



Education and Training

School Board Chair Training

Governance Branch
Tuesday 31 May 2011



Objectives

By the end of the training participants should:

- understand the operation of school boards
- understand the roles and responsibilities of the school board chair



Overview of training

- **Legislative overview and the role of the chair:** Robyn Lewis: Corporate Planning and Review
- **Financial matters:** Sheila Cassie: Financial Services
- **The partnership between the board chair and principal:** Linda Baird: School Network Leader
- **A personal account:** Jon Claoué-Long
- **Questions, discussion and conclusion**



Education Act 2004 (the Act)

- Section 38: Establishment of school boards
- Section 39: Functions of school boards
- Section 41-43: Composition of school boards (general, small, school-related institutions, schools in special circumstances)
- Section 44-49: Operations of school boards
- Section 50-53: Financial matters
- Section 52-53: School board report



Specific legislative requirements for board chairs (*Education Act 2004*)

- Section 45: Election of Chair and Deputy Chair
- Section 47(3,4)-48(1,2,3,6): Proceedings of school boards
- Section 49(5): Disclosure of interest



Policy requirements for board chairs associated with the Act

- Section 37: Election of members
- Section 39: Functions of school boards
- Section 41-43: Composition of school boards
- Section 44: Ending of appointments
- Section 46: Selection of school principals
- Section 50-52: Financial matters
- Section 53: Reporting



Other legislation

- Commonwealth or ACT legislation
- <http://www.legislation.act.gov.au>
- <http://www.comlaw.gov.au>
(eg Corporations Act 2001)
- Departmental policies
- http://www.det.act.gov.au/publications_and_policies/policy_a-z
- Principal is key to legislative compliance



Common law duties

- Duty of good faith
- Duty of care
- Conflict of interest
- Discretion
- Not act for own benefit
- Not act unreasonably



Best practice for board chairs

- Time and place of meeting
- Remote communication
- Meeting frequency
- Calling additional meetings
- Quorum
- Voting
- Valid resolution
- Agenda and minutes
- Conflict of interest



Role of chairperson

- Partnership with principal
- Aware of issues in education (school, ACT, Commonwealth)
- Understand strategic direction of school
- Manage meetings
- Ensure compliance



Education and Training

Financial matters

Sheila Cassie: Financial Services

FINANCE REPORT - SCHOOL BOARD

May 2011

Item	*===== CURRENT YEAR =====*				*===== PRIOR YEAR =====*			Variance of actual
	Annual budget	Actual to date	%Budget to actual	Commitment	Annual budget	Actual to date	%Budget to actual	Current & prior year
Discretionary income								
Self Management Funds	\$299,303.00	\$157,111.36	52.49%	0.00	\$290,446.00	\$151,321.91	52.10%	\$5,789.45
Voluntary Contributions	\$29,000.00	\$31,235.00	107.71%	0.00	\$28,000.00	\$29,097.00	103.92%	\$2,138.00
Contributions & Donations	\$13,500.00	\$16,975.55	125.74%	0.00	\$10,000.00	\$11,083.43	110.83%	\$5,892.12
Subject Contributions	0.00	\$5,409.00	0.00	0.00	0.00	0.00	0.00	\$5,409.00
External Income	\$10,100.00	\$5,474.95	54.21%	0.00	\$10,000.00	\$4,485.41	44.85%	\$989.54
Proceeds from Sale of Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Interest	\$8,000.00	\$4,437.37	55.47%	0.00	\$7,000.00	\$3,651.43	52.16%	\$785.94
Sub discretionary income	\$359,903.00	\$220,643.23	61.31%	0.00	\$345,446.00	\$199,639.18	57.79%	\$21,993.59
Community Use	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00
Total Discretionary Income	\$359,903.00	\$220,643.23	61.31%	0.00	\$345,446.00	\$199,639.18	57.79%	\$21,993.59

FINANCE REPORT - SCHOOL BOARD

May 2011

Item	*===== CURRENT YEAR =====*				*===== PRIOR YEAR =====*			Variance of actual
	Annual budget	Actual to date	%Budget to actual	Commitment	Annual budget	Actual to date	%Budget to actual	Current & prior year
Utilities and General Overheads	\$114,850.00	\$37,570.42	32.71%	0.00	\$114,850.00	\$33,235.34	28.94%	\$4,335.08
Cleaning	\$73,455.80	\$28,357.43	38.60%	0.00	\$72,000.00	\$23,966.96	33.29%	\$4,390.47
Security	\$2,000.00	\$455.94	22.80%	0.00	\$2,000.00	\$487.09	24.35%	(\$31.15)
Maintenance	\$38,621.16	\$10,201.42	26.41%	0.00	\$43,545.46	\$11,377.78	26.13%	(\$1,176.36)
Mandatory Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Administration	\$16,350.00	\$2,127.41	13.01%	0.00	\$11,100.00	\$7,311.11	65.87%	(\$5,183.70)
Staffing Days	\$29,378.84	\$29,378.00	100.00%	0.00	\$10,000.00	\$1,916.38	19.16%	\$27,461.62
Communication	\$11,800.00	\$1,635.58	13.86%	0.00	\$11,800.00	\$3,012.57	25.53%	(\$1,376.99)
Assets	\$72,588.50	\$34,581.27	47.64%	\$6,366.68	\$38,304.00	\$7,082.40	18.49%	\$27,498.87
Leases	\$7,500.00	\$2,718.15	36.24%	0.00	\$13,272.00	\$8,590.93	64.73%	(\$5,872.78)
General Office Expenses	\$26,982.62	\$11,181.42	41.44%	\$938.33	\$26,075.64	\$8,932.98	34.26%	\$2,248.44
Educational	\$70,701.45	\$14,633.19	20.70%	\$1,517.87	\$69,925.36	\$9,981.05	14.27%	\$4,652.14
Total Discretionary Expenditure	\$464,228.37	\$172,840.23	37.23%	\$8,822.88	\$412,872.46	\$115,894.59	28.07%	\$56,945.64
Operating result	(\$104,325.37)	\$47,803.00		(\$8,822.88)	(\$67,426.46)	\$83,744.59		(\$35,941.59)

Note: () represents a negative.

FINANCE REPORT - SCHOOL BOARD

May 2011

YTD Summary	Discretionary BUDGET Summary	Discretionary ACTUAL Summary
Discretionary funds: \$47,803.00	Accumulated funds opening balance 1 Jan: \$172,442.88	Actual accumulated funds: \$197,442.88
External funded programs: \$13,769.89	Budgeted income: \$359,903.00	Actual to date Income: \$220,643.23
Trust funds: \$428.90	<i>Less:</i> Budgeted expenses: \$464,228.37	<i>Less:</i> Actual to date expenses: \$172,840.23
GST funds: (\$2,725.69)	Budget operating result surplus/(deficit): <u>(\$104,325.37)</u>	Actual to date operating result surplus/(deficit): <u>\$47,803.00</u>
Transitory funds: \$78,465.19	Accumulated funds at end of year: \$68,117.51	Actual to date accumulated funds: \$245,245.88
Accumulated funds: \$197,442.88	<i>Equals:</i> Accumulated funds opening balance 1 Jan	<i>Equals:</i> Actual accumulated funds
Reserves: \$10,770.00	<i>Plus/minus:</i> Budget operating result surplus/(deficit)	<i>Plus/minus:</i> Budget operating result surplus/(deficit)
Creditor's control: 0.00	Reserves opening balance 1 Jan: \$35,770.00	<i>Less:</i> Outstanding commitments: (\$8,822.88)
Total funds available: \$345,954.17		<u>\$236,423.00</u>
Bank account: <u>\$345,954.17</u>		Reserves: \$10,770.00
*Difference: 0.00		
<i>* Difference should = "0"</i>		

Certified correct: _____ Date: / /
(Principal)



Education and Training

The partnership between the board chair and principal

Linda Baird: School Network Leader



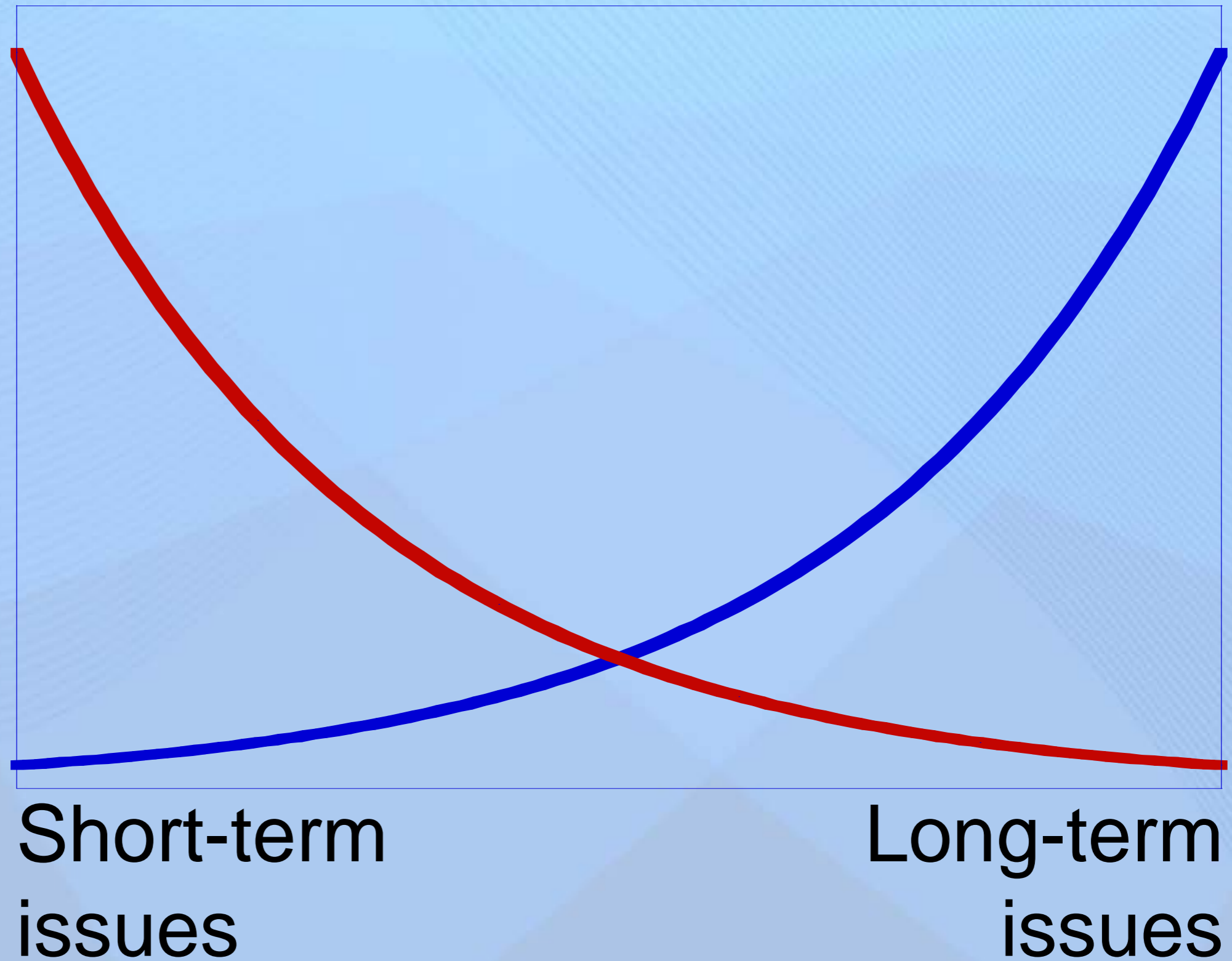
Education and Training

The school board chair: a personal account

Jon Claoué-Long



↑
Board
Time





Education and Training

Questions and discussion





Wrap up

- Check objectives
- Evaluation
- School Board Chair Network



Objectives

By the end of the training participants should:

- understand the operation of school boards
- understand the roles and responsibilities of the school board chair



Education and Training

Contact

Robyn Lewis

Manager, Corporate Planning and Review

Phone: 6205 9185

Email: robyn.lewis@act.gov.au



Thank you

