

A guide for the content of a school council handbook

Council organisation

- 1 Annual dates of council and committee meetings

Council membership

- 2 List of council members and their contact details
- 3 Summary of tenure for all council members
- 4 Interview questions for potential council members
- 5 Induction process for newly appointed council members

The school

- 6 Brief history of the school
- 7 School mission and values
- 8 School vision statement
- 9 Strategic priorities (direction) statement
- 10 Risk management plan

Council position descriptions

- 11 Principal
- 12 Council member
- 13 Chair
- 14 Deputy chair
- 15 Executive officer

Council processes and procedures

- 16 Intra council grievance procedure
- 17 Agreed processes for council decision making
- 18 Code of conduct
- 19 Processes for reviewing council performance
- 20 Managing conflict of Interest

Council documents

- 21 Constitution
- 22 By-laws
- 23 Terms of reference (ToR) for all council committees
- 24 Latest council annual report to community
- 25 Council meeting agenda format
- 26 Annual forward agenda