

Governing Council Role

Description: Chairperson



Works closely with:

- Principal, secretary, treasurer, other members of council, and the wider school community
- Deputy chairperson, who is an ordinary member of the council that takes on these additional duties when the chairperson is not available.

Located at:

Hallett Cove School

Minimum time commitments:

- Attend two Governing Council meetings each term, normally in Week 4 and Week 8
- Discuss and formulate the Governing Council agenda with the Principal prior to each meeting
- Ability to attend school to sign required documentation or conduct panels or other duties as the need arises.

Key duties:

- Prepares the agenda, working with the site leader and secretary
- Chairs the meeting and makes sure it runs smoothly
- Makes sure meetings are properly organised and quorum is met
- Makes sure there is full and balanced participation of members in meetings
- Facilitates voting on motions at the meetings
- Makes sure resolutions of council are acted on
- Reports to the community at the annual general meeting (AGM).

General duties:

- Attends all council meetings and lets people know if they can't make it
- Represents the views of the wider school/preschool community
- Offers advice on a range of topics about the site
- Comes to other functions and meetings, like the AGM or end of year assemblies (as needed/appropriate)
- Actively takes part in discussions about the governance of the school/preschool.

General responsibilities and requirements:

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

- comply with the council's constitution
- 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 by looking at:

www.decd.sa.gov.au/governingcouncils.



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Desirable experience, skills and personal characteristics:

- Experience leading a diverse group of people
- Positive attitude
- Interested in seeing children and young people do well at preschool and school
- Willing to work together with parents, the community and school/preschool staff
- Able to understand and respect different points of view and different cultures
- Can lead conversations in a balanced and fair way.

Benefits to you:

When you volunteer to be the chairperson for a governing council at your child's school/preschool you will:

- experience a close working relationship with staff and leaders
- be involved in a shared strategy and vision
- have an opportunity to meet parents and other community members.

