

The Role of School Committees in Optimizing Administration in Elementary Schools

Dinda Oktaviana¹ Shalwa Rizkya Shalsabila² Tin Rustini³

Elementary School Teacher Education Study Program, Universitas Pendidikan Indonesia,
Bandung City, West Java Province, Indonesia^{1,2,3}

Email: dindaoktaviana15@upi.edu¹ shalwarzkyslsbl@upi.edu² tinrustini@upi.edu³

Abstract

The school committee plays an important role in optimizing administration in elementary schools. The purpose of this study is to examine the role of school committees in improving school governance and creating an optimal learning environment. The research method used is qualitative research with literature study methods by collecting data from various sources. The results showed that the role of the school committee in improving administration includes financial supervision and management, work plans and programs, performance evaluation, education quality coaching, and cooperation with parents and other stakeholders. The school committee actively carries out its roles and duties can create a better learning environment and ensure the success of the educational process in primary school.

Keywords: Primary School, Administration, Supervision and Learning Environment



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INTRODUCTION

Elementary schools are educational institutions that have the responsibility to provide basic education to children. Apart from focusing on academic aspects, it is important for elementary schools to carry out efficient administrative and financial activities. Good governance in primary schools involves proper financial management, efficient procurement of goods and services, and transparent and accountable organizational governance. To achieve this goal, the role of the school committee is very important.

The school committee is a group consisting of parents, teachers, school staff and the local community whose job is to assist decision-making and provide input on various aspects of school management. One of the main roles of school committees is in optimizing administration in elementary schools. However, not much research has specifically explored the role of school committees in optimizing administration in elementary schools. Therefore, this study aims to fill this knowledge gap and further explore the role of school committees in improving governance in primary schools.

This study collects qualitative data from various sources. The data will be analyzed using a qualitative approach to gain a comprehensive understanding of the school committee's role in optimizing administration. Several variables that will be considered in this study are school policies and guidelines related to administration, competence of committee members, involvement and communication with stakeholders, management of financial resources, and the use of technology and information systems in administrative management. The results of this study are expected to provide valuable insights for school committees, school principals and decision makers in the education sector regarding the importance of the role of school committees in optimizing administration in elementary schools. In addition, this research can also be the basis for developing guidelines and best practices in managing administration in elementary schools.

RESEARCH METHODS

The research conducted was a qualitative research using library methods and literature study techniques. According to Creswell (2009), qualitative research is methods for exploring and understanding the meanings that a number of individuals or groups of people ascribe to social or humanitarian issues. The method used in this research is library research. Library research or library research, is research conducted through data collection activities or scientific writings aimed at research objects or library data collection, or studies carried out to solve a problem which is basically based on critical and in-depth analysis of library materials which is relevant. The purpose of this literature study is to search the literature not only to obtain information on similar research, deepen theoretical studies or sharpen methodology but also utilize library resources to obtain research data.

In this library research, knowledge, ideas, or findings contained in the literature are examined so as to provide theoretical and scientific information regarding the role of school committees in optimizing administration in elementary schools. The data collected and analyzed is secondary data in the form of research results such as scientific reading books, scientific journals, research reports, internet sites and others that are relevant to the role of school committees in optimizing administration in elementary schools.

This is in line with Melfianora (2019) whose research results show that, research with literature study is a research whose preparation is the same as other research but the sources and methods of data collection are by collecting data in the library, reading, taking notes, and processing research materials. Research using the library method is also a research and can be categorized as a scientific work because data collection is carried out with a strategy in the form of a research methodology. Based on the opinion above, the researcher conducted library research using literature study techniques on the role of school committees in optimizing administration in elementary schools.

RESEARCH RESULTS AND DISCUSSION

Definition and Purpose of Administration in Elementary Schools

Administration in elementary schools refers to the regular, efficient and integrated management of various aspects of the administration and management of school resources. This includes activities such as budget planning, financial management, procurement of goods and services, personnel management, maintenance of physical assets, and other general administration.

Administration Objectives in Elementary Schools

1. **Administrative Efficiency:** The main goal of administration in elementary schools is to create an efficient and orderly administrative system. By having good and organized procedures, schools can optimize the use of resources and minimize wastage of time, effort and finances.
2. **Management of Resources:** Administration aims to properly manage the resources owned by elementary schools. This includes managing finances and budgets, procuring quality goods and services, and managing school inventory and assets effectively.
3. **Accountability and Transparency:** Administration also aims to increase accountability and transparency in the management of primary schools. By having a clear and documented system, schools can be accountable for the use of resources to related parties, such as the government, students' parents, and the general public.
4. **Improving the Quality of Education Services:** Another objective of administration in primary schools is to support the improvement of the quality of education services. By having an efficient and organized administration, schools can focus on curriculum development, classroom management, and providing quality support services to students.

The Role of School Committees in Administration in Elementary Schools

School Committee is a generic name, meaning that the name of the body is adjusted to the conditions and needs of each educational unit, such as the School Committee, Madrasah Council, Madrasah Committee, Kindergarten Committee, or other agreed names. In this way, existing organizations such as BP3 can expand their roles, functions and membership or merge into a new organization called the School Committee. The School Committee was formed with the intention that there is a school community organization that is concerned, committed, and has loyalty and cares about improving school quality. This formed organization can be developed in a unique way and is rooted in culture, demographics, ecology, agreed values, and beliefs that are built according to the potential of the local community. Therefore, School Committees that are built wherever they exist must be a collective development of the philosophical wealth of society. This implies that the School Committee must develop a user-oriented concept (Client Model).

The development of a customer-oriented concept (customer) emphasizes the School Committee to consistently carry out a continuous improvement to achieve user/customer needs and satisfaction. Therefore, educational institutions position themselves as service institutions or in other words become service industries, namely institutions that provide services according to what the user/customer wants. The school committee has an important role in managing the administration of elementary schools. They contribute to policy making, planning, and supervising various aspects of administration and management of school resources. The following are some of the roles that school committees can play in administrative management:

1. **Formulation of Policy:** School committees can play a role in formulating policies and procedures related to administration in elementary schools. They can work with school principals and administrative staff to determine effective policies for financial management, procurement, personnel management, and other administrative processes.
2. **Supervision and Evaluation:** The school committee is responsible for overseeing the implementation of administrative policies and procedures in primary schools. They can carry out regular monitoring, evaluation and monitoring to ensure that resource management is in accordance with the established policies and in compliance with applicable regulations.
3. **Collaboration and Consultation:** The school committee can act as a forum for collaboration between the school, parents, and the community in administrative management. They can consult with relevant stakeholders, gather input, and discuss policies and initiatives related to administrative aspects.
4. **Advocacy and Transparency:** The school committee can also act as an advocate for transparency and accountability in administrative management. They can help ensure that information related to finance and resource management is shared openly with relevant parties, such as students' parents and the general public.

Factors Influencing the Role of School Committees in Optimizing Administration

1. **School Policies and Guidelines:** Clear and structured policies and guidelines can provide clear directions for school committees in carrying out administrative tasks. This includes policies on financial management, procurement of goods and services, as well as general school organizational governance.
2. **Competence of Committee Members:** The expertise, knowledge and experience of school committee members in the field of administration is very important to be able to optimize their tasks. Committee members with backgrounds in finance, management, or related fields can make a valuable contribution to improving school administration.

3. **Engagement and Communication with Stakeholders:** Good interaction and communication between the school committee and principals, teachers, school staff, parents, and students is essential to understand their needs and expectations regarding administration. Involving stakeholders in the decision-making process and listening to their input can assist the committee in optimizing administration.
4. **Financial Resources:** The availability and management of school financial resources influences the committee's role in optimizing administration. Sufficient budget, efficient allocation of funds, and transparent financial reporting are some of the factors that need to be considered in achieving administrative goals.
5. **Technology and Information Systems:** Adequate use of technology and information systems can assist school committees in carrying out administrative tasks more efficiently. For example, the use of accounting software or an integrated school management information system can facilitate financial tracking, procurement, and overall school administration.

Methods and Strategies used by School Committees in Optimizing Administration

1. Establish clear and transparent standard operating procedures (SOP) for all activities carried out in schools.
2. Implementing a good and regular accountability system including good financial reporting.
3. Prepare an annual budget and keep records neatly and in detail during the use of the budget.
4. Develop policies that will improve school performance and quality of education.
5. Organize staff training and development to increase their knowledge in managing schools.
6. Conduct periodic assessments of activities in schools and evaluate performance results.
7. Have effective and open communication to ensure good coordination between all school committee members and school staff.
8. Implement governance that is oriented towards the principles of policy and justice based on the values shared by the school.
9. Conduct periodic monitoring of the safety and cleanliness of the school environment.
10. Be a good example and set an example in terms of managing finances and performance in a professional and ethical manner.

School Committee Evaluation and Challenges in Optimizing Administration

Evaluation of School Committees in Optimizing Administration: Evaluation is an important process for evaluating the performance and effectiveness of school committees in optimizing administration in schools. Evaluation can be carried out periodically to identify strengths and weaknesses in carrying out administrative tasks. Some of the evaluation methods that can be used include:

1. **Performance Evaluation of Committee Members:** This evaluation involves assessing individual committee members based on their contributions in optimizing administration. This can include competency assessment, active participation, understanding of duties and responsibilities, and the ability to work together as a team.
2. **Evaluation of the Decision Making Process:** This evaluation aims to assess the extent to which the decision making process in the school committee is effective and efficient. This includes assessing the communication process, inclusivity, data analysis, considering options, and implementing decisions taken.
3. **Outcome and Impact Evaluation:** This evaluation focuses on the results achieved by the school committee in optimizing administration. This includes assessing efficiency and effectiveness improvements in financial management, procurement, and organizational governance. Evaluation can also involve assessing the resulting positive impact on the quality of education and the learning environment

School Committee Challenges in Optimizing Administration: Despite having an important role in optimizing school administration, school committees also face several challenges that can affect their performance. Some of the challenges that school committees may face are as follows:

1. **Limited Resources:** School committees often face limited resources, both in terms of finance, manpower and time. These limitations can affect their ability to carry out administrative duties optimally. Budgetary constraints may limit the committee's ability to implement programs and policies needed to improve administration.
2. **Lack of Knowledge and Skills:** School committee members may not have sufficient knowledge and skills in the field of administration. Lack of understanding of the concepts and practices of financial management, procurement and organizational governance can hinder the ability of committees to optimize administration.
3. **Communication Challenges:** Effective communication between committee members, principals, school staff, and other stakeholders is key in optimizing administration. Challenges in communication can arise due to differences

CONCLUSION

Administration is very important for efficient management of primary school resources and improving the quality of education services. School Committees play an important role in administrative management, such as policy formulation, monitoring and evaluation, collaboration and consultation, as well as advocacy and transparency. Several factors influence the role of school committees in optimizing administration including school policies and guidelines, competence of committee members, engagement and communication with stakeholders, financial resources, and information technology and systems.

Suggestion: to increase the role of school committees in optimizing administration, it is necessary to increase the competency of committee members in the field of administration, strengthen engagement and communication with stakeholders, improve management of financial resources, and utilize adequate technology and information systems. In addition, it is also important for primary schools to have clear and structured policies and guidelines so that school committees can carry out administrative tasks more effectively.

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