

# Roles and Responsibilities

## Samford State School School Council

A guide to School Councillors  
As at July 2019

## School Council generally

- Prepare and actively participate at school council meetings
- Approve strategic plans that set the direction and culture of the school
- Monitor the school's strategic direction and evaluate the school's performance against planned targets
- Approve and monitor the implementation of other documents affecting strategic matters, including the annual estimate of revenue and expenditure for the school
- Advise the Principal about strategic matters
- Act in the best interests of the school community
- Keep the broader school community involved in the activities of the school council
- Abide by the code of conduct

## Principal (official member)

- Lead day to day school operations including managing the performance, development and conduct of staff and the development of teaching and learning programs [relevant to Principal role only]
- Lead the strategic direction of the school, planning, reviewing and reporting
- Provide the School Council with regular reporting and data and opportunities for explanation, discussion and input
- Effectively implement the policies developed by the Council
- Prepare, with the School Council, the strategic plans that set the direction, culture and tone of the school
- Monitor the school's performance against planned targets developed with the School Council

## P&C President (official member)

- Support and advice role providing a key link into the school community
- Represent the views of the P&C at school council meetings
- Inform the School Council on the performance of the services of the P&C on a regular basis
- Communicate School Council updates to P&C members at each P&C meeting
- Ensure consistency and commonality of objectives between P&C initiatives and School Council

## Chairperson

- Representative for School Council
- Chairs council meetings facilitating participation from all Councillors and ensures Council discussions are conducted in a balanced, productive manner
- Prepares agenda and other necessary papers required for Council meetings
- Maintains the School Council calendar

# Secretary

- Attend to any correspondence for the Council
- Assist Chairperson with issuing agendas and papers for meetings
- Settle and distribute minutes of School Council meetings
- Assist Chairperson to maintain the School Council calendar
- Hold records and registers of the School Council which are accessible by members

# Staff members

- Represent views of staff of SSS
- Provide practical advice on implementation and effectiveness of strategies and practices with students
- Diligently prepare for School Council meetings and be fully informed of any relevant information pertaining to the staff and students they represent at the School Council
- Undertake extra activities or duties as requested by the council

# Parent members

- Represent views of parent, student and broader community of SSS
- Assist chairperson to represent school council at certain forums (eg class liaison meetings)
- Diligently prepare for School Council meetings and be fully informed of any relevant information pertaining to the parent community they represent at the School Council
- Undertake extra activities or duties as requested by the council

- Art 28 of Constitution - School Council must not establish a committee or subcommittee.
- Succession planning to be considered when defining roles and responsibilities.