principal

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

|  |  |
| --- | --- |
| Board role | Responsibilities |
| **Compliance and administration** | * Be a board member and the board’s executive officer (Note: some of the administrative functions may be delegated to school support staff) * 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 school review processes and 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** | * 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** | * Ensure an ARO is identified to coordinate board selection processes (Note: more than one ARO may be needed) * Supply the ARO contact details to the Education Directorate * Raise any issues around board member appointments with the Returning Officer (the Executive Branch Manager, Governance and Community Liaison) |

| Board reporting | Responsibilities |
| --- | --- |
| **General documents** | * Develop, implement and report on: * the annual school budget * the school curriculum * strategies and programs to improve school performance * school-based arrangements and ensure they align with the Education Directorate’s policies and requirements * the school’s strategic risk register * Report on school compliance with legislation, regulations and policies via the Compliance Checklist |
| **Finance** | * Give a finance report at each board meeting * Supply a monthly finance report * Endorse half-yearly financial statements for the chairperson to authorise |
| **Strategic and action plans** | * Develop and implement the five-year School Improvement Plan and annual Action Plan * Advise the board about Education Directorate policies and priorities |
| **Annual report** | * Develop the draft Annual School Board Report for the board to approve * Publish the final report on the school’s website |
| **For more information** | * <https://www.education.act.gov.au/public-school-life/get-involved-in-your-childs-school/school_boards> |

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