



Napperby Primary School & Preschool

Roles and Functions of the Governing Council

The Role of the Governing Council

The role of Governing Council is expressed through the legislation, the Administrative Instructions and Guidelines (AIGs) (Section 5), the Governing Council constitution and the Governing Council [code of practice](#). The role of the Governing Council is to:

- focus on improving student learning outcomes in collaboration with the site leader and staff
- develop a cooperative working relationship between the Governing Council and the site leader and staff
- represent the whole school community in understanding local educational needs
- set general directions for the site
- monitor and report on achievements.

The different roles of the Governing Council and the site leader should be understood and respected. The site leader has specific educational and organisational leadership responsibilities for which they are accountable to the Minister through the Chief Executive of the Department of Education and Children's Services. Site governance and site management should be clearly separated.

Functions of the Governing Council

In the context of a Governing Council's role, the council must perform the following functions:

- Involve the school community in the governance of the school by:
 - Providing a focus and a forum for parental and school community involvement and values
 - Identifying the educational needs of the local community and the attitude of the community to educational developments within the site
 - Ensuring that the cultural and social diversity of the site community is considered and the needs of all student groups are appropriately identified.
- Set the general directions of the site by:
 - Developing broad site policy statements such as the Site Improvement Plan, the site budget, and student safety, welfare and discipline policies
- Monitor and report on:
 - the Site Improvement Plan
 - the Site's finances
 - the Council's operations

Other:

- Raise money for site related purposes
- Property maintenance

THE ROLE OF GOVERNING COUNCIL MEMBERS

Role of the Governing Council Chair

The Chair:

- is a member of the Governing Council
- must not be a member of the staff of the preschool/school or a person employed in an administrative unit for which the Minister is responsible. (as per constitution)
- acts as spokesperson for the council
- calls and presides over all meetings – opens and closes the meetings
- prepares the agenda in consultation with the executive comprising office holders and the Principal
- ensures meetings are properly convened and quorum is met
- ensures full and balanced participation in meetings
- facilitates voting on motions
- ensures resolutions of council are acted on
- can request a speaker be seated
- suspend or remove person/persons from a meeting
- Reports to the Annual General Meeting of the School

Role of the Governing Council Deputy Chairperson

The Deputy Chairperson

- To assist the Chairperson in the conduct of the meetings and business
- To assist the Chairperson in following the rules and procedures
- To assume the position of Chairperson (responsibilities and powers) at meetings in the absence of the Chairperson

Treasurer

The Treasurer:

- is a member of the Governing Council
- must not be a member of the staff of the preschool/school.
- can be one of the community representatives, with the requisite skills
- chairs the Finance Advisory Committee
- sets the agenda for the finance meetings, with the site leader
- organises the budget planning process and timeline, with the site leader
- presents the draft budget, as agreed by the Finance Advisory Committee, to the Governing Council
- reports to the Governing Council on budget progress, potential budget adjustments, the reasons for the adjustment and the plan to address them
- presents the Council's audited accounts to the Annual General Meeting

Role of the Governing Council Secretary

The Secretary:

- gives notice of meetings, and the closing times for receiving nominations for office bearers and committees
- manages council correspondence
- assists the chair in the preparation of the agenda and notice of meetings
- ensures minutes are taken and distributed, including the keeping of minutes
- keeps records of members of council and terms, including all casual vacancies
- is responsible for having available at all times a copy of the constitution, standing orders, minutes, reports, correspondence, code of practice and common seal
- although the Secretary can take the minutes of council meetings, this function can also be undertaken by a minute secretary if the council chooses

Role of Ex-officio Members – Site Leaders

Site management and educational leadership is the responsibility of the site leader and staff, with accountability to the Minister through the Chief Executive of the department. Educational leadership is not a part of the governance role involving the Governing Council.

The Site Leader Member:

- is a member of Governing Council by virtue of being site leader
- is required to be on the Finance Advisory Committee, or to have a nominee
- is required to present a report to each Governing Council meeting setting out achievements against the Site Learning Plan and any other targets or criteria set by the council
- is to keep the Governing Council advised of directions and information from DECD

Role of Councillors

Governing Councillors Role:

Each individual, therefore, in fulfilling the roles and responsibilities of a Councillor

- must use due care and diligence
- must recognise that the primary responsibility of the Council is to the school, and will have regard for the interests of **all** students and children
- must use the powers of the position for a proper purpose and act, at all times, in the best interests of the Council and the school as a whole
- must recognise the responsibility and accountability of the Council to both the school community and the Minister;

- must not take improper advantage of the position
- must ensure that there is no conflict or apparent conflict between his/her own interests and duties with those of the Council and may need to have regard to any benefit or interest that potentially may arise for members of their immediate families, to the extent that they know their interests, as well as their own

- has an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Council
- must not make improper use of information acquired
- must keep confidential the information received in the course of his/her duties, and not disclose it, or allow it to be disclosed, unless that disclosure has been authorised, or if it is required by law
- must not engage in conduct likely to bring discredit upon the school or the Minister
- has an obligation to act lawfully and to comply with the principles of this code of practice
- has an obligation to take all steps, if necessary including mediation, to resolve any disputes which may arise