



Administration Guidelines

1.0 Aims

- To ensure that the school has the structure to fund and resource the various programs and implement these structures and resources
- To ensure that school routines proceed smoothly
- To allow for clear channels of communication between all concerned
- To project the image of the school to the community and beyond
- To maximise the effectiveness of the School Global Budget

2.0 Guidelines

- The School Council is ultimately responsible for the administration of the school. Day to day decisions will be made by the Principal
- The Principal will prepare an annual administration budget for submission to the Finance Committee of the School Council for funding
- The Principal will be a member of the School Council and will be an-officio on committee
- The school will be organised into two departments (Early Years and Middle Years). The person responsible for each Department will be appointed by the Principal
- Other areas of teacher responsibility will be allocated by the Principal
- School Support Staff will operate under the direction of the Principal.

3.0 End of Document