



School Council President Action Timeline

Date	Task-Action	Roles
January - February	<ul style="list-style-type: none"> • Develop community points for school annual report • Discuss inputs with Principal • Read and comment on pre draft • Consult other councillors on previous years key recognition points and personnel • Conduct new parent welcome • Recruitment for school council and sub committees 	<ul style="list-style-type: none"> • President develops key points for community celebration • President and principal develop draft report • Group or individual contact made by school council with all new parents.
March	<ul style="list-style-type: none"> • Elections for new school council • Annual report- draft delivered and discussed • Annual report and recognition meeting • Review and re-state roles • Core function draft agreements for year 	<ul style="list-style-type: none"> • Principal organises elections and President overviews • President and principal conduct annual meeting and presents reports and recognition awards- achievements
April	<ul style="list-style-type: none"> • 1st Meeting for new council • Induction program for new members • Agreement on standing orders – code of conduct for new council • Establishment of roles and responsibilities • Briefings on school strategic Plan, AIP, annual budget and policies • Formation of sub committees • Core function process agreements for the year 	<ul style="list-style-type: none"> • Principal and President pre meeting for agenda and planning
May	<ul style="list-style-type: none"> • Principal and President attend sub committees • Policy reviews commenced- ongoing via sub-committee or task group • Finance sub- committee briefing or training program- annual fund raising schedule developed • May meeting agenda and meeting 	<ul style="list-style-type: none"> • President and Principal attend meetings • Training organised and implemented
June	<ul style="list-style-type: none"> • Strategic and AIP plan report • Half year budget review – Investment Policy (finance sub committee) • June Meeting 	<ul style="list-style-type: none"> • Principal briefs President on report • President and Principal plan agenda
July		
August	<ul style="list-style-type: none"> • Program budget teams formed to commence planning for next year. (Budget teams are task groups of finance sub committee) 	<ul style="list-style-type: none"> • School Council establishes role for budget task groups
September	<ul style="list-style-type: none"> • 	
October	<ul style="list-style-type: none"> • Budget parameters for next year established • Draft budgets reported to council • Annual review and evaluation plan outlined and commenced 	
November	<ul style="list-style-type: none"> • November meeting 	<ul style="list-style-type: none"> • School Council

	<ul style="list-style-type: none"> • School Council evaluation • Compilation of report notes from evaluation • President personal role reflection for year 	President conducts evaluation and compilation of notes
December	<ul style="list-style-type: none"> • Report from evaluation of school council operations • Draft budget received • Draft AIP received • School Council Achievement recognition highlights and nominations completed • Initial recruitment for school council 	<ul style="list-style-type: none"> • President provides notes of evaluation and leads discussion at meeting

General Actions

Action	Comment
1. Conduct the Annual Report, Recognition and Celebration meeting	<ul style="list-style-type: none"> • Consider making this a celebration of achievement event
2. Induct new members	<ul style="list-style-type: none"> • Good time to get roles clear. What is it that school council does?
3. Develop standing orders with new council	<ul style="list-style-type: none"> • Needs to set the tone and working processes of THIS council. We agree this is how we will work.
4. Establish clear roles for president, executive officer and members	<ul style="list-style-type: none"> • Know what each other is expected to do.
5. Discuss and agree upon how council meetings will be conducted	<ul style="list-style-type: none"> • Time spent in discussing this will be paid back many times over during the year
6. Plan and present each Month's agenda	<ul style="list-style-type: none"> • Vital President plays a role in planning, setting and reviewing the agenda with the Principal. • This time will be rewarded in each meeting
7. Be clear about the objectives and outcomes for school council for the year and each meeting	<ul style="list-style-type: none"> • Setting goals for the year and for each meeting helps maintain focus on what it is we are on school council for.
8. Provide feedback at each meeting about the meeting and its achievements, actions and agreements	<ul style="list-style-type: none"> • Reflection and summary at the end of the meeting is good practice. Does not always have to be the President.
9. Support and encourage member input at every meeting	<ul style="list-style-type: none"> • Members need to feel "safe" to make their contribution
10. Direct members to obtain community input	<ul style="list-style-type: none"> • Select issues and structure the input by asking members to consult 3-5 community members about the views.
11. Plan your and member involvement in the strategic plan	<ul style="list-style-type: none"> • President needs to work with Principal to structure how this process will happen.
12. Improve financial knowledge and practice of school council over the year	<ul style="list-style-type: none"> • Conduct at least one training session during each year. • Check to see of questions are being asked about reports
13. Develop and review policies	<ul style="list-style-type: none"> • What policies have been written this year

	and which ones have been reviewed?
14. Use an open budget process that encourages input and understanding	<ul style="list-style-type: none"> The budget process should be easy for councillors and the community to have a say.
15. Formally evaluate, review and report on school council, its processes and achievements	<ul style="list-style-type: none"> Use a format one on one interviews, questionnaire etc. Use the information in a report. Use in your annual report comments
16. Promote the work of school council	
17. Be available	

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