

How parents can contribute to school planning and budget discussions and decisions



The approach to planning and budgeting varies from school to school at the Principal's discretion and based on factors such as the size of the school. All schools are required to have some form of parent consultation, but the way this occurs will differ between schools.

How can parents contribute?

There are several ways in which parents can engage with their school to contribute to planning and budget decisions:

- by attending specific meetings, information sessions, forums, or P&C meetings, which will be advertised in school newsletters, notes, flyers, parent portals, or Facebook page (if the school has one)
- by attending and asking questions at P&C meetings. Principals provide regular reports to their P&C Committee on school activities and financial statements. This provides an opportunity for parents to hear information and ask questions about school planning, budgets, major projects, and other areas of interest
- as a parent representative on the school budget committee (if the school has one) or other decision making forums, or by providing ideas to the parent representative on these forums
- by asking your school how to contribute to planning and review processes which generally occur in Term 4 each year.

Timing

Annual Implementation Plans for each school are required to be finalised and endorsed by the end of February. Schools generally start planning well in advance, usually in Term 4 of the previous year.

Parents wishing to contribute to this process should contact their school's P&C (or their school) with their ideas by October each year.

For further information

School planning, reviewing and reporting cycle

<http://education.qld.gov.au/strategic/accountability/performance/sprf.html>

School Planning, Reviewing and Reporting Framework: The improvement and accountability framework for Queensland State Schools

<http://education.qld.gov.au/strategic/accountability/pdf/sprr-framework.pdf>

P&C online financial training package

<https://learningplace.eq.edu.au/cx/resources/file/e96d7b10-7f09-4a66-9416-950594302d27/1/index.html>

Things you may wish to ask your school:

- **What are the opportunities for parents to be consulted in the development and review of the four-year School Plan and the Annual Implementation Plans?**

Each school is required to have a four year School Plan which outlines where the school wants to be in four years, and how to get there. The School Plan is reviewed and updated annually to ensure currency and alignment.

The School Plan is supported by an Annual Implementation Plan which lists specific improvement strategies/actions that target the key school and system-wide priorities for the school year.

The school budget summarises how resources will be allocated in accordance with the priorities outlined in the School Plan and Annual Implementation Plan.

The planning process at each school is led by the Principal. The Principal must ensure that the school community is consulted.

The Annual Implementation Plan is endorsed by the P&C/School Council and by the Principal's supervisor by the end of February each year.

For Independent Public Schools, the Annual Implementation Plan is signed by the School Council Chair.

- **Is there a school planning and budget committee at my child's school?**

Ask your school for further information on its processes.

- **Is there a P&C representative on the school planning and budget committee?**

If your school has a P&C representative on the planning and budget, you can provide your ideas and input through this representative and seek feedback.

If your school does not have a P&C representative on the school planning and budget committee, you may wish to ask the Principal to consider inviting a P&C representative to be involved.

- **Would the Principal present information at a specific P&C meeting about the school's planning and budget processes and how to understand them?**

In addition to information that a Principal may provide, the P&C online financial package may be a useful tool in assisting parents to understand the budget process and how to contribute to it.