



Treasurer

Roles and Responsibilities

School Representative Body

Northern Territory Council of Government School Organisations

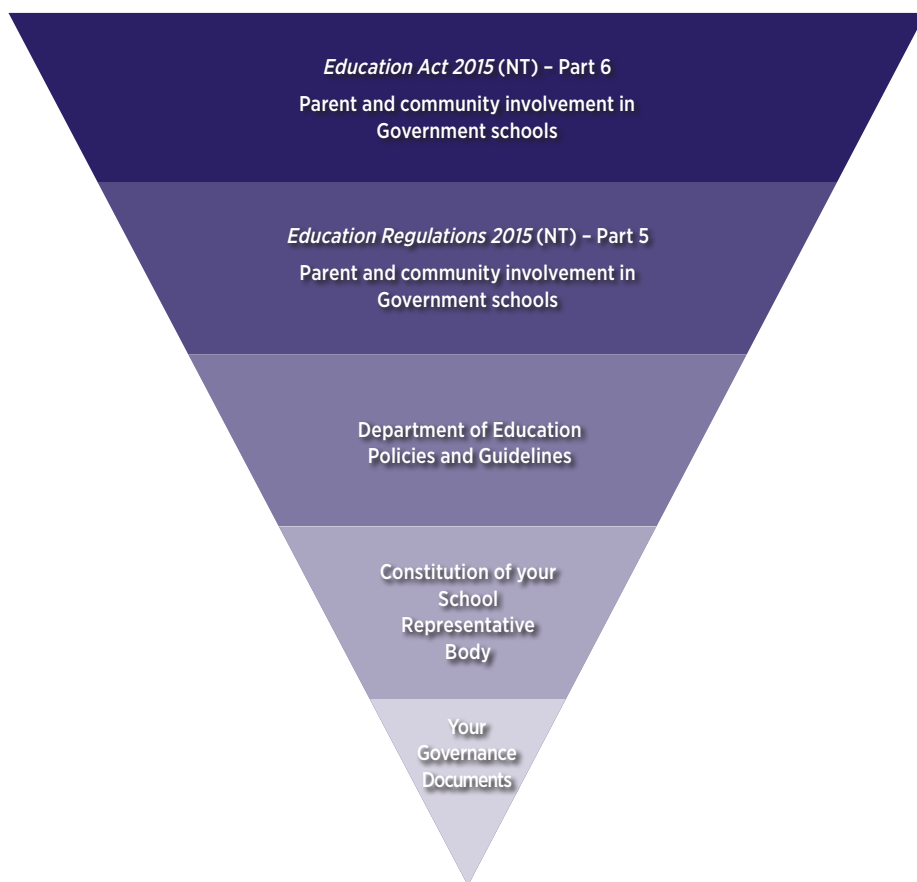
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Legislation

NT COGSO handbooks support members to implement best practice school governance.

Understanding your role as a member ensures decisions are made in the best interests of all students today, tomorrow and into the future.



The information provided is developed in line with relevant legislation, regulations and guidelines.

A School Representative Body (SRB)

The *Education Act 2015* (NT) Part 6 Parent and community involvement in Government schools, recognises the importance of parents and communities in the governance of schools.

A School Representative Body (School Council or School Board) enables parents to provide relevant input into student outcomes and the long-term strategic vision of the school.

A School Representative Body and the school Principal work in partnership to provide good governance, facilitate communication and ensure effective networking with their school community.

An informed and effective School Representative Body ensures schools establish and maintain genuine engagement and meaningful partnerships through best practice governance and decision making.

Establishing good governance processes achieves a balance between formal meeting procedures and a friendly atmosphere of inclusion, cooperation and participation. To function effectively there must be a good working relationship between the Principal and its members based on mutual respect and a shared vision for the school.

What do members do?

- Develop the broad strategic direction and vision for the school through the school's strategic planning process
- Provide input into the development and implementation of SRB policies
- Lead community conversation about key challenges in education
- Ensure the school is responsive to local community needs
- Provide strategic oversight, approve distribution and monitor the performance of the annual budget
- Assess and advise on the physical needs of the school
- Oversee work on buildings and grounds
- Approve community use of school facilities outside of school hours
- Identify fundraising priorities, activities and spend funds accordingly
- Determine school fees and seek voluntary contributions from parents
- Employ School Representative Body staff in accordance with relevant awards and the Fair Work Act 2009 (Cth).

School Governance

A School Representative Body is actively involved in the governance of the school.

A School Representative Body should meet once per month during the school year and must meet not less than eight times in a calendar year. This number includes the Annual General Meeting.

Although each member brings their own valuable skills and knowledge to the role, members may need to develop skills and acquire knowledge in areas that may be unfamiliar to them.

The role of a School Representative Body **does not** include making decisions about the specifics of Department of Education staffing or operational matters and related expenditure.

As an elected member and Office Bearer of the School Representative Body, the Treasurer will need to develop a good working relationship with other members to ensure effective and efficient governance.



Who can be a Member?

A School Representative Body must have between 5 and 19 members.

The number and composition for a School Representative Body is defined in the Constitution. Parent Members must make up at least 50% of the total membership and must include the Principal and at least one Teacher Member.

Membership must include:

- Parents
- Teacher/s
- Principal

Membership may include:

- Students (Secondary Education only)
- Invited Members

Minimum		Maximum		
5	10	15	19	
Parent	Parent	Parent	Parent	1
Parent	Parent	Parent	Parent	2
Parent	Parent	Parent	Parent	3
Principal	Parent	Parent	Parent	4
Teacher	Parent	Parent	Parent	5
	Principal	Parent	Parent	6
	Teacher	Parent	Parent	7
	Plus 3 optional: additional parents or teachers; invited members, up to 2 students	Parent	Parent	8
		Principal	Parent	9
		Teacher	Parent	10
		Principal	Principal	11
			Teacher	12
		Plus 5 optional: additional parents or teachers; invited members, up to 2 students	Plus 7 optional: additional parents or teachers; invited members, up to 2 students	13
				14
				15
				16
				17
				18
				19

Who can be Treasurer?

The Treasurer should be a Parent Member.

Parent Members are encouraged to nominate for the Treasurer position.

A Parent is the child's father, mother or any other person who has parental responsibility for the child but excludes a person standing in the place of a parent of a child on a temporary basis.

A parent of an Aboriginal child includes a person who is regarded as a parent of the child under Aboriginal customary law or Aboriginal tradition.

Nomination and election for Treasurer takes place at the first meeting after the Annual General Meeting.

The School Representative Body may request the Principal to direct the Business Manager to act as the Treasurer. This should only be requested when the position is unable to be filled by an **existing member**. A Business Manager appointed as Treasurer **cannot vote** on School Representative Body business.

A Treasurer must have an interest in understanding the school held funds budget. The School Representative Body is responsible for ensuring school funds are managed to achieve the best possible outcomes for students and the school. The Treasurer supports members to oversee the annual school budget, monthly reports, income and expenditure.

The ability to review, interpret and question how finances are distributed, spent and managed is essential. The Treasurer works closely with the school to review the monthly and annual financial reports to understand the school's current financial position, in line with the approved budget. The Treasurer also ensures all finance reports are distributed to members before meetings, receives monies paid to the School Representative Body and may Chair the Finance Committee.

An effective Treasurer is attentive to detail, methodical, conscientious and a good communicator with strong interpersonal skills. They respect the views of others and are aware of the vision of the school and the School Representative Body.

Support and training is available to assist you to learn and develop in the Treasurer role. Initially, all that is required is a willingness to learn and ask questions.

Term of Membership

The term for a Treasurer is the same as the term of a Parent Member.

Parent Members, Teacher Members, Student Members and Invited Members hold their position for 2 years, with a maximum of 6 consecutive years (three terms). The term of membership for a Principal is ongoing. The term for an Invited Member who is an MLA is ongoing.

Member Terms:

Member	Term	Total Years
Parent	2 years	6 consecutive years (3 terms)
Teacher	2 years	6 consecutive years (3 terms)
Principal	Ongoing	Ongoing
Student	2 years	6 consecutive years (3 terms)
Invited Member	Up to 2 years	6 consecutive years (3 terms)
Invited MLA	Ongoing	Ongoing

Office Bearer Terms:

When elected to a School Representative Body a Parent Member is elected for a 2-year term.

A Parent Member elected as Treasurer, holds office for the remainder of their term as a Parent Member. A Parent Member can be elected as Treasurer for a maximum of 6 consecutive years (three terms).

Treasurer Responsibilities

The Treasurer of the School Representative Body is required to:

- Act solely in the interests of the students and the school
- Act with discretion when dealing with issues of a confidential nature
- Attend all meetings where possible (Minimum 8 per year)
- Work within the duties outlined in the Constitution and all relevant documents
- Act in good faith, honesty and for a proper purpose (Liability protection provided under the *Education Act 2015* (NT))
- Exercise appropriate care and diligence
- Not use their position to improperly gain an advantage for themselves or others
- Disclose a financial interest in any contract or arrangement
- Not participate in discussion or voting in regards to any contract or arrangement where there is a financial conflict of interest
- Hold or be eligible to obtain a current Working with Children Clearance (Ochre card)

The Treasurer supports members by:

- Providing all necessary information to enable School Representative Body members to oversee effective, strategic and appropriate use of school funds and resources
- Attending Finance Committee meetings in preparation for presenting the monthly Finance Reports (Treasurers report)
- Ensuring School Representative Body bank account signatories are up to date, a minimum of two signatories are authorised and bank accounts are approved by the CEO
- Handing over all School Representative Body documentation and property to the incoming Treasurer, or the Chair if not yet appointed.

Minimum Financial Reports

School Representative Bodies require a minimum level of financial reporting to perform functions outlined in the *Education Act 2015* (NT) s. 107.

Section 107(1)(e) provides that a School Representative Body may, within the scope allowed by the functions conferred on the body, determine the purposes for which money allocated by the Agency to the school is to be expended and to expend money paid by the Agency to the school.

The Principal is responsible for ensuring the School Representative Body are provided each month with the prescribed reports and any minuted additional reports or agreed customised reports in line with Department of Education Guidelines.

All other School Financial Reports will be made available by the Business Manager upon request to the Principal by the School Representative Body.

It is recommended that at the first meeting of the new School Representative Body each year all members are provided with copies of all reports available to them, as well as training and support to interpret the reports. Training and support can be provided by:

- NT COGSO
- School Principals/Business Managers
- Co-designed financial and budget management training with NT COGSO and Departmental Officers

Before Meetings

Before meetings the Treasurer is required to:

Responsibility of the Treasurer
Work with members to schedule meeting dates after the 10th of each month (where possible) to ensure members are able to review up to date monthly financial information.
Meet with the Business Manager and Principal as required, in addition to the monthly Finance Committee meeting, to review the monthly finance reports. Meet at least one week prior to the School Representative Body meeting to ensure items of interest or importance are well understood and can be clearly outlined for members.
Ensure the required financial reports as prescribed by the Department of Education are provided to the Secretary for distribution to all members, at least 5 days before meeting.

Establishing a **Finance Committee** is best practice governance.

It is **not the responsibility** of the Treasurer to prepare the school held funds budget, or to prepare the Finance Reports.

During Meetings

During meetings the Treasurer is required to:

Responsibility of the Treasurer

Present the monthly financial reports prepared by the school Business Manager and provide an overview of:

- Funds received from all sources, including grants and fundraising
- Spending to forecasted budget, in line with the School Improvement Plan
- The amount of money in each school account, including any investment accounts
- Details of any variation between the budgeted and actual amounts, which may mean the budget needs adjusting.

Support members to understand and oversee School Representative Body funds to ensure they are aligned with the school's strategic needs and direction.

Present the school held funds annual draft budget to the School Representative Body for approval.

Move motion/s to accept financial reports.

Ensure all finance motions are clearly recorded for the Business Manager and/or Principal to action.

Ensure all budget adjustments, approvals and ratifications by the School Representative Body are minuted by the Secretary.

Decisions and Voting

Decisions must be made in the best interest of all students.

Voting at meetings of a School Representative Body shall be by simple majority.

The presiding person does not have a casting vote.

Each member of a School Representative Body, including the Treasurer, shall have one vote.

There are no proxy votes.

Membership Type	Voting Rights
Parent (elected)	✓
Teacher (elected)	✓
Principal	✓
Invited Member (appointed)	✓
Student Member (appointed)	✓
Invited Guest	✗
Parent/Visitor	✗
Business Manager (Treasurer/Secretary)	✗

After Meetings

After meetings the Treasurer is required to:

Responsibility of the Treasurer

Follow up with the Principal and Business Manager to ensure all budget adjustments approvals/ratifications by the School Representative Body have been actioned prior to presenting the next month's financial reports.

Confirm the next meeting date with the Business Manager and Principal for the Finance Committee to review the next monthly finance reports.

Undertake any other financial duties or actions as required by the School Representative Body in line with Department of Education Guidelines.

Records

School Representative Body records must be appropriately managed in accordance with the NT Government Record Management Standards.

The Principal should ensure official records of the meetings are maintained. School Representative Body documents should be stored in School Central.

Communication

- Letters
- Emails
- Correspondence in
- Correspondence out

Meetings

- Agendas
- Minutes
- Meeting notices
- Carried Motions

Reports

- Principal Reports
- Monthly Financials
- Treasurer Reports
- Audited Financials

Constitution

- Prior versions
- Current signed Constitution
- Amendments
- Gazette Notice
- Record of Incorporation

Policies

- Approved policies
- Code of Conduct
- Standing Orders
- Conflict of Interest
- Confidentiality

Committees

- Meeting minutes
- Committee recommendations
- Terms of Reference
- Committee Reports

Contacts

- Member details
- Committee details
- Elections
- Member Register

Management

- Member duty statements
- Governance procedures
- Operational guidelines
- Annual work plans

Managing Relationships

The Treasurer must develop good working relationships to ensure the School Representative Body can provide financial oversight of school funds.

With the Principal and Business Manager

A key element of the Treasurer's role is to develop a positive working relationship with the Principal and the Business Manager. The success of this relationship is critical to establish and maintain effective parent participation in the school's strategic and financial direction.

Within the School Representative Body

It is equally important for the Treasurer to maintain relationships within the School Representative Body. To ensure funds are managed to achieve the best outcomes for the school, members must be supported and satisfied that they have all necessary financial information to inform their decision-making.

Mentoring and training opportunities should be identified to support new or inexperienced members to understand the financial functions of the School Representative Body and their financial governance responsibilities as members.

Within the School Community

The Treasurer as a Parent Member should be available to the wider school community. It is important however to avoid engaging in school management issues. A complaint about a teacher, staff and/or Principal must be managed according to the department's Complaints Management (Schools) policy and guidelines. A complaint about a member that is not a department staff member must be directed to the Chair.

A School Representative Body must have an established process to manage complaints about members.

Support and Advice

Our Community Engagement and Governance team is the central point of contact for all School Representative Body members.

Contact us to seek advice, support and resources or to book culturally appropriate training.



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