



Education and Training

School Board Member Training

Tuesday 17 May 2011



Objectives

By the end of the training participants should:

- understand the operation of school boards
- understand their roles and responsibilities on the board



Overview of training

- **Introduction and legislative overview :**
Robyn Lewis
- **Roles and responsibilities:**
Megan Young
- **Finance:**
Sheila Cassie
- **School board reports:**
Dianne Grantham
- **The school board and the principal:**
Anne Simpson
- **Questions and conclusion:**
Robyn Lewis



Information and support for Board Members

- School Board Chair/members
- Principal
- Department's website
http://www.det.act.gov.au/school_education/school_boards
- School Board Manual
- School Board Handbook



- > [School Education](#) > [School Boards](#)
- Directory of Schools
- Term Dates and Public Holidays
- Enrolling in an ACT Public School
- Starting School
- My School Website Information
- School Boards**
- Schools Renewal
- Curriculum Programs
- Disability Education
- International Students
- Alternative Education
- BSSS
- Bullying
- Vocational Learning in Schools
- School Counselling Service
- Career Education and Transitions
- Non-government Education

School Boards

The [Education Act 2004](#) (the Act) requires that a school board be established for each public school. The Act describes the functions of school boards, including their role in principal selection, the constitution of school boards, the proceedings of board meetings, and the responsibilities associated with financial and reporting requirements.

The board is responsible for the school's strategic direction. Operational matters are the responsibility of the principal.

School boards must observe departmental directions and ACT Government priorities and all legislative obligations.

The [School Board Framework](#) (1.4mb) is an overview document to provide information about the functions of school boards to departmental staff and the community.

- [School Board Operational Manual 2010](#) (621kb)
- [School Board Operational Manual Appendices - Forms](#) (531kb)

The School Board Manual is a valuable tool for principals, school board members, assistant returning officers, and business managers providing information about school boards and their functions. The forms in the manual have been provided in word version to assist Assistant Returning Officers to manage the school board election process.

[School Board Handbook](#) (504kb) – template

The School Board Handbook has been developed as an optional tool for school boards to provide personalised information about their school's board to their school board and local community. The handbook has been developed in accordance with the information provided in the *School Board Manual 2010*.

The hand book provides school board members and local communities with an overview of:

- details of the school board members and their appointed roles
- legislative responsibilities of the school board
- the role of the school board
- school board operations, and
- an explanation of the meeting agenda

Role of the School Board

The school board is a formal mechanism for parents, carers, staff and students to participate in school decision-making.

The following link details the functions of the school board and who is eligible to be on a school board. [Functions and Compositions of a School Board](#) (58kb).

Board appointed member

The school board may appoint no more than two people as board appointed members of the school board for a term (not longer than 12 months) decided by the school board. Board appointed members are non-voting members.

Information For...

- > [Students](#)
- > [Parents and School Community](#)
- > [School Leaders, Teachers and Staff](#)
- > [International Students](#)
- > [Prospective Staff](#)
- > [Vocational Education Providers](#)
- > [Employers and GTOs](#)
- > [Australian Apprenticeships Centres](#)
- > [Australian Apprentices and Adult Learners](#)



School Board Manual



Home Insert Page Layout References Mailings Review View Developer Menus Acrobat Get Started Design Layout

Clipboard: Cut, Copy, Paste, Format Painter


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Paragraph: Bullets, Numbering, Indentation, Line and Paragraph Spacing, Text Wrapping

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2011



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(INSERT SCHOOL NAME)

SCHOOL BOARD

HANDBOOK



Board membership (general schools)

Members

- Principal
- 2 school staff members
- 3 P&C members
- 2 student members (high schools and colleges only)
- 1 appointed member
- 1 or more board appointed members - non-voting (optional)

Elected positions

- 1 Chair (must not be the principal or a staff member)
- 1 Deputy chair (should not be the principal or a staff member)



School board meetings

- Time and place of meeting
- Remote communication
- Meeting frequency
- Calling additional meetings
- Role of chairperson
- Quorum
- Voting
- Valid resolution
- Minutes



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School board roles and responsibilities

Megan Young

A/g Director, Governance



Principles of school boards

- School board and local school community to share authority and responsibility
- School communities to have decision-making responsibilities
- Shared decision-making at school level
- School-based autonomy and accountability
- Enhancing the governance of the school



Functions

- Establish strategic direction
- Monitor, review and report on school performance
- Develop, maintain and review curriculum
- Develop and review education and budgetary policies
- Approve the school budget
- Develop relationships between the school and the community
- Make recommendations to the Chief Executive
- Encourage parent participation
- Exercise any other function given to the board under the Act or Territory law



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



Other requirements

- Commonwealth or ACT legislation

<http://www.legislation.act.gov.au>

<http://www.comlaw.gov.au>

- Departmental policies

http://www.det.act.gov.au/publications_and_policies/policy_a-z

- Principal is key to legislative compliance



Disclosure of interest

- Members must disclose direct or indirect financial interests
- Disclosures must be recorded
- Absent from discussion or voting
- Statement of disclosures to Chief Executive



Protection of members

A current or past member of a school board is not civilly liable for an act or omission done honestly in the exercise of a function under the Act



Your role on the school board

Your role, in partnership with all members of the school community, is to ensure that schools:

- aim to develop every child's potential and maximise educational achievements and
- promote children's enthusiasm for lifelong learning and optimism for the future



Your role on the school board

- Participate and be prepared
- Develop an understanding of the issues, the school and departmental policy
- Have confidence and ask questions
- Share ideas or make suggestions
- Observe confidentiality
- While school boards should be as open as possible about its decisions, there are times when information must remain confidential
- If in doubt, discuss with the principal



Ending of appointments

- If the member ceases to be eligible or appointed
- If a member is absent from three consecutive meetings
- If a member contravenes section 49 (conflict of interest)
- Misbehaviour or physical or mental incapacity



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Financial matters

Sheila Cassie

Financial Services



Financial matters

- School boards to approve budgets
- School boards to approve financial statement and report
- School boards to make available summaries of budget and annual report.
- Monitor budget and approve changes

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)



DET School Finance Team

- Sheila Cassie 6205 9109
- Sue Janssens 6205 5480
- Margaret Price 6205 5473

- Help sheets available from Business Manager/Principal



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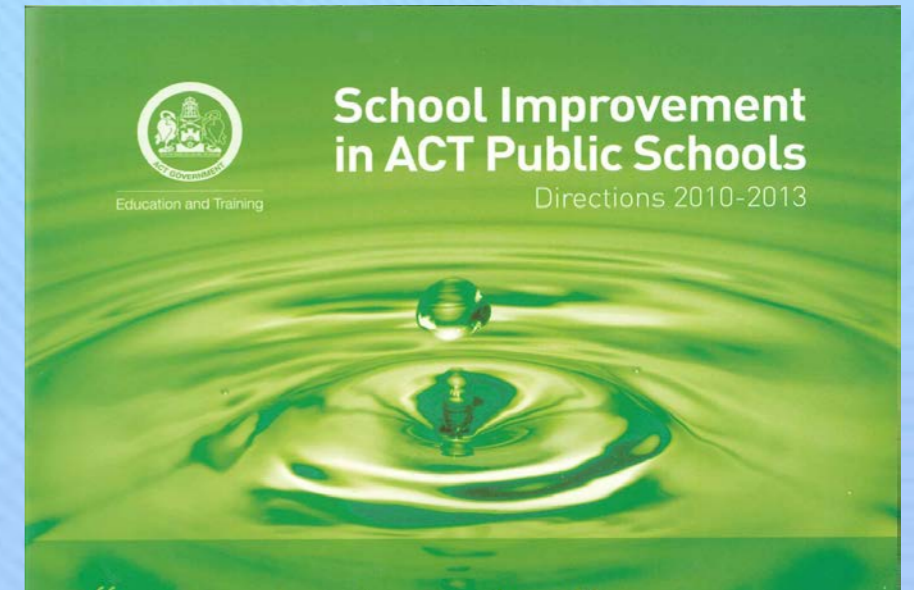
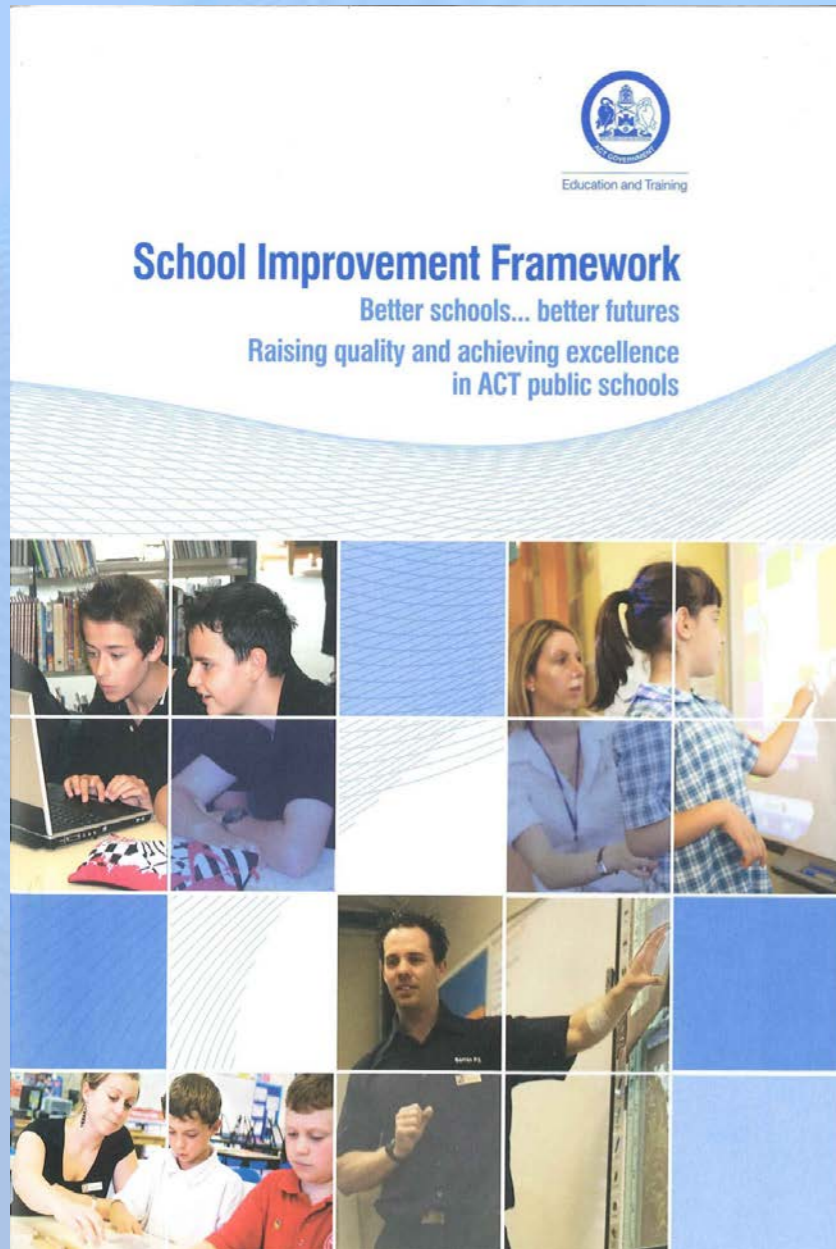
Planning and reporting responsibilities

Dianne Grantham

School Improvement Support



Reporting responsibilities



Role of School Board:

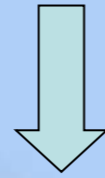
- Establish strategic directions and priorities for the school
- Monitor and review school performance s 39 (1) (b)
- Report on school performance to the chief executive, parents and staff through the annual school board report s 52 (2) and 53 (2)



- School Plan



Annual Operating Plan



Annual School Board Report



Purpose of annual school board reports

- provide information about school performance
- celebrate school achievements
- record progress against the priorities within the school plan
- contributes to departmental legislative requirements



Annual school board report

– INTRODUCTION TO SCHOOL

– STUDENT INFORMATION

- Student enrolment by equity groups
- Student attendance

– STAFF INFORMATION

- Teacher qualifications
- Workforce Composition

– VOLUNTEERS

– SCHOOL SATISFACTION

– PROFESSIONAL LEARNING

– LEARNING AND ASSESSMENT

- Performance in literacy and numeracy
- ICT competencies
- Year 12 Outcomes
- VET Outcomes
- VET Participation
- Post school destination



Annual school board report

- Domains of Schooling
 - Progress against the annual school plan
 - School programs and specific school initiatives
- Financial reports



Effective reporting

- Demonstrates how well schools are meeting expected standards and their agreed goals
- Adheres to the principles of ethics and probity and protects the privacy of individuals
- Is based on valid and reliable evidence



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The school board and the principal

Anne Simpson

Principal, Chapman Primary School



The school board and the principal

- The principal is an executive member of the board
- Does not need to be elected or appointed
- The principal is a voting member of the board
- When it is necessary to appoint a new principal, the board nominates a member to be on the selection panel



Principal's responsibilities

- Administrative functions of the board
- Legislative and regulatory procedures
- Departmental policies and priorities
- Budget preparation
- Financial statements
- School plan



Principal's responsibilities

Issues which remain the responsibility of the principal:

- student matters
- management of staff
- day-to-day running of the school



Communication

- Principal's report
- Deliberations and decisions of the board should be communicated to the school community on a regular basis
- This may be done through the newsletter or meetings of students, parents and staff
- Agendas and minutes provided to school board members



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Questions and discussion





Wrap up

- Check objectives
- Evaluation



Objectives

By the end of the training participants should:

- understand the operation of school boards
- understand their roles and responsibilities on the board.



Education and Training

Contacts

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Thank you

