

## ASHGROVE STATE SCHOOL COUNCIL CHARTER

### Statement of school Council's Governance Function

**Working with the Principal:** The School Council (**Council**) is responsible for forging a strong and productive mutually trusting relationship with the Principal for the benefit of the school by ensuring:

- (a) Openness and honesty in all matters is encouraged between the Council and the Principal;
- (b) This relationship is fostered between meetings through encouraging a close working relationship between the Chair and the Principal;
- (c) Regular ongoing reporting by the Principal to the Council in a form which meaningful and relevant;
- (d) The Council will not:
  - i. Interfere with the management by the Principal of the day to day operations of the school and it's curriculum, (other as agreed);
  - ii. Make operational decisions about the use of teaching and learning resources;
  - iii. Make decisions that are contrary to law or written policy of the Department

**Accountability:** The Council will provide accountability by ensuring:

- a) A clear written statement of role and responsibilities for the Council exists;
- b) Appropriate transparent management reporting systems exist;
- c) Regular effective communication with key stakeholders including the P&C, with and through the Principal;
- d) Adequate avenues exist for people seeking bona fide communication with the school;
- e) Active monitoring of the performance of the school against approved strategic plans and objectives;
- f) Expenditure of money and use of resources is consistent with the approved plans;
- g) It sets a respectful, ethical and transparent organisational culture

**Strategy:** The Council is responsible for monitoring the school's strategic direction and will do so by ensuring:

- a) The Council plays an active role in advising the Principal on strategic matters;
- b) The whole Council is engaged in the strategic planning and review processes;
- c) Inclusion of proper consideration of risks, opportunities and stakeholder views in all strategic planning;
- d) Inclusion of clear measurable financial and other objectives in all strategic plans;
- e) Preparation of business plans and annual estimates of revenues and expenses (budget) consistent with and to support agreed strategic plans;
- f) Monitoring and performance review of the school against approved strategic plans and objectives

**Monitoring and supervising:** The Council is responsible for monitoring and implementation of agreed plans and policies of a strategic nature(including budget) and will do so by ensuring:

- a) It receives and reviews regular reports against approved plans including:
  - i. Annual implementation plan including the school budget
  - ii. Quadrennial School plan
  - iii. Workplace reform proposals, where relevant
  - iv. School Responsible Behaviour Management Plan
  - v. Other documents relevant to the school's strategic direction
- b) The Council access to the Business Services Manager to enable clarity of understanding of financial reporting.

**Policy:** The Council is responsible for the development of appropriate policy affecting strategic matters and will do so by ensuring:

- a) Development of key governance policies by the Council in keeping with appropriate practices in governance accountability;
- b) The Principal is accountable and responsible to the Executive Officer for developing appropriate operational policies;
- c) Organisational and operational policies of a strategic nature are approved by the Council where appropriate and otherwise the Council is aware of them;
- d) There is clear delineation between Council policy and policy which is the Principal's responsibility to develop and monitor;
- e) Active monitoring of all Council approved policies;

## Role of School Council Chair

The Chair of the Council is the leader of the Council, as distinct from the school, leadership of which is the responsibility of the Principal. Within the ambit of the role as leader of the Council, the Chair assures the integrity of the Council's processes and, secondly, represents the Council (and when explicitly authorised to do so) as appropriate to outside parties.

Accordingly within this role, the Chair:

- a) Is responsible to ensure that the Council operates effectively, including through the chairing of meetings so as to ensure that there is rigour in advice and decision-making through robust discussion and a culture which encourages appropriate questioning and enquiry about all matters put before the Council for decision;
- b) Of the Council is empowered to chair Council meetings, with all the commonly accepted power of that position (for e.g. ruling on issues, recognising speakers);
- c) Is responsible to ensure that there is a flow of accurate, timely and relevant information from management to the Council to enable the Council to make well informed decisions;
- d) Develops a close working relationship with the Principal, liaising with the Principal between Council meetings to ensure optimum efficiency in the presentation of all recommendations to the Council and for the ongoing support and monitoring of the Principal on behalf of the Council;
- e) Is responsible to ensure that the Council operates consistently within its own processes and those legitimately imposed upon it from outside the organisation;
- f) Is to assure the implementation of the procedural aspects of the governance policies and processes agreed by the Council, except where the Council specifically delegates components of this to others;
- g) Of the Council may represent the Council to outside parties in announcing Council stated positions or otherwise as expressly delegated by the Council from time to time;
- h) May not delegate the responsibilities outlined above except with the prior agreement of the Council, unless the urgency of a situation, as identified by the Chair in his or her discretion, demands otherwise; and
- i) In spite of the above responsibilities, has no authority greater than delegated to him or her by the Council as a whole and so has no added authority to supervise or direct the Principal or other members of Council.

Eligibility and tenure of the Chair is set out in the School Council Constitution.

### **Role of School Council Secretary**

The Secretary plays an important role in supporting the operations of the Council through ensuring effective administration of Council meetings.

Accordingly, within this role, the Secretary:

- a) Develops a close working relationship with the Chair and the Principal;, liaising between Council meetings to ensure ongoing co-ordination of meetings, planners and management of correspondence of the Council;
- b) Keeps full and correct minutes of the proceedings of school Council meetings and ensures minutes are distributed to the Council within X of each meeting;
- c) Ensures a transparent process exists for the safe custody and access to all books, documents, records and registers of the Council, which are accessible to any person within the school community; and
- d) Supports the Council in other administrative functions of the Council from time to time.

Eligibility and tenure of the Secretary is set out in the School Council Constitution.

## Role of the School Council Member

As set out in the School Council Handbook, a member of the school Council will be required to:

- a) Be conversant with the School Council Constitution and the *Education (General Provisions) Act 2006*;
- b) Be familiar with the school's strategic plan;
- c) Understand the philosophy and core values on which the school's services and programs are based;
- d) Demonstrate a personal suite of values aligned to realising harmonious and constructive conversations and decision making;
- e) Offer an array of personal capabilities to assist creative and productive discussions and decision making relative to the strategic responsibilities of the school Council;
- f) Be able to work cooperatively with other Council members to ensure productive and constructive discussion;
- g) Be able to leave aside personal agendas and bias;
- h) Assist in strategic planning and development;
- i) Understand the difference and the delineation between operational, governance and strategic issues;
- j) Liaise with relevant stakeholder groups to effectively represent views and opinions of staff, parent and community bodies (when explicitly authorised to do so by the Council)
- k) Engage in shared leadership;
- l) Work with other Council members, school personnel and other decision-making bodies, for the benefit and betterment of all students and the community;
- m) Demonstrate ability to follow through on tasks and meet associated timelines;
- n) Attend Council meetings as required;
- o) Prepare for (by reading materials in advance if required to do so) and actively engage in Council meetings;
- p) Represent the school Council (when explicitly authorised to do so by the Council) and support decisions made;
- q) Actively promote and portray a positive image of the school Council;
- r) Undertake extra activities or duties as requested by the Council or the Chair;
- s) Keep the broad school community involved in the activities of the school Council, the communication of which is agreed by the Council.

## Relationship between the School Council, the School and the P&C

The School Council and the P&C share mutual interest in the success of the School. Each have a valuable contribution to make to the life of the School and it's Community.

The **School Council** will guide the broad strategic direction of the school including:

- a) Monitoring the school's strategic direction;
- b) Approving plans and policies of the school of a strategic nature or other documents affecting strategic matters (including the budget);
- c) Monitoring the implementation of the plans, policies and other documents approved by the school Council;
- d) Advising the school's Principal about strategic matters.

The **P&C's** primary role is to promote the interests of and facilitate the development and further improvement of the school by promoting parent participation and encouraging collaboration. The P&C President is a member of the School Council. The P&C will:

- a) Foster community interest in education matters;
- b) Endeavour to build closer co-operation between parents, members of the wider school community, staff members and students;
- c) Provide recommendations to the Principal at the Principal's invitation, in relation to student issues and the general operation of the school;
- d) Give, or assist in the giving of financial or other resources or services, that benefit students of the school;
- e) Perform any other functions as required by the Minister for Education.

The **School Council** and the **P&C** must not:

- a) Interfere with the management by the Principal of the day-to-day operations of the school and it's curriculum;
  - b) Make operational decisions about the use of teaching and learning resources;
  - c) Make decisions about individual teaching styles;
  - d) Make decisions that are contrary to law or written policy of the Department.
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