

## SCHOOL BOARD ROLES & RESPONSIBILITIES POLICY

### **THE PRINCIPAL**

The school Principal is responsible for the management of the school and the day-to-day running of the school. This includes educational leadership and instruction of students; employing staff; resolving issues relating to teachers, staff, parents or students; effective day-to-day administration; supervision and control of the school and its staff; and managing all aspects of the school's operation.

The Principal leads, directs and monitors all academic and non-academic activities within the school environment, and plans and implements the daily routines within the educational setting.

The Principal is the liaison between what goes on in the school and the general community including parents, school board members, staff and government officials. The Principal must exhibit excellent leadership, interpersonal and problem solving skills.

### **THE SCHOOL BOARD**

The role of the School Board is one of setting the long term future for the school and maintaining oversight (not management) of the school's operation. The board provides additional expertise to help the school achieve the best outcomes for the students. The Board is involved in the governance of the school which means taking part in the shaping and monitoring of the school's objectives, priorities and general policy directions, plus other functions as specified in the legislation.

The responsibilities of an Independent Public School Board are to:

- work within the Department of Education's relevant legislation and regulations
- contribute to the School Delivery and Performance Agreement and the Business Plan. (These documents summarise what the school wants to achieve in the future and how it plans to get there; the agreement will be signed off by the chair of the Board, Principal and Director General)
- endorse and review the annual budget (the budget summarises the income received annually from the Department of Education and other sources; it also lists planned expenditure, including salaries)
- assist with the formulation of codes of conduct (guiding principles designed to influence decisions and actions that the school takes)
- review the performance of the school
- create interest in the school within and across the community
- assist with Principal selection when a vacancy arises (the Chair of the School Board will be a member of the selection panel)
- approve fees, charges, contributions and items of personal use
- approve extra cost optional components of programs
- approve arrangements for sponsorship and advertising
- liaise with other committees within the school e.g. the P&C
- hold one open meeting each year to report to the school community
- provide advice to the Principal on religious education and related activities

## **THE SCHOOL P&C**

The role of the P&C is to provide opportunities for parents, teachers and community members to become involved in the school and also to promote the interests of, and facilitate the development and further improvement of, the school.

The objectives of the P&C are to:

- promote the interests of the school by bringing parents, students and teachers into close co-operation
- participate as much as possible in the activities of the school and communication with all members of the school community
- assist in the provision of resources, facilities, equipment and amenities for the school
- promote the recreation and welfare of the students at the school
- foster community interest in educational matters
- provide a forum in which parents can develop their partnership with the school and articulate their aspirations for their children's education. This includes engaging in rational debate and allowing alternative points of view to be expressed and respecting differences of opinion
- encourage enthusiasm and a sense of belonging among group members and help develop a team spirit that keeps everyone working towards identified goals

To achieve the above objectives, the P&C may engage in activities such as:

- organising social events for parents, students, families, teachers and community members to help build relationships, cooperation, and networking within the school community
- organising fundraising events – the benefits of which may assist student resources and the infrastructure of the school
- assisting in maintenance of school grounds and buildings
- overseeing the general running and maintenance of the school pool
- making suggestions for general improvements to the school to improve student outcomes

For further information on P&C Associations in WA please visit - <http://www.wacso.wa.edu.au/>