



RGLPS Standing Orders - Appendix 2

RGLPS

Guidelines for Sub-committees of School Council

28 May 2020

Introduction

The school council appoints **sub-committees** to assist with the management of its various responsibilities and provide it with recommendations related to their area of responsibilities.

The council may appoint **special purpose sub-committees** (working parties) to recommend action of a specific issue or matter of concern. In deciding to establish such a committee, the council shall determine, in writing, its terms of reference and terms of operation. Committees can only provide advice and recommendations to school council. The school council has convened the following sub-committees in 2019 to assist in carrying out its duties:

- Education Sub-committee
- Facilities Sub-committee
- Finance Sub-committee
- School Council Operations Sub-committee
- Instrumental Music Sub-committee

The school council must not delegate any of its powers or duties to a sub-committee.

Membership

Each sub-committee will be chaired by a member of school council unless otherwise decided by council.

Membership of sub-committees is open to interested persons in the school community in term 1 of the school year, which is when sub-committees are convened and membership is finalised. Sub-committees will usually have not more than seven members. Following the allocation of school council members to each of the sub-committees, the principal will call for community members to join sub-committees, outlining where there is specific need for community membership. This is to ensure that sub-committees are able to work efficiently and effectively throughout the year. Once sub-committee membership is finalised, if a member of the school community has an issue that they would like raised at a sub-committee meeting, they can raise this through the Principal or with the school council President.

All sub-committees and special purpose committees must include at least one school council member and have at least three members. In consideration of the role of Council as a representative community body, all committees, with the exception of the finance sub-committee, should consist of a majority of community members, except where authority is granted by Council for this to be varied or where there is insufficient community interest to fill the positions.

Attendance

Any member who is absent from three consecutive meetings of a sub-committee without special leave previously granted by the chair, may cease to be a member of the sub-committee. The President and chair of the sub-committee will discuss the membership of this committee with the member

concerned. A member of a sub-committee may apply in writing to the chair to request extended leave of up to two sub-committee meetings.

When the membership is confirmed, each sub-committee then proceeds with its prescribed activities and responsibilities for the year.

All school council sub-committees are appointed by the school council and shall:

- a) recognise that the school council is the ultimate decision-making body in formation of the school policy
- b) recognise and appreciate that within the school policy, the principal and staff are responsible for the implementation of school policy and the day-to-day management and operation of the school
- c) recognise and appreciate that within school policy the teaching strategies used in the school curriculum program are the professional responsibility of the principal and the staff

All school council sub-committees should:

- a) oversee the management, operation and functioning of their particular area of responsibility and make recommendations to the council accordingly
- b) provide the principal with a written report or minutes containing recommendations and/or options for council consideration, as soon as possible after their meeting
- c) liaise with the principal, council and, where appropriate, staff, of the council committees and the school community
- d) implement council policy decisions as appropriate
- e) prepare submissions for programs to be considered when budgets are prepared
- f) where appropriate, co-opt people with special expertise after consideration of the conditions of the appointment and obtaining school council approval
- g) participate in major and minor evaluations where appropriate
- h) with the exception of the Finance sub-committee, be open to members of the school community to join, including staff. Before being accepted, potential sub-committee members should discuss their experience and ability to participate with the chair
- i) meet prior to council meetings, ensuring that documents and minutes are submitted prior to the deadline of 5 business days prior to council meeting.

The chair of a committee should:

- a) nominate themselves or be nominated in the second council meeting in each calendar year
- b) call all meetings and in agreement with sub-committee members, establish a suitable time for the sub-committee to meet. Ensure all meeting dates are set in conjunction with the Principal
- c) advertise the time, date, location and agenda to the school community in the school newsletter at least 14 days prior to the meeting
- d) prepare an agenda and/or minutes for typing and circulation prior to the meetings
- e) in the event of the chair's absence, nominate another member of the sub-committee to act as chairperson of the meeting
- f) ensure all the duties listed above are carried out
- g) provide the principal with reports of these meetings as soon as possible before the next school council meeting
- h) when needed, submit a report from each sub-committee to be submitted for printing in the school newsletter

- i) not be a DET employee.

EDUCATION SUB-COMMITTEE

Members of the Education Sub-committee should be familiar with the School Strategic Plan, Annual Implementation Plan and current school policies.

The role of the Education Sub-committee is to:

- a) act as an advisory group in determining selected educational policies of the school within the DET guidelines
- b) monitor the implementation of the School Strategic Plan and the Annual Implementation Plan
- c) fulfil the accountability requirements for annual reporting
- d) make recommendations to the school council regarding community education projects
- e) make recommendations to council on selected aspects of the school's educational policy
- f) encourage the participation and involvement of the school community in the selected programs of the school
- g) make recommendations regarding priorities and costs of educational programs for consideration in the school council budget
- h) promote, develop and review selected school policies

FACILITIES SUB-COMMITTEE

The role of the Facilities Sub-committee is to:

- a) oversee the maintenance of the entire school site
- b) make recommendations regarding maintenance, development and use of the school environment and facilities
- c) implement building and grounds projects
- d) encourage the participation and involvement of the school community in maintenance and improvement of school facilities through appropriate working bees
- e) conduct an annual health and safety audit in conjunction with the Occupational Health and Safety Officer and the Principal
- f) ensure, with the funds allocated, that the facilities are maintained in a satisfactory state, providing for any maintenance required
- g) develop and continue to update a masterplan and timeline for the future development of facilities
- h) make recommendations regarding priorities and costs of facility improvements for consideration in the school council budget
- i) obtain approval from the school council for the work to be undertaken by volunteers at working bees at the council meeting prior to the working bee to ensure voluntary workers are covered by DET insurance
- j) establish and co-ordinate working groups and working bees
- k) ensure working bee notices and reminders are at least ten days before the working bee and ensure that each working bee has a co-ordinator and a list of tasks to cover
- l) maintain a register of all parent and staff attendance at working bees for school records and insurance purposes.

FINANCE SUB-COMMITTEE

The role of the Finance Sub-committee is to:

- a) maintain an overview of the finances of the school and monitor the financial assets and resource management requirements
- b) act as a forum to discuss financial matters referred to it and make recommendations to school council accordingly
- c) liaise with school council committees and the school community throughout the annual budget process and submit this information for the consideration of council in term four when indicative budgets are tabled for approval.
- d) assist the school community with fundraising projects
- e) review budget submissions and program priorities, including an annual review of Parent Payments in line with DET policy
- f) monitor and review spending in the school council budget
- g) monitor and review fundraising activities at the school.

Please note: Given the confidential nature of selected reports and information reviewed by the finance sub-committee, some reports may not be distributed to non-council members of the Finance sub-committee as non-council members are not formally bound by the Code of Conduct for Directors of Victorian Public Entities.

SCHOOL COUNCIL OPERATIONS SUB-COMMITTEE

The role of the School Council Operations Sub-committee is to:

(a) Regarding Out of School Hours Care (OSHC):

- liaise with the contracted service provider in relation to the functioning of the program
- implement the policies of the school regarding the OSHC program
- monitor the program regularly and make recommendations to school council accordingly
- provide Council with copies of the relevant reports provided to the Department of Health and Human Services
- oversee the implementation and compliance to the National Standards
- ensure all personnel, programs, activities meet the Child Safe Regulations and Standards

(b) Regarding Canteen and Uniform Shop:

- ensure the efficient operations of the canteen and uniform shop
- maintain a canteen in accordance with local and state health regulations and DET guidelines
- ensure the School Canteens and Other School Food Services Policy is implemented
- monitor the popularity and prices of items for sale
- monitor the range, quality and nutrition of items for sale in canteen
- overview the implementation of the school uniform policy
- ensure the quality of uniforms is kept to a high standard
- ensure the canteen and uniform shops' profitability is in accord with policy
- have a profit and loss statement prepared by the Treasurer after Terms 2 and 4
- ensure the canteen and uniform manager's duties are fulfilled
- make recommendations to school council regarding costs and types of items for sale.

The chair of the School Council Operations Sub-committee should:

- liaise with the canteen and uniform shop managers
- ensure that both are operating efficiently
- ensure stock takes are made at the end of terms 2 and 4 and that profit and loss statements are drawn up
- monitor and review the canteen and uniform policies as required
- support the canteen and uniform shop managers in monitoring all changes in costs and quality of products
- provide school council with regular updates of the operations and decisions of canteen operations and uniform shop processes.

INSTRUMENTAL MUSIC SUB-COMMITTEE

The role of the Instrumental Music Sub-committee is to:

- a) monitor the instrumental music program regularly and make recommendations to school council accordingly
- b) co-ordinate annual fundraising activities to support student participation and the financial sustainability of the instrumental music program in consultation with other fund-raising groups and with school council approval
- c) support ensemble participation in school-approved off-site music events
- d) ensure, with the funds allocated, that the instrumental music program operates efficiently and effectively
- e) act as a liaison between instrumental music program staff and school council
- f) work with the Instrumental Music Co-ordinator to support student recruitment to music bands.