

GUIDELINES

School Management Council

Responsibility of:	School Operations	DoE File:	FILE2017/1933
Effective Date:	February 2017	EDOC	2017/72909
Next Review Date:	February 2019	Version Number:	1.0
Target Audience:	School and department staff/Parents/ Community		

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

1. INTRODUCTION

A school management council is established to undertake the financial responsibilities for a school and will be put in place when a school representative body does not exist. This will usually occur as an interim measure for new schools.

Where a **joint school representative body** is established for two or more government schools, each participating school must also have a school management council.

2. ROLES AND RESPONSIBILITIES

The Minister for Education will:

- where appropriate, approve the request for the establishment of a school management council and publish a notice in the Northern Territory Gazette
- where circumstances warrant such action, approve to abolish a school management council and provide written notice to the school advising the outcome.

The Chief Executive will:

- where appropriate, endorse requests for the establishment of a school management council and forward all documentation to the Minister of Education for approval and gazettal

- where appropriate, endorse requests to abolish a school management council and forward all documentation to the Minister of Education for decision.

The Regional Director will:

- where appropriate, provide ‘in-principle’ support to establish a school management council
- where appropriate, provide ‘in-principle’ support to abolish a school management council
- monitor school management council performance and compliance.

School Operations North will:

- provide timely and accurate advice to school management councils
- process requests to establish and abolish school management councils.

The Principal will:

- facilitate establishment of a school management council and/or requests to abolish
- act as the primary member for a school management council where directed
- ensure compliance with relevant departmental policy and guidelines.

3. ESTABLISH A SCHOOL MANAGEMENT COUNCIL

The following table indicates when a school management council can be established.

Governing structure	Existing	School management council
School council	X	✓
Independent public school board	X	✓
Joint school representative body	X	✓
School council	✓	X
Independent public school board	✓	X
Joint school representative body	✓	✓

4.1 COMPOSITION

A school management council will usually consist of the principal of the school although the Minister for Education can appoint other persons.

4.2 PROCESS FOR ESTABLISHMENT

The principal should first seek advice from School Operations. The principal should then write to the Chief Executive Officer (CEO) of the Department of Education to seek a school management council to be established under the Act.

The request should state why a school representative body has not been established or why it is not operating effectively. If the school forms part of a joint school representative body, this should be stated as the reason for the request. Advice should be sought from School Operations about whether a school management council is needed and the request process.

4. FUNCTIONS OF A SCHOOL MANAGEMENT COUNCIL

The functions of a school management council are very similar to those of a school representative body.

Advisory <ul style="list-style-type: none">(a) Inquire into, and identify, the particular educational needs of the community served by the school and advise the CEO with respect to those needs(b) Assess from time to time, the following needs and make recommendations to the CEO with respect to satisfying them:<ul style="list-style-type: none">(i) the needs of the school for buildings, facilities and equipment(ii) the needs of students, teachers and other staff.
Budget allocation and expenditure <ul style="list-style-type: none">(c) within the scope allowed by the functions conferred on the body, determine the purposes for which money allocated by the Agency to the school is to be expended and expend money paid by the Agency to the school;
Regulate buildings and grounds <ul style="list-style-type: none">(d) determine whether, and regulate how, the buildings or grounds of the school may be used for the conduct of activities for the benefit of the community served by the school at any time when they are not required for school purposes;
Control buildings and grounds <ul style="list-style-type: none">(e) exercise general control over the school buildings and grounds including, controlling the conduct of work being undertaken on school buildings or grounds(f) control the manner in which the services of maintenance and general upkeep are provided for the school.
Staff Management <ul style="list-style-type: none">(g) in accordance with the Fair Work Act 2009 (Cth) and any relevant award, employ persons on any terms and conditions that are approved in writing by the CEO;
Fundraising <ul style="list-style-type: none">(h) carry out any activities, if approved by the CEO (refer to school representative body guidelines), for raising money to be expended on, or in relation to, the school and expend that money accordingly.
Charge optional extra items <ul style="list-style-type: none">(i) determine fees that may be charged for the provision to a student of any approved materials, services or facilities not covered by section 75(2) that a parent of the student chooses to have provided to the student;
Voluntary contributions <ul style="list-style-type: none">(j) seek voluntary contributions from parents of students enrolled in the school for a purpose prescribed by regulation;
Any other functions <ul style="list-style-type: none">(k) perform any other functions as directed by the CEO.

**If both a joint school representative body and a school management council exist for one school, the school management council does not have functions (a), (b), (d) or (h) as these functions are carried out by the joint school representative body.*

5. FINANCIAL MANAGEMENT

The [Education Act](#), the [Education Regulations](#) and the department's financial management requirements govern the financial responsibilities of a school management council.

6. ABOLISH A SCHOOL MANAGEMENT COUNCIL

The Minister for Education may abolish a school management council where:

1. the school for which the school management council is established closes;
2. the school management council requests for it to be abolished; or
3. in the opinion of the Minister for Education, the school management council is not complying with the requirements of the Act.

Where a school management council is abolished, assets must be disposed of or transferred. Assets can be transferred to another government school or to another established governing structure, as directed by the Minister for Education through the department.

Where a school representative body has been established to replace a school management council, the council must be abolished and the assets transferred to the replacement body. This process is facilitated through School Operations in consultation with the relevant school principal.