# Governing council principal’s role description – suggested template

### Works closely with

The council’s office holders, especially the chairperson, other members of council, subcommittee members, affiliated committee members, school/preschool staff, students, the wider school/preschool community, and governing council employees.

### Located at

* <Add your site’s name here>.

### Minimum time commitments

* <Add details about how often your council meets>
* <Add any other time expectations, for example ‘2 to 3 hours a term reading plans and reports’>.

### Key duties

These key duties are in addition to the principal’s duty to manage the school in accordance with the Act, regulations, policies, and instructions from the Chief Executive. For a full listing of role and functions please refer to clause 6 of the constitution and the administrative instructions.

* must comply with all relevant departmental polices, instructions and procedures
* implements the sites strategic and improvement plans
* provides accurate and timely reports, information and advice relevant to the council functions
* promotes the development of and is the line manager of governing council employees (e.g. grounds person, canteen staff, OSHC employees).
* drafts the site budget for the consideration by the finance advisory committee and governing council
* acts as the returning officer for the nomination, election, and appointment of council members and conducts the election of parent members
* calls and presides at the first ordinary meeting of the governing council (the first meeting after the AGM)
* contributes to the formulation of meeting agendas, and provides any necessary support to the chairperson
* reports to the community at the annual general meeting
* provides governing council members with access to training and relevant information to enable them to fulfil their role on council effectively
* keeps the governing council advised of any directions or relevant information from the Department for Education

#### General duties

* attends council meetings and lets an office holder know if they can’t make it (i.e. put in apologies)
* represents the views of the wider school/preschool community
* offers advice on a range of topics about the school/preschool
* actively takes part in discussions about the governance of the school/preschool.
* attend other school/preschool functions and meetings, like general meetings, fundraising activities, end of year assemblies (as needed or appropriate).

### General responsibilities and requirements

The principal also has the same responsibilities as a general member of the governing council. This means you agree to:

* comply with the council’s constitution, School Governance Administrative Instruction and legislative requirements
* comply with the council’s standing orders
* comply with the council’s code of practice
* meet the department’s requirements for screening, training, and induction (your site leader will guide you through what’s required)
* keep up-to-date and informed about your work on the council be referring to the [School Governance Administrative Instruction](https://www.education.sa.gov.au/docs/psp/governing-council/governing-council/school-governance-administrative-instruction.pdf) and regularly checking the <https://www.education.sa.gov.au/working-us/governing-councils>.