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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