

# Distinctions in roles and responsibilities of school council.

Understanding the functional split between the principal of the school and the school council is critical for the effective functioning of the council.

The school council has a limited governance and oversight role whereas the principal manages the day to day activities of the school and is responsible for ensuring the delivery of a comprehensive education to every student. The principal also holds a duty of care for, and is responsible for the care, safety and welfare of the students at the school.

The following table shows a range of activities that school councils may be involved in:

Area of activity	The school council ...	The principal ...
Strategic direction of the school	<ul style="list-style-type: none"><li>develops the broad direction and vision for the school, using guidelines provided by the Department</li></ul>	<ul style="list-style-type: none"><li>leads development of curriculum – teaching and learning programs</li><li>determines teacher, subject and time allocations; timetable; class sizes; and structures</li></ul>
Student dress code policy	<ul style="list-style-type: none"><li>develops student dress code policy in close consultation with the wider school community</li><li>consults with the school community before adopting changes to this policy</li></ul>	<ul style="list-style-type: none"><li>implements the student dress code developed by school council in consultation with the wider community</li><li>considers and, where appropriate, grants exemptions to dress code guidelines for individual students</li><li>enforces the student dress code in line with DET policy</li></ul>
Staff employment and management	<ul style="list-style-type: none"><li>approves employment of some staff e.g. casual replacement teachers, canteen or maintenance staff, however, <b>not</b> on-going staff</li><li>recommends to the Secretary of the Department the appointment of a principal in accordance with principal selection processes</li></ul>	<ul style="list-style-type: none"><li>is responsible (as delegate of the Secretary of the Department) for the employment and management of persons in the Teaching Service (including non-teaching staff)</li><li>manages the performance, development and conduct of DET and school council staff</li></ul>
Camps and excursions	<ul style="list-style-type: none"><li>is responsible for approving interstate and international visits, excursions requiring sea or air travel, excursions involving weekends or vacations, and adventure activities. All relevant school councils are responsible for approving listed joint activities involving another school</li></ul>	<ul style="list-style-type: none"><li>is responsible for approving day excursions. All relevant principals are responsible for approving day excursions involving another school</li></ul>

Area of activity	The school council ...	The principal ...
Buildings and grounds	<ul style="list-style-type: none"> <li>• oversees school cleaning, and in regional schools only, enters into contracts for school cleaning</li> <li>• enters into contracts for building and grounds improvements</li> <li>• makes decisions about the hiring and shared use of school facilities in accordance with Department policy requirements</li> </ul>	<ul style="list-style-type: none"> <li>• is responsible for maintenance of school buildings and grounds</li> <li>• monitors implementation of contracts</li> <li>• exercises a general oversight of school buildings and grounds to ensure they are kept in good condition and order</li> </ul>
Child Safe Standards	<ul style="list-style-type: none"> <li>• approves policies and procedures to ensure compliance with the Child Safe Standards</li> <li>• reviews existing contracts in consultation with the principal and ensures future contracts address the requirements of the Child Safe Standards</li> </ul>	<ul style="list-style-type: none"> <li>• implements Child Safe Standards policies and procedures</li> <li>• with staff, develops strategies to embed a culture of child safety at the school and allocates roles and responsibilities for achieving the strategies</li> <li>• informs the school community about the strategies and roles and responsibilities</li> <li>• with staff, periodically reviews the effectiveness of the strategies and revises them if appropriate</li> <li>• with staff, ensures the school implements practices for a child-safe environment</li> </ul>
School review	<ul style="list-style-type: none"> <li>• participates in the Pre-review Self-evaluation</li> <li>• value-adds to the review as defined in the terms of reference (e.g. participation in focus groups etc.)</li> <li>• is presented with the findings of the report and accepts the report</li> </ul> <p>The school council president:</p> <ul style="list-style-type: none"> <li>• is a member of the core School Review Panel</li> </ul>	<ul style="list-style-type: none"> <li>• keeps the whole school community and council informed about the school review</li> <li>• leads the Pre-review Self-evaluation in consultation with the whole school community</li> <li>• is a member of the core School Review Panel</li> <li>• presents the findings of the review report to the school staff and school council</li> </ul>
Strategic and Annual Planning	<ul style="list-style-type: none"> <li>• contributes to the finalisation of the School Strategic Plan following the school review</li> <li>• contributes to the development of the Annual Implementation Plan</li> <li>• president endorses the School Strategic Plan and Annual Implementation Plan in SPOT</li> <li>• ensures regular monitoring of the Annual Implementation Plan, including key risks to achievement</li> </ul>	<ul style="list-style-type: none"> <li>• engages the staff and school community in development of the School Strategic Plan following review</li> <li>• engages the staff and school community in the development of the Annual Implementation Plan</li> <li>• engages the staff and school community in the monitoring of progress against annual targets</li> <li>• endorses the School Strategic Plan and Annual Implementation Plan in SPOT</li> </ul>

Area of activity	The school council ...	The principal ...
<b>Annual report to the school community</b>	<ul style="list-style-type: none"> <li>• endorses the Annual Report by April 30</li> <li>• president attests to the contents of the Annual Report in SPOT by April 30</li> </ul>	<ul style="list-style-type: none"> <li>• prepares, with the school council, the Annual Report</li> <li>• endorses the Annual Report</li> <li>• attests to the contents of the Annual Report</li> </ul>
<b>Outside school hours care or kindergarten service</b>	<ul style="list-style-type: none"> <li>• decides whether to establish a service or change operating models or service provider</li> <li>• is the legal entity under the National Law of a school council managed operating model, and therefore has the role of approved provider. As approved provider, the council nominates people with management or control, noting this does not take away from the approved providers' legal responsibilities</li> <li>• in a third-party-provider operating model, selects, engages and contract-manages the preferred provider, and endorses the licence agreement negotiated with a third party</li> <li>• receives regular program reports from the OSCHC or kindergarten provider</li> <li>• regularly monitors the provider's compliance with the requirements of the National Law</li> <li>• should be consulted on the development of the service's Quality Improvement Plan and be provided with a copy of the service's Assessment and Rating report</li> </ul>	<ul style="list-style-type: none"> <li>• engages the school community in the decision-making process to establish or change operating models or service provider</li> <li>• informs the school community and school council about the service on a regular basis</li> <li>• may be nominated by school council as the person with management or control for a school council managed operating model</li> </ul>

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