

## ROLES AND RESPONSIBILITIES OF SCHOOL COUNCILS OR BOARDS

The functions of councils or boards are prescribed by the *School Education Act 1999* and the *School Education Regulations 2000* as follows:

### Take part in

- establishing and reviewing from time to time, the school's objectives, priorities and general policy directions
- planning financial arrangements necessary to fund those objectives, priorities and directions
- evaluating the school's performance in achieving those objectives, priorities and directions
- formulating codes of conduct for students at the school
- take part in the selection of, but not the appointment of, the school principal or any other member of the teaching staff if prior approval is given by the relevant Director of Education.

### Approve

- a charge or contribution determined by the principal for the provision of materials, services and facilities
- the costs determined by the principal to be paid for participation in an extra cost optional component of the school's educational program
- the items determined by the principal to be supplied by a student for the student's personal use in the school's educational program
- an agreement or arrangement for advertising or sponsorship in relation to a government school.

### Determine

- in consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school.

### Provide advice to the principal of the school

- on a general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education on allowing time for the special religious education of students in the school, up to a total of 40 hours in a year.

### Promote

- the school in the community.

A school's Funding Agreement (with Schedules) is noted by the school chair of the school council or board.

**Incorporated councils or boards**

*Incorporated councils or boards may also undertake additional functions with the approval of the Deputy Director General, Schools:*

- *obtain funds for the benefit of the school*
- *employ persons other than a person referred to in section 235(1) of the [School Education Act 1999](#)*
- *manage or operate facilities at the school, such as:*
  - *a canteen*
  - *a swimming pool*
  - *residential accommodation for students*
  - *a school farm or horticultural centre.*

*Incorporated councils or boards may:*

- *obtain funds (for example, through fundraising) for the benefit of the school*
- *purchase property for the use of the school.*

*Incorporated councils or boards may not borrow money.*

**For advice on incorporation:**

*Associations Branch*

*Department of Mines, Industry and Regulation*

*Website: <https://www.commerce.wa.gov.au/consumer-protection/associations-and-clubs>*

*Phone: 1300 304 054*

*Leadership Institute, Department of Education*

*Phone: 1300 610 801*

## Responsibilities of a council or board

- comply with the council or board's terms of reference (constitution for incorporated bodies), the Department of Education's [Councils and Boards in Public Schools policy and procedures](#), the [School Education Act 1999](#) and the [School Education Regulations 2000](#)
- liaise with other groups/committees associated with the school (e.g. the Parents and Citizens' Association)
- hold an annual public meeting at least once in every calendar year that is open to the public. An annual report will be presented at the meeting to advise the school community of the performance of the council or board in the last year
- hold at least two (2) ordinary meetings per year
- hold meetings that are generally open to the public.

**Incorporated councils or boards**

*Incorporated councils or boards must also comply with the requirements of the [Associations Incorporation Act 2015](#) and [Associations Incorporation Regulations 2016](#).*