



MEETINGS

Roles and Responsibilities of Members

The School Representative Body is an incorporated body with members elected by the school community under an approved Constitution. The School Representative Body assumes relevant functions conferred on it under the Education Act and the Education Regulations.

Members provide input into the development of the schools Strategic Plan and Annual Improvement Plan. The body assists to develop, allocate and monitor the schools budget. Members provide input into school policy development and review.

A School Representative Body is responsible for meeting all employer obligations in relation to School Representative Body employees, contractors, sub-contractors and tradespersons.

Members oversee community use of facilities, property maintenance, contracts and minor new works at the school.

Each member must hold a current Working with Children Clearance (*Ochre Card*).

School Representative Body members must abide by the specific roles and responsibilities as outlined in the Education Act, Education Regulations, policies and guidelines published by the Department of Education.

Roles and Responsibilities of the Chair

A Chair must be a Parent Member and cannot be a teacher or Principal of a Government School. The Chair works with the Principal to ensure members and Office Bearers comply with department policy and guidelines. They provide Leadership to the School Representative Body and keep the school community informed. The Chair ensures meetings are properly convened and signs and endorses documents for the School Representative Body.

The Chair must represent the best interests of the students and the school at all times and provide relevant input into decisions being made by the School Representative Body. A Chair must act in good faith and promptly declare any conflict of interest.

Roles and Responsibilities of the Treasurer

The Treasurer is responsible for presenting the monthly financial statements and draft budget for endorsement by the School Representative Body. A Treasurer must have regard, as appropriate, to the governing principles of the Financial Management Act, Treasurer's Directions, the Audit Act and the Procurement Act to ensure the effective, efficient and appropriate use of school funds and resources.

The Treasurer must represent the best interests of the students and the school at all times and provide relevant input into decisions being made by the School Representative Body. A Treasurer must act in good faith and promptly declare any conflict of interest.

Roles and Responsibilities of the Secretary

The Secretary is responsible for all official correspondence and record keeping including; sending notice of meetings except that of the AGM, preparation of the agenda, recording and distributing meeting, minutes and reports.

The Secretary must represent the best interests of the students and the school at all times and provide relevant input into decisions being made by the School Representative Body. A Secretary must act in good faith and promptly declare any conflict of interest.

Roles and Responsibilities of the Principal

The Principal is always a member and remains a member for the duration of their position as Principal. The Principal must provide 14 days' notice of the Annual General Meeting (AGM) to the school community. The Principal is responsible for ensuring processes are in place for parent, teacher and student (*where applicable*) elections. A Principal informs members of their roles and ensures implementation of relevant departmental policy and guidelines. A Principal may make public statements on behalf of the School Representative Body. Any statements made must reflect the agreed policy or true intent of the School Representative Body, as per the constitution.

Roles and Responsibilities of the Parent Member

A parent of a child is the child's father, mother or any other person who has parental responsibility for the child.

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.

Parent Members must make up 50 percent of the School Representative Body.

Parent Members must represent the best interests of every student and the school at all times and provide relevant input into decisions being made by the School Representative Body. Parent Members must act in good faith and promptly declare any conflict of interest.

Roles and Responsibilities of the Teacher Member

A Teacher Member must be a teacher at the school of the School Representative Body. Teacher Members must be elected by their peers at a meeting prior to the Annual General Meeting.

Teacher Members have a responsibility to represent the best interests of the students and the school and departmental policies and guidelines. Teacher Members must act in good faith and promptly declare any conflict of interest.



Roles and Responsibilities of the Student Member

Where the school provides secondary education, the School Representative Body membership may include up to two students who are elected by the students at the school. The Principal will ensure that elections for Student Members are carried out by their peer group prior to the Annual General Meeting. The number of Student Members must be included in the overall requirement of no more than 19 members. Student Members have a responsibility to represent the best interests of the students and the school and departmental policies and guidelines

Roles and Responsibilities of the Invited Member

An Invited Member is a person whom the body considers to have special qualifications, knowledge or experience that will be able to assist it in the performance of its functions by the giving of information or advice. An Invited Member may also be the member of the Legislative Assembly for the electoral division or a member of the local government council for the area. Invited Members have a responsibility to represent the best interests of the students and the school and departmental policies and guidelines.