

Principal's report to school council

The principal's report to school council is one of the most important and consistent documents that the school council considers. It is a document that emulates and highlights the importance of the partnership between the principal and the school council. It would therefore be prudent for the content of the principal's report to be relevant and supportive of the governing processes of the school council. But what should be included in the principal's report to the school council?

Suggested content of the principal's report:

1. On an annual basis, consult the school council and seek agreement on what will be included in the principal's report at council meetings
2. Once drafted, principal to forward the report to the chair to ensure there are no surprises and to ascertain any possible areas needing more detail or information
3. Report on any actions, which were the responsibility of the principal, arising from the minutes of the previous council meeting
4. Provide an overview of current, significant issues in education: educate the council about education
5. The principal, at any time, and at his/her discretion, may seek the viewpoints from the school council on any matter, whether it is related to a governing or managing process
6. Maintain a focus on the big picture, the global issues. The key role of the school council is to focus on the future needs and development of the school. What information would assist the school council to discern future pathways for the school?
7. Ensure any recommendations for council approval are clearly detailed with a rationale, risk assessment, timeline, and costing
8. Provide information on the progress of the implementation of nominated elements of the school's strategic plan
9. In addition to reporting by exception, include a quarterly risk report on nominated elements of the risk management plan and risk register
10. Disseminate the principal's report with the council meeting papers one week before the council meeting. Table it as read, and seek only questions or comments. There is no need to read the principal's report to the council
11. Format the principal's report into three sections: matters for decision (with details of any recommendations attached), matters for discussion, and, matters for noting
12. Finally, avoid including details of school operations or management issues, or school events. Members of school council can access these details via the school newsletter or by meeting with the principal