

PRINCIPAL

Manages the school day to day and reports to the school board on school operations, finance and compliance.

Board role	Responsibilities
Compliance and administration	<ul style="list-style-type: none"> > Be a board member and the board's executive officer > Implement board decisions > Support the board's functions > Support the induction of new board members > Manage related administration, including tasks such as keeping records and agendas, and distributing minutes and papers > Ensure the board understands NAPLAN program objectives and data confidentiality > Set up an interim board before a newly established school opens > Inform school community about appointments to board positions (within seven days of being notified by the Directorate)
Liaison	<ul style="list-style-type: none"> > Handle liaison between the school, the board and the Education Directorate > Ensure the board communicates effectively with the school community
Assistant Returning Officer (ARO) selection	<ul style="list-style-type: none"> > Ensure an ARO is identified to coordinate board elections (this may need more than one ARO) > Supply the ARO contact details to the Education Directorate > Raise any issues around board member appointments with the Returning Officer (the Director, Governance and Community Liaison)

Board reporting	Responsibilities
General documents	<ul style="list-style-type: none"> > Develop, implement and report on: <ul style="list-style-type: none"> • the annual school budget • the school curriculum • strategies and programs to improve school performance • school policies, procedures and processes, and ensure they meet Education Directorate requirements • the school's compliance checklist
Finance	<ul style="list-style-type: none"> > Give a finance report at each board meeting > Supply a monthly finance report > Certify half-yearly financial statements for the chairperson to authorise
Strategic and action plans	<ul style="list-style-type: none"> > Develop the five-year school Strategic Plan and annual Action Plan, including: <ul style="list-style-type: none"> • consulting the school community • implementing the plans • reporting on the board-approved plans > Advise the board about Education Directorate policies and priorities
Annual report	<ul style="list-style-type: none"> > Develop the draft annual board report for the board to approve > Publish the final report so the school community can easily access it
For more information	> http://www.education.act.gov.au/school_education/school_boards