

A DEPARTMENT OF EDUCATION AND TRAINING INITIATIVE

Training for school councillors



NO COST
TO YOU OR
YOUR SCHOOL

The Department of Education and Training has developed a training package for school councils to improve the knowledge, understanding and skills of school council members and principals.

Two experienced providers have been engaged to coordinate and deliver face-to-face training across four modules: Governance, President Induction, Strategic Planning and Finance.

Each module will run for two hours and is offered at a time and location convenient to your school council. You can select one or more modules to suit your individual or school council needs and objectives.

There is no cost to you or your school. All costs of trainer, training materials and venue are met by the Department of Education and Training.

Please register your interest in this training program by contacting the providers listed overleaf.

We look forward to working with you!

GOVERNANCE

School councils play a key role in Victorian Government schools and being a member of a school council is a rewarding and challenging experience.

The training session offered will help councillors understand their roles and responsibilities and develop skills and knowledge to perform their governance tasks successfully.

The module will provide participants with an understanding of:

- the framework within which school councils operate
- what school councils do
- school council operations.

The delivery of this module will be undertaken by Synergistiq.

PRESIDENT INDUCTION

The school council president is elected annually to serve as chair of school council meetings.

The training module is designed to assist those people elected president and those aspiring to the role of president.

The module will provide school council presidents with a better understanding of:

- their role and responsibilities as a school council president
- what makes a school council effective
- how to lead school council meetings
- how to engage the community in the support of the school and its objectives.

The delivery of this module will be undertaken by Synergistiq.

STRATEGIC PLANNING

One of the key functions of school councils is to contribute to the establishment of the broad vision and direction for the school.

The module will provide participants with further understanding about:

- working with school leadership team to develop key documents in the four year strategic planning cycle
- using data to identify what the school is doing well and what needs to be done to further improve student outcomes
- fulfilling their governance role by ensuring the school's planning and practices reflect Departmental guidelines and community expectations.

The delivery of this module will be undertaken by National Curriculum Services.

FINANCE

The school council is responsible for overseeing the school's financial performance. It is a legal and Departmental requirement that council makes sure that monies coming into the school are being properly expended and authorised.

The module will provide participants with a better understanding of their governance responsibilities in relation to:

- internal controls
- budgeting
- investing and fundraising

and help them to understand and interpret financial reports.

The delivery of this module will be undertaken by National Curriculum Services.



For more information or to arrange a training program, please contact:

For Governance and President Induction

Synergistiq
Tel (03) 9946 6801
Email sct@synergistiq.com
www.synergistiq.com/schools

For Strategic Planning and Finance

National Curriculum Services (NCS)
Tel (03) 9415 1299 or toll free 1800 631 203
Email christine.reid@ncsonline.com.au
www.ncsonline.com.au

synergistiq

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National Curriculum Services