

School Boards Calendar 2024- Key Dates

	Issue/Requirement	2024 Date/Timeframe	Responsibility					
			Principal	Chairperson	Board members	Assistant Returning Officer (ARO)	Returning Officer	Governance Branch
1	Nominations open for vacant member positions	5 Feb (Week 2, Term 1)				✓		
2	Six monthly financial statements due to Strategic Finance	First week of Feb and first week of July	✓	✓	✓			
3	School budget is noted by the board	First meeting in Term 1	✓	✓	✓			
4	Impact Report for 2023 considered by board	Mid Term 1	✓	✓	✓			
5	Nominations close	19 Feb (Week 4, Term 1)				✓		
6	AROs submits names of nominees to School Boards team and length of office (email or online form)	21 Feb (Week 4, Term 1)				✓		
7	School board to be provided the checklist after the end of the year, for review at the first meeting in 2024	First meeting of the board for 2024.	✓	✓	✓			
8	Voting opens (online) – AROs email voters	26 Feb (Week 5, Term 1)				✓		
9	Voting closes (online)	4 Mar (Week 6, Term 1)				✓		
10	Online voting system counts votes, AROs advised of outcomes of vote	11 Mar (Week 7, Term 1)						✓
11	Appointments made by Returning Officer	By 22 Mar (Week 8) before 1 Apr or as required throughout the year					✓	✓
12	School community is informed about board appointments	By 29 Mar (Week 9)	✓					
13	Appointments commence	1 Apr or as approved by the Returning Officer throughout the year	✓			✓		
14	Election of chairperson and deputy chairperson (by the board)	First meeting of the board after members have been appointed			✓			
15	School Boards team advised of election of a chairperson and deputy chairperson	Within 5 days of election	✓					✓
16	Code of conduct signed by new board members	Within 1 month of appointment	✓	✓	✓			
17	Annual School Board Report considered by the board	End of Term 1	✓	✓	✓			
18	Annual School Board Report published on school website	24 May	✓	✓	✓			
19	Training for school board members	May-Jun (and online)						✓
20	Compliance Checklist midyear review (school board to be provided the checklist after the end of the year, for review at the first meeting in 2025)	End of first semester	✓					
21	Six monthly financial statements due to Strategic Finance	First week of Feb and first week of July	✓	✓	✓			
22	Disclosure of Interest Statement submitted to the Returning Officer	By 14 Jul	✓	✓			✓	
23	NAPLAN results reported to board	Aug-Sep	✓	✓	✓			
24	Selection of ARO for 2025	15 Nov (or as required)	✓					
25	Budget for next year approved by board	30 Nov	✓	✓	✓			
26	Identification of board positions expected to become vacant on 1 Apr of 2025	2 Dec				✓		
27	2025 - Vacant board member positions advertised to school community	9 Dec				✓		
28	Summary of budget made available to school community and school community informed (e.g., newsletter, website)	14 Dec (must be within 14 days of board approval)	✓					
29	School satisfaction and climate survey results considered by board	To be confirmed by principal	✓	✓	✓			
30	School financial reports provided to members	Monthly	✓	✓	✓			

Note: This document should be used in conjunction with other resources for school boards available at https://www.education.act.gov.au/public-school-life/get-involved-in-your-childs-school/school_boards

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