# 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 in line with their responsibility to make the most effective decisions for their local community. All schools are required to have some form of parent consultation – the way this occurs may differ between schools.

**How can parents contribute?**

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

* attending meetings, information sessions, forums or contributing to school review feedback processes as advertised through school newsletters, notes, flyers, parent portals or social media
* by joining the school council or Parents and Citizens’ Association (P&C) (if the school has one) and attending meetings. Principals provide regular reports to these committees about school activities and finances. This provides an opportunity for parents to hear information, ask questions and directly influence school planning, priorities, policies and processes, budgets, major projects and other areas of interest
* as a parent representative on the school budget committee (if the school has one) or another decision-making forum, or by providing ideas to the parent representative on these forums.

**Timing**

Schools generally start planning well in advance, usually in Term 3 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 August each year.

**For further information**

**School performance procedure**

<https://ppr.qed.qld.gov.au/pp/school-performance-procedure>

**P&C online financial training package**

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

**Parents and Citizens’ Associations procedure**

<https://ppr.qed.qld.gov.au/pp/parents-and-citizens-associations-procedure>

**School councils procedure**

<https://ppr.qed.qld.gov.au/pp/school-councils-procedure>

**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 Strategic Plan and the Annual Implementation Plans?**

Each school is required to have a four year School Strategic Plan outlining what the school wants to achieve in the future and how it plans to get there.

The School Strategic Plan is supported by an Annual Implementation Plan which lists specific improvement strategies/actions that target 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 Strategic 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 and the school council (if there is one) and by the Principal’s supervisor by the end of February each year.

* **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?**

Ask your school if there is a P&C representative on its planning and budget committee. If there is, then 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.