



Middle Park State School Council Handbook 2025

An inclusive community of empowered learning leaders



Contents

Welcome	3
Introduction	4
Middle Park State School Philosophy	5
A Guide to the School Council	6
School Council Work Plan	
Policy and Planning Schedule	
1. Guidelines for the functioning of the Council	
1.1 Understanding the School Environment	
1.2 Developing the Strategic Plan	
1.3 Deciding Goals and Initiatives	
1.4 Implementation, Review and Evaluation	
1.5 Meeting Schedule	
1.6 Decision Making	
1.7 Communication	
1.8 Appraisal of the Principal	
2. Councillor Training	
Appendix 1: Council Self Evaluation Questions	
Appendix 2: Council Constitution	
Appendix 3: Code of Conduct	

Welcome

Welcome to Middle Park State School.

We are very proud of our school and the academic, sporting and cultural success of our students. As a learning community we believe in every student and their ability to be successful learners and we are committed to creating an environment that makes this a reality.

Middle Park State School opened in January 1987 with 156 students and today has around 600 students. Our school is surrounded by trees and has expansive grounds and plenty of room for students to run and play. Our students are friendly and our parent community provides support to a variety of staff members who assist in our children's education.

The generous support of the school P&C allows us to constantly update learning resources and facilities to provide an engaging learning environment for students. It is this commitment to education and close partnership between staff and community that makes Middle Park a special place to be.

The partnerships among parents, staff, students, past students and community are potentially a source of great benefit for our students. The School Council brings these groups together around a common purpose: improving student learning outcomes. Of course, there is much work that sits behind this simple statement. We want to have rich learning for our students and we understand that this occurs in many different contexts and fields of endeavour.



Penny Couch
Principal

Introduction

The Middle Park State School Council is the custodian of the direction and reputation of MPSS. It is a forum that plans and reviews the school's progress towards its vision – ***An inclusive community of empowered learning leaders.***

The Council is constituted to improve student learning outcomes by helping to guide the strategic direction of the school.

To carry out this governance role, the Council needs to:-

- be well informed about the school;
- share a vision for the school;
- plan to develop strategic initiatives;
- communicate effectively with the school;
- monitor the implementation of school policies and practices; and
- provide advice to the Principal on strategic matters.

This Handbook provides Councillors with information and ideas which will help the Council fulfil its constitutional role.

The first section expands on the Council's business, as described in the constitution, with the aim of helping the Council function effectively.

The second section brings together the key documents that affect the Council and contains advice on the structural issues that influence the effective running of the Council.

Middle Park State School Philosophy

Motto

Each to Succeed.

Values

- Safe
- Caring
- Learners

Vision

An inclusive community of empowered learning leaders.

At Middle Park State School, we live by our motto of “Each to Succeed” by empowering students to become Safe, Caring, Learners. The pillars of **Informed Teaching, Supportive Environment** and **Collaborative Culture** scaffold all initiatives within our whole school community. We strive to provide feedback to all members of the school community to maintain excellence in teaching and learning experiences. Staff and parents work in tandem to improve educational outcomes.

A Guide to the School Council

The School Council has four key functions for guiding the strategic direction of the school:-

1. **Monitoring** the strategic direction;
2. **Approving** plans and policies of the school of a strategic nature and other documents affecting strategic matters, including an annual estimate of revenue and expenditure for the school;
3. **Monitoring** the implementation of the plans, policies and other documents mentioned above; and
4. **Advising** the school's Principal about strategic matters.

The School Council must perform its functions in a way that achieves the best learning outcomes for students.

The School Council may not:-

1. interfere with the management by the school's Principal of the day-to-day operations of the school and its curriculum;
2. make operational decisions about the use of teaching or learning resources at the school;
3. make decisions about the individual teaching style to be used;
4. make a decision that is contrary to the law or written policy of the Department;
5. have control of funds;
6. enter into contracts;
7. acquire, hold, dispose of or deal with property;
8. sue or be sued; or
9. form sub-committees.

The School Council is not part of the Department, is not a body corporate and does not have a separate legal identity. The School Council is a public entity and members are public officials of this entity.

Our School Council comprises:-

- two official members: the Principal and the P&C President;
- two elected parent members – must be parents of current students;
- two elected staff members – at least one teaching and one non-teaching staff member; and
- up to two appointed members.

The School Council may invite non-voting observers to any meeting.

The terms of office are determined by the Council and may be no more than two years. It is possible to be re-elected or re-appointed for further terms of service.

The School Council elects one of the members to be the chair. Students and the Executive Principal are not eligible.

Council members must disclose any direct or indirect personal or financial interest in any matter being considered by the Council.

The School Council must meet twice each semester. The quorum of each meeting is two-thirds of the number of members; that is six. Only the Principal may attend by proxy.

Questions are decided by a majority vote. The Chairperson has the casting vote. A member abstaining from the vote is counted as a negative vote.

Minutes contain attendance, apologies and the names of those voting against a question.

The Council's Constitution contains further detail about the requirements of a Council.

2. Councillor Training – Role for the School Council

Each member of the School Council will have access to training. This training comprises of an orientation and ongoing development. The orientation process may occur in a group or on an individual + mentor basis. The ongoing development is built into the annual cycle of Council operations.

The orientation package comprises a PowerPoint presentation, information sheets, worksheets and group activities.

Resources:

PowerPoint presentation: School Council Training

Information Sheet 1:	Principles of Good Governance
Information Sheet 2:	Roles of Council Members
Information Sheet 3:	Making the School Council's Role Meaningful
Information Sheet 4:	Education Thinking for the 21 st Century
Information Sheet 5:	Team Building/Consensus/Decision Making
Information Sheet 6:	Marketing
Information Sheet 7:	Strategic Planning
Worksheet 1:	Strategic vs Operational Matters
Worksheet 2:	Deciding Which Issues Belong with the School Council
Worksheet 3:	Thinking Strategically

School Council Work Plan

	Responsibility to Submit	Term 1	Term 2	Term 3	Term 4
		Week 7, Tue 6pm	Week 7, Tue 6pm	Week 7, Tue 6pm	Week 6, Tue 6pm
Governance					
Review the Constitution	Chair/Principal	✓			
Review of the Council's effectiveness including council documents	Chair/Principal				✓
Ensure membership is current and capable of required functions	Chair/Principal	✓	✓	✓	✓
Data Available					
School Opinion Surveys	Principal				✓
Student Achievement & Behaviour (semester results)	Principal	✓		✓	
Enrolment data	Principal	✓	✓	✓	✓
NAPLAN data	Principal		✓		
Strategy					
Receive, consider and approve the four year Strategic Plan (QSR)	Principal				Every 4 th year due end 2025
Present School Annual Report (SAR)	Principal			✓	
Implementation Plans					
Receive, discuss and approve Annual Implementation Plan (AIP)	Principal	✓			
Receive and discuss progress report of AIP	Principal		✓		✓
Receive and discuss data regarding student achievement	Principal	✓			✓
Finances					
Budget Update	Business Manager	✓	✓	✓	✓
Endorse annual budget and annual finance statements	Business Manager	✓			
Policy					
Review policies as required	Principal				
Professional Learning for the Council					
As required	Chair/Principal				
Principal's Performance Development Plan	Principal			✓	

Policy and Planning Schedule



School Council Endorsements Register

The Policy and Procedure Register provides the School Council with access to relevant Department of Education policy instruments and associated MPSS documents.

The register demonstrates transparency and accountability to promote understanding of how we operate, and supports the principles of the Right to Information Act.

Document	Responsible Officer	Review Cycle	Developed	Last Reviewed/ Amended	Next Review Date
Annual Implementation Plan	Principal	Every year		2024	2025 (T4) – 2025 (T1)
School Annual Report	Principal	Every year	2021	2023	2024
Excursion and Events Policy	Deputy Principal (FG)	Every 4 years	2018	2018	T 3 2022
Communication Framework <ul style="list-style-type: none"> Email Protocols: Staff, Students, Parents 	Deputy Principal (EV)	Every 3 years	2018	2022	T4 2025
Learning Enhancement (Formerly known as the Learning Enhancement Statement and Framework)	HOTL - S	Every 2 years	2019	2023	2025
Homework Procedure and Guidelines	Deputy Principal (EV)	Every 4 years	2018	2023	2027
Music Program Handbook	Deputy Principal (FG)	Every 4 years	2018	2023	2027
Religious Instruction Policy Statement	Deputy Principal (EV)	Every 4 years	2018	2022	2026
Student Code of Conduct	Deputy Principal (FG)	Every 4 years	2018	2024	2028
School Strategic Plan	Principal	Every 4 years	2021	2022	2025
Student Leadership Guidelines	Deputy Principal (FG)	Every 2 years	2018	2024	2025
Sun Protection Policy	WH&S Officer	Every 3 years	2021	2021	2024
School Values and Vision	Principal	Every 4 years	2021	2022	2025
Supportive School environment	Leadership team	Every 4 years	2018	2019	2022
Parent/Carer and Community Engagement Framework	Principal	Every 4 years		2022	2025
Wellness Statement and Policy Document	Principal/Business Manager	Every Year		2022 (T3)	2023 (T3)
MPSS School Council Handbook	School Council	Every Year		2024	2025

	2019				2020				2021				2022				2023				2024				2025			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Governance																												
Review the Constitution																												
Review of the Council's effectiveness including council documents																												
Ensure membership is current and capable of required functions																												
Data Available																												
School Opinion Surveys																												
Student Achievement & Behaviour (semester results)																												
Enrolment data																												
NAPLAN data																												
Strategy																												
Receive, consider and approve the four year Strategic Plan (QSR)																												
Present School Annual Report (SAR)																												
Implementation Plans																												
Receive, discuss and approve Annual Implementation Plan (AIP)																												
Receive and discuss progress report of AIP																												
Receive and discuss data regarding student achievement																												
Finances																												
Budget Update																												
Endorse annual budget and annual finance statements																												
Policy																												
Review policies as required																												
Professional Learning for the Council																												
As required																												
Principal's Performance Development Plan																												
Annual Implementation Plan																												
School Annual Report																												
Excursion and Events Policy																												
Communication Protocols: Staff, Students, Parents																												
Learning Enhancement Framework																												
Homework Policy																												
Music Program Handbook																												
Religious Instruction																												
Student Code of Conduct																												
School Strategic Plan																												
Student Leadership Policy																												
SunSmart Policy																												
School Values and Vision																												
Supportive School environment																												