

KEY REQUIREMENTS

Provides an overview of the *Education Act 2004* and School Boards Handbooks requirements

| Aspect | Requirement |
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| Establishment | <ul style="list-style-type: none"> > A school board must be established for each public school |
| Board functions (include) | <ul style="list-style-type: none"> > Endorse and oversee the school's strategic direction and priorities > Monitor, review and report on <ul style="list-style-type: none"> • school performance, including the school satisfaction survey and compliance checklist • student performance through school-based and other activities such as NAPLAN • school's strategic risk register > Approve, monitor and review the school budget, ensuring it is aligned with school priorities > Develop relationships between the school and community |
| Composition | <p><u>General</u> school boards have:</p> <ul style="list-style-type: none"> • School principal • 2 staff members • 2 student members (at high schools/colleges) • 3 parent and citizen members <p>The makeup of the parents and citizens members varies depending on whether the school has a P&C association.</p> <ul style="list-style-type: none"> ○ schools with a P&C association, have: <ul style="list-style-type: none"> ▪ One member from the P&C association of the school; and ▪ Two members from the parents, guardians and carers of students at the school or the local community* of the school. ○ schools without a P&C association, have: <ul style="list-style-type: none"> ▪ One member from the local community* of the school; and ▪ Two members from the parents, guardians and carers of students at the school. ▪ Note: for schools without a P&C priority is to fill the local community member position. If no local community member can be selected, then up to three parents are selected depending on the number of vacancies. <p>Note*: The <i>local community</i> position is to be filled by someone who lives nearby to, or is otherwise connected to, the school, but who is not a parent, guardian or carer for a student at the school.</p> |

- 1 Appointed Member – an independent position appointed by the Directorate
- Up to 2 Board Appointed Members – selected by the board. They contribute to board discussions but do not have voting rights

Note: Board composition is different for small schools (less than 4 teachers), schools in special circumstances (e.g. early childhood schools) and school related institutions (e.g. Birrigai Outdoor School)

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| Appointments | <ul style="list-style-type: none"> > Staff, parents and citizens, and student members are appointed for a period of up to 2 years by the Director-General following a selection process > Appointed members are appointed by the Director-General for a period of up to 2 years following submission of an expression of interest by people seeking to be an appointed member > Board appointed members are selected and appointed by the board for up to 12 months (as required) |
| Ending of appointments | <ul style="list-style-type: none"> > Appointment ends at the end of the appointed term or if a member resigns > Termination will occur if a member: <ul style="list-style-type: none"> • Is not eligible for appointment to the position; or • Is absent from 3 consecutive meetings without good reason or leave approved by the board; or • Does not declare a real or perceived conflict of interest unless they have a good reason > Termination may occur if a member misbehaves or is physically or mentally incapacitated |
| Chairperson and deputy chairperson | <ul style="list-style-type: none"> > Elected by board members (Note: the principal, staff members and Board Appointed Members cannot fill these roles) |
| Meetings | <ul style="list-style-type: none"> > Are called by the chairperson (or deputy chairperson or principal if the chairperson is unavailable) > Managed by the chairperson, or deputy chairperson if the chairperson is absent. If both are absent, the participating members must choose a member to preside at the meeting (Note: the principal, staff members and Board Appointed Members cannot fulfil these roles). > Are held at least 4 times per year at a time and place decided by the board > Quorum required is at least 3 members with at least 1 staff member and 1 parent member present > Must be minuted > Decisions are made by majority of votes (usually by consensus). If the votes are equal, the presiding member has the deciding vote. |



> May be conducted by phone or other forms of communication that enable member participation and are in real time

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| Conflict of interest | > Members must declare a real or perceived conflict of interest before the related board discussion happens |
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| Code of conduct | > Members must sign and abide by the Code of Conduct |
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| Protection | > Members are not civilly liable for honest acts or omissions |
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| For more information | > https://www.education.act.gov.au/public-school-life/get-involved-in-your-childs-school/school_boards |
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