

Preston Primary School

2019 School Councillors

If you have any enquires regarding School Council activities, or any views or ideas which you would like School Council to consider contact

Slobodanka [Stojkovic.Slobodanka.S@edumail.vic.gov.au](mailto:Slobodanka.S@edumail.vic.gov.au) or **Janet** preston.ps@edumail.vic.gov.au

 <p>Janet Paterson Principal, Executive Officer</p>	 <p>Slobodanka Stojkovic President</p>		
 <p>Mark Smith Assistant Principal</p>	 <p>Sue Norton Curriculum Leader</p>	 <p>Robyn Brock Teacher, Grade 1</p>	 <p>Tim Cunneen Teacher, Grade 5</p>
 <p>Glen Stokes Parent Rep</p>	 <p>Tania Giarratana Parent Rep</p>	 <p>Kate Wood Parent Rep</p>	 <p>Sara Reid Parent Rep</p>
 <p>Emily Potter Parent Rep</p>	 <p>Tony Fong Parent Rep</p>	 <p>Renee Patten Parent Rep</p>	

Dates for School Council meetings for 2019

May 13th
June 10th
August 5th
September 9th
October 28th
December 9th

Items to be forwarded to the council by:

May 9th
June 6th
August 1st
September 5th
October 24th
December 5th

Recommended pathway to contact School Council

1. Please have a look at the table below – if your concern/proposal is within the School Council responsibility, please follow step 2. If you are unsure where it falls, please email the School Council President (STOJKOVIC.Slobodanka.S@edumail.vic.gov.au) to seek further clarification.
2. If your matter falls within the Council responsibilities, please send an email to the Council President and the Principal (see above for emails). NOTE: For a matter to be presented at the Council, it has to reach the president by Thursday, a week prior to the School Council meeting. For dates of the meetings and deadlines, please see the dates at the start of this document. If the email is received after that date, the matter will be presented at the following Council meeting. If the item does not fall within the parameters of School Council you will be notified.
3. If you wish to be present at the School Council meeting, please be aware that there are School Council Standing Orders that are followed at each of the meetings. You will be provided with these orders prior to the meeting.
4. If your matter does not fall within School Council responsibility and you still have a concern, we would advise that you contact principal Janet Paterson for further clarification.

Roles and Responsibilities of the Principal and the School Council

Areas of Activity	School Principal	School Council
Curriculum	<ul style="list-style-type: none"> Leads development of teaching and learning programs Determines teachers, subject and time allocation, class size and structure 	<ul style="list-style-type: none"> Develops the broad direction and vision for the school using the Guidelines provided by the Department
Student Dress Code	<ul style="list-style-type: none"> Implements the policies developed by the council 	<ul style="list-style-type: none"> Develops student dress policy in close communication with the community Consults with the community prior to implementing changes
Staff employment and management	<ul style="list-style-type: none"> Responsible for the employment and management of teaching and non-teaching staff Manages the performance, development and conduct of the staff 	<ul style="list-style-type: none"> Approves employment of some staff (i.e. casual) Recommends to the Secretary of the Department the appointment of a principal
Buildings and grounds	<ul style="list-style-type: none"> Oversees maintenance of all facilities and monitors implementation of contracts 	<ul style="list-style-type: none"> Enters into contracts for building and grounds improvement and cleaning contracts
Child Safe Standards	<ul style="list-style-type: none"> Implements Child Safe Standards policies and procedures 	<ul style="list-style-type: none"> Develops policies and procedures to ensure compliance with the Child Safe Standards
School review	<ul style="list-style-type: none"> Informs the whole school community and council about the review Leads the pre-review self-evaluation in consultation with the whole community Is a member of the core School Review Panel Presents the findings to the whole community 	<ul style="list-style-type: none"> Participates in the pre-review self-evaluation Value-adds to the review Is presented with the findings of the report <p>The president is a member of the core School Review Panel</p>
Strategic and Annual Planning	<ul style="list-style-type: none"> Engages the staff and school community in development of School Strategic Plan following the review and the Annual Implementation Plan Engages the staff and school community in monitoring of progress 	<ul style="list-style-type: none"> Engages in the development of the School Strategic Plan following the school review Engages in the development of the Annual Implementation Plan Ensures regular monitoring of the Annual Implementation Plan
Annual report to the school community	<ul style="list-style-type: none"> Prepares, with the school council, the Annual report Endorses the Annual Report 	<ul style="list-style-type: none"> Endorses the Annual Report
OHSC	<ul style="list-style-type: none"> Engages the school community in the decision-making process of an OHSC service Informs the community and the school council of the service on a regular basis 	<ul style="list-style-type: none"> Decides whether to change operating models Manages the operating model