



## School Council Executive Officer Action Timeline

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## Your role as Executive Officer

- Things you need to know
  - Council Constituting order and Schedule 7
  - Election processes (Don't rely on the BM or AP)
  - Legislation and regulations
  - What Policies do we really need and why
  - Yes you get a vote
  - Yes you can tell Council they can't have polices on operational matters
  - You don't sign leases or contracts ( School Council President)
  - Quality assure signatory to accounts
  - Financial management ( Talking Finance and Dollars and Sense)
  
- Things you need to do
  - Summary of meeting for publication ( with Council president)
  - Agenda Setting ( with Council president)
  - Distribution of Meeting papers and correspondence (delegate)
  - Provide advice to Council on what it can and can't do
  - Ensure minutes are kept ( Minutes aren't published or available under FOI)
  - Make sure the Council is "action" oriented not a Book of the Month club
  - Help Council to determine policy, structure eg Sub committees or working parties
  - That Council makes decisions via written motions
  - Financial reports and Summary

As the EO of council, I always like to make sure that I am the best informed person in the room. I am well read, not only on school issues but on political issues. (Always start your day with newspaper, letters to the editor and the editorials to keep you on top of local issues). Have the Jon Faine 774 program on the radio in your office. For the EO, as well as knowing the rules and regulations, being able to sum the community feel about the topic at hand is important.

This means being out and about in the school community but also at the local coffee shop. It is amazing what the proprietor knows about local schools!

Date	Task-Action	Roles
<b>Each meeting</b>	<ul style="list-style-type: none"> <li>• Agenda prepared with all essential items highlighted.</li> <li>• Minute Correspondence received and sent</li> <li>• Minute approval of receipts and payments</li> <li>• Minute whether camps or excursions are approved</li> <li>• Previous Minutes approved</li> </ul>	<ul style="list-style-type: none"> <li>• President and Exec Officer meet to prepare agenda.</li> <li>• Business manager prepares correspondence register for approval.</li> <li>• Business manager prepares finance reports.</li> <li>• Finance committee reviews reports and recommends approval.</li> <li>• Exec officer ensures President signs all pages of previous Minutes</li> </ul>

Date	Task-Action	Roles
<b>January - February</b>	<ul style="list-style-type: none"> <li>• Set dates for meetings (with a minimum of 8 each year).</li> <li>• Recruitment for school council and sub committees</li> <li>• Table, sign and approve end-of-year financial reports.</li> <li>• Minute the annual profit and loss statement (previous year) for trading operations (e.g. canteen, uniform shop).</li> <li>• Read principal Guide to School Council elections</li> <li>• Check schedule 7 for accuracy against Constituting order</li> </ul>	<ul style="list-style-type: none"> <li>• Exec officer prepares Annual calendar of meetings for endorsement.</li> <li>• President and principal to sign.</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Elections for new school council</li> <li>• Update Schedule 7 post-election and submit.</li> <li>• Annual report prepared</li> <li>• Annual report meeting</li> <li>• 1st Meeting for new council</li> <li>• Minute whether final budget approved</li> <li>• Approve any proposed fundraising events for the year.</li> <li>• Endorse proposed GST treatment of fundraising events.</li> <li>• Endorse the treatment of GST from canteen operations (i.e. input-taxed).</li> <li>• Endorse the list of officers approved to sign official order forms.</li> <li>• Endorse the school investment policy.</li> <li>• Endorse the school internet banking policy.</li> <li>• Endorse the financial delegation authority within the school.</li> <li>• Endorse the school purchasing card policy (if</li> </ul>	<ul style="list-style-type: none"> <li>• Principal organises elections</li> <li>• President and Exec Officer conduct annual meeting and present report.</li> <li>• Business manager prepares all paperwork for signature at meeting</li> </ul>

	<p>applicable).</p> <ul style="list-style-type: none"> <li>• Endorse the school purchasing card register (of card holders and limits).</li> </ul>	
<b>April</b>	<ul style="list-style-type: none"> <li>• Agreement on standing orders – code of conduct for new council</li> <li>• Establishment of Council roles and responsibilities</li> <li>• Briefings on school strategic Plan, AIP, annual budget and policies</li> <li>• Formation of sub committees and working parties</li> <li>• Core function process agreements for the year</li> </ul>	<ul style="list-style-type: none"> <li>• Principal and President pre meeting for agenda and planning</li> <li>• Exec Officer prepares draft Terms of Reference for each subcommittee and working party</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Principal and President attend sub committees</li> <li>• Policy reviews commenced- ongoing via sub-committee or task group</li> <li>• Finance sub- committee briefing or training program- annual fund raising schedule developed</li> </ul>	<ul style="list-style-type: none"> <li>• President and Principal attend meetings</li> <li>• Training organised and implemented</li> <li>• Ex Officer prepares policy review schedule for endorsement</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Strategic and AIP plan report</li> <li>• Half year budget review (finance sub committee)</li> </ul>	<ul style="list-style-type: none"> <li>• Principal briefs Council on report</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>• School Council sub committee review</li> </ul>	<ul style="list-style-type: none"> <li>• Exec officer ensures each convenor prepares a report on performance of Sub committee</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• Program budget teams to commence planning for next year. (Budget teams are working parties of finance sub committee)</li> </ul>	<ul style="list-style-type: none"> <li>• Exec Officer develops budget timeline and process</li> <li>• School Council establishes role for budget task groups</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Review of NAPLAN data</li> <li>• Review of Annual survey data</li> </ul>	<ul style="list-style-type: none"> <li>• Ex Officer analyses data and prepares summary report</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Budget parameters for next year established</li> <li>• Draft budgets reported to council</li> <li>• Annual review and evaluation plan outlined and commenced</li> </ul>	<ul style="list-style-type: none"> <li>• Principal and Business manager prepare estimates for Finance Sub committee</li> <li>•</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• School Council evaluation</li> <li>• Compilation of report notes from evaluation</li> <li>• President personal role reflection for year</li> <li>• Draft annual report</li> <li>• Draft budget presented to Council</li> <li>• Draft AIP received</li> </ul>	<ul style="list-style-type: none"> <li>• School Council President conducts evaluation and compilation of notes</li> <li>• President and Ex officer develop draft report</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• School Council achievement recognition celebration</li> </ul>	<ul style="list-style-type: none"> <li>• Exec Officer and President highlight Council achievements for the year</li> </ul>
