

TIMEFRAMES BY CALENDAR DUE DATE - 2018								
	School Board Timeframes	Calendar date due	Responsibility					
			Principal	Chairperson	ARO	Board members	Returning Officer	G&CL
1	Nominations open for vacant school board member positions	05-Feb			✓			
2	School Board Financial Statements due - Strategic Finance	First week of February and first week of July	✓	✓				
3	Nominations close	19-Feb			✓			
4	Voting opens	26-Feb			✓			
5	Voting closes	05-Mar			✓			
6	Final School Plan signed off by the Board	28-Feb	✓	✓		✓		
7	Election return forms to be submitted to Returning Officer, ARO scans and send results to email: EDUSchoolBoards@act.gov.au	12 March or as required throughout the year			✓			
8	Annual Action Plan	07-Mar	✓	✓				
9	Appointments made by Returning Officer, EDU	Before 1 April or as required throughout the year					✓	
10	Principal informs school community about outcomes of election results.	27-Mar	✓					
11	Appointments commence	01-Apr			✓			
12	The school board must advise G&CL of the election of a member as chairperson or deputy chairperson	First meeting of the school board or as the necessity arises throughout year			✓			
13	School budget needs to be ratified/confirmed by the school board at first meeting of new Board	April - May	✓	✓		✓		
14	Annual School Board Reports submitted to School Network Leaders and information posted on school website	27-May	✓	✓		✓		
15	Signed statements by school board members including Code of Conduct and Conflict of Interest Statement.	31-May			✓			

16	The principal assesses compliance with legislation, regulations and policies relevant to management of the school using the Compliance Checklist	By 15 June and 30 November	✓					
17	Chairperson submits Disclosure of Interest Statements	14-Jul		✓				
18	Dates are provided by G&CL to principals - dates for each stage of the election process	15-Nov						✓
19	ARO is selected by Principal and School Chair	15-Nov	✓	✓				
20	Principal identifies ARO/s and advises G&CL via email: EDUSchoolBoards@act.gov.au	Before the end of the year	✓					
21	Annual Action Plan Report (evaluation of Annual Action Plan)	23-Nov or before last Board meeting for the year	✓	✓		✓		
22	ARO determines vacant positions	27-Nov			✓			
23	School Board approves budget - Approval of the budget by the school board is required so that the school has authority to commit expenditure from 1 January of the following year	30-Nov	✓	✓		✓		
24	ARO advertises vacant board member positions (newsletter, website, poster)	11-Dec			✓			
25	Summary of the budget is provided to the school community within 14 days of its approval (<i>copy in newsletter/front office</i>)	December			✓			
26	G&CL advises principals of training dates for next year	December - this is in progress due to review						✓
27	School Board Financial reports provided to school board members on a monthly basis	Monthly basis		✓				
28	School board training (general)	June/July						✓
29	Assistant Returning Officer training	Interim PowerPoint ARO package November/December						✓
	ARO	Assistant Returning Officer						
	G&CL	Governance and Community Liaison						