where your child consumes or takes possession of the finished articles (for example, home economics, ceramics, photography, catering) – School uniform (where applicable) – Travel costs incurred in order to receive instruction, for example, the cost of a student ID card if this is required to access free bus travel – Services associated with, but not considered to be part of, 'instruction' in the standard curriculum program, such as costs associated with camps and excursions (for example, transport and entrance costs). 2. Optional extra items are those that are provided in addition to the standard curriculum program and are offered on a user-pays basis and which parents may choose whether their child accesses or participates: <ul style="list-style-type: none"> – Instructional supports, resources and administration beyond the provision of the standard curriculum program (for example, student computer printing for personal use, internet access for recreational or non-school use) – Extra-curricular programs or activities offered in addition to the standard curriculum program (for example, instrumental music tuition) – Entry costs associated with performances, productions and events – Materials for subjects where the payment sought is the difference between the basic materials or services required for the standard curriculum program and higher cost alternatives which may be more desirable (for example, requesting payment for the use of mahogany in woodwork instead of the standard pine) – Materials and services offered in addition to the 'standard curriculum program' (for example, school magazines or school photographs) – School facilities and equipment not associated with provision of the 'standard curriculum program' for example, hire/lease of equipment such as musical instruments or notebook computers. 3. Voluntary financial contributions which parents may be invited to contribute to the school: <ul style="list-style-type: none"> – Contributions to a building or a library trust fund (Australian Taxation Office approved and tax deductible) – Contributions for a specific purpose identified by the school (for example, equipment, materials or services in addition to those funded through the government grants. This may include additional computers or student-related services) – General voluntary financial contributions or donations to the school.

APPENDIX B Membership composition

COMPOSITION OF A SCHOOL COUNCIL

The membership rules for a school council are set out in Part 5 of the Education Regulations.

Total number of members: there can be a minimum of 5 and maximum of 19 members.

Mandatory members:

Parents

- there must be at least 50% parent members
- parents of students enrolled at the government school (including parents of preschool students) are elected by parents of students at that school
- a parent must be appointed as council Chairperson. This parent cannot be a teacher or principal at any government school.

Teachers

- at least one teacher from the government school (including preschool teachers) elected by teachers at that school.

Principal

- the principal of the school.

Optional members

Students

- secondary schools may include one or two student representatives elected by students at that school.

Invited members

- any person considered by the school council to have special qualifications, knowledge or experience which would assist them in carrying out their work can be invited to be a member of the council
- the school council may invite the local Member of the Legislative Assembly or a person nominated by the local government council
- teachers at any government school are not eligible to be invited members.

Table 1: Sample calculator for composition of school councils

Number of members in the school council

Minimum ←————→ **Maximum**

5	10	15	19	
Parent	Parent	Parent	Parent	1
Parent	Parent	Parent	Parent	2
Parent	Parent	Parent	Parent	3
Principal	Parent	Parent	Parent	4
Teacher	Parent	Parent	Parent	5
	Principal	Parent	Parent	6
	Teacher	Parent	Parent	7
	Plus 3 optional: additional parents or teachers; invited members, up to 2 students	Parent	Parent	8
		Principal	Parent	9
		Teacher	Parent	10
	Plus 5 optional: additional parents or teachers; invited members, up to 2 students	Principal	Parent	11
		Teacher	Parent	12
	Plus 7 optional: additional parents or teachers; invited members, up to 2 students		Parent	13
			Parent	14
			Parent	15
			Parent	16
			Parent	17
			Parent	18
			Parent	19

A school council can have anywhere between 5 and 19 members. The table indicates the mandatory number of parent and teacher members required in line with the number of members in the school council.

For example, if a school council has 15 members as per its constitution, eight of those members must be parent members, the principal must be a member and there must also be at least one teacher member. There can be up to 5 additional members, whether parent, teacher, invited member or student. The school council constitution will govern what types of membership are available.

APPENDIX C

School council members responsibilities

Member	Responsibilities
Principal	Principals automatically serve on the school council to support the council and assist to determine the broad directions of the school. The principal is responsible for: <ul style="list-style-type: none"> • educational leadership and sound management practice • ensuring implementation of departmental policy • staff allocation and supervision.
Parent representatives	Parents have a right to be involved in their children’s schooling. Parents have a responsibility to: <ul style="list-style-type: none"> • show an active interest in every child’s schooling • provide relevant input to decisions being made by the school council • raise concerns appropriately and promptly • be supportive of approved Department of Education and school council policies • cooperate with school staff, other parents and children in the interests of every child’s education.
Teacher representatives	Teachers have a responsibility to: <ul style="list-style-type: none"> • provide balanced professional advice to parents • encourage parent participation and involvement • support school policies • build positive relationships with parents and students • listen to parents and address concerns.
Student representatives	Students have a responsibility to: <ul style="list-style-type: none"> • represent the views and opinions of the student cohort • consult widely with student cohort on school council business • keep student cohort informed of school council decisions • contribute to school council meetings.
Invited members	Invited members have a responsibility to: <ul style="list-style-type: none"> • assist the school council in the performance of its functions in providing relevant information or advice.

APPENDIX D

School council office holders responsibilities

Office holder	Responsibilities
<p>Chairperson</p> <p>The chairperson must be a parent member of the school council, however the parent member cannot be a teacher, principal or acting principal at any government school. All members of the school council vote for the election of the chairperson.</p>	<p>The chairperson acts as spokesperson and is expected to:</p> <ul style="list-style-type: none"> • chair at all meetings and assist the secretary in preparing the agenda • ensure that meetings are properly convened • provide leadership to the school council • act on resolutions • keep the school community informed of school council decisions and activities • understand meeting procedures • oversee the correct functioning of office holders and committees, ensuring members are adequately informed for meaningful discussion and decision making • act, subject to any expressed or implied instructions, on behalf of the organisation and its committee in the interval between meetings • act on valid requests from members • as appropriate, seek suitable people to stand for office, or act in other capacities such as committees etc. • sign, for identification purposes, any document requiring official endorsement, such as a new constitution.
<p>Treasurer</p> <p>The treasurer is appointed by the council by an election involving all members of the school council.</p>	<p>The treasurer is required to:</p> <ul style="list-style-type: none"> • present the monthly financial statements as prepared by the school business manager/registrar • present the school's draft budget to the school council for their endorsement • be responsible for the receipt of all moneys received by the school council.
<p>Secretary</p> <p>The secretary is appointed by the council by an election involving all members of the school council.</p>	<p>The secretary is required to:</p> <ul style="list-style-type: none"> • give notice of meetings and closing dates for receiving nominations for office holders and committee members • coordinate council correspondence • assist the chairperson in preparation of agendas and at meetings and circulate before meetings where possible • keep full and correct minutes of each meeting and distribute them • keep records of members' terms of office including casual vacancies.