



## School Council Operations

### Rationale

- School Councils are governed by the *Education and Training Reform Act 2006* and the Education and Training Reform Regulations 2007.

### Purpose

- To ensure the School Council operates in accordance with operational requirements.
- To ensure Essendon Keilor College complies with DET guidelines and legislation in relation to School Council operations.

### Implementation

- The School Council, in accordance with the regulations, will:
  - nominate a member of the Council, who is not the school business manager who with the Principal authorises:
    - cheques or negotiable instruments drawn against council accounts
    - in writing withdrawals or transfers from council accounts.
    - keep all records pertaining to Council on the premises unless temporarily removed for audit or by instruction of the Minister
    - make records available to the Minister or person authorised by the Minister
    - prepare an Annual Report by the date fixed and in accordance with any Ministerial order and the standards and guidelines issued by the Minister

### The Annual Report

- All schools must provide their Annual Report to the VRQA for publication on the [State Register](#), a searchable database on the VRQA website.
- The report must include:
  - a description and analysis of student learning outcomes in state-wide tests and examinations for the current year (and for the last two years if the school has been established that long)
  - a description and analysis of rates of student attendance for the year
  - a report of the school's financial activities
  - copies of any other reports the school is required to prepare for the school community under any funding agreements with the State or Commonwealth.
- The Annual Report will:
  - be published on the school's website and made available to the local community of the school or group of schools
  - be provided to the secretary or any other person upon request
  - be tabled and discussed at the annual Parent Reporting Meeting

Parents will be advised through the school bulletin of the availability of the Annual Report

- Members of School Council will not be paid for their services but can be reimbursed for any reasonable expenses incurred in performing their duties.

### Evaluation

This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early July 2017).

Reference:

[www.education.vic.gov.au/school/principals/spag/governance/Pages/operations.aspx](http://www.education.vic.gov.au/school/principals/spag/governance/Pages/operations.aspx)