

# DECISION MAKING RESPONSIBILITIES

An informed and effective School Representative Body (SRB) supports schools to uphold best-practice governance and responsible decision-making.

SRBs and their members have defined roles and responsibilities under the Education Act, Regulations, 2015 (NT), and the SRB's own Constitution.



When participating in decision-making, members are expected to:

- Act solely in the best interests of the students and the school.
- Exercise discretion when handling confidential matters.
- Operate within the responsibilities set out in the Constitution and other relevant governance documents.
- Act in good faith, with honesty, and for a proper purpose (protection from liability is provided under the Education Act 2015).
- Exercise appropriate care and diligence.
- Avoid using their position to improperly gain an advantage for themselves or others.
- Disclose any financial interest in a contract or arrangement being considered.
- Refrain from participating in discussions or voting where a financial conflict of interest exists.
- Hold, or be eligible to obtain, a current Working with Children Clearance (Ochre Card).

The SRB is not responsible for decisions relating to the day-to-day operations of the school, including staffing matters. These operational responsibilities fall under the authority of the Principal.

## TYPES OF DECISION MAKING

### Motions

Formal, legal decisions made by the SRB after discussion and a vote. These may relate to finances, policy, school planning, or governance approvals.

### Action Items

Specific tasks assigned to individuals or groups based on matters discussed. These ensure follow-up on SRB decisions and continued progress.

### Items for Noting

Updates or information shared with SRB members that do not require discussion or a decision, but are important for transparency and awareness.