

WILLIAMSTOWN PRIMARY SCHOOL SCHOOL COUNCIL & SCHOOL COUNCIL SUB COMMITTEE TERMS OF REFERENCE

Authorisation

This revised policy was adopted by Williamstown Primary School Council meeting on 09.08.2005

Review date

This policy shall be reviewed in 2009 or updated before if required.

School Council terms of reference

The major powers and duties that are carried out by school councils are set out in the Education Act 1958, in the Education Regulations, and through Ministerial Orders.

Powers granted under the Act and Regulations

Within statewide guidelines, the major responsibilities of all school councils include:

- determining the general educational policy of the school within guidelines issued by the Minister
- developing and monitoring the directions of the school charter
- approving and monitoring the school budget (including school generated funds) which needs to be consistent with the school charter
- maintaining and improving the school's buildings and grounds
- reporting annually to the school community and the Department of Education and Training
- determining the school's student code of conduct which may include a student dress code
- making a recommendation to the Secretary to the Department of Education and Training on the appointment of a school principal (see Teaching Service Order No. 149 and Principal Class Selection Guidelines)
- appointing non-teaching staff and entering into contracts for the provision of any casual relief teachers

The Education Act 1958 and the Education Regulations also empower school councils to:

- generally stimulate interest in the school
- provide meals or refreshments for the staff and/or students, enabling schools to run canteens
- conduct educational, recreational or cultural activities at the school for the benefit of the local community
- allow use of the school's premises by community groups for the purposes of the Sport and Recreation Act 1972 or for the purpose of programs the primary purpose of which is to assist or involve or provide resources to young people when any school building or grounds are not required for ordinary school purposes
- enter into management of joint facilities
- enter into agreements to hire equipment
- approve all camps and excursions that are conducted overnight

Powers granted under Ministerial Orders

The constituting Order of a school council enables it to:

- act as trustee of trust funds, (building, building maintenance and library)
- operate and charge fees for a childcare program for school-age children
- determine the school's student dress code
- purchase goods, equipment or material for the purposes of the school, subject to compliance with any directions issued by the Secretary, Department of Education and Training
- enter into arrangements, for reward or otherwise, to provide or supply goods, services, or facilities to other state schools or other educational institutions
- enter into agreement with the TAC concerning the provision of staff, facilities, equipment and other services for students who are subject of a claim under the Transport Accident Act 1986.

School Council sub committee terms of reference

Finance sub committee

Aims: To monitor, coordinate and report on all money receipts and expenditure coming into and being expended by the school

Detailed Statement of Responsibilities

1. Guidance to Council on proper expenditure of all moneys coming into the hands of the Council
2. Present Annual Budget Report (Balance Sheet Operating Profit/Loss) for Council's approval
3. Monitor income and expenditure of the school and inform School Council
4. Prepare on-going budget reports
5. Ensure all bodies in the school are aware of the overall school expenditure needs
6. Follow all DET regulations in regard to audit procedures, signatories, etc., and present to Annual General Meeting
7. Coordinate all fundraising activities, e.g. Canteen, Voluntary Contributions, Parents' Club, Hire of School Facilities, Fetes etc.
8. Set level of voluntary contributions
9. Ensure that compulsory parent expenditure, e.g. Camps, excursions, voluntary contributions, etc., is planned to so that expenditure occurs at a reasonable and equitable level, spread over the whole year

Education sub committee

Detailed Statement of Responsibilities

1. To oversee the maintenance and development of the curriculum
2. To identify areas which need further development
3. To ensure that sufficient DET guidelines and reference materials (e.g. Curriculum Standards Frameworks¹¹) are available for staff use
4. To encourage parental involvement and participation within all curriculum areas
5. To oversee the evaluation and review of programs, and initiate the implementation of changes
6. To make regular reports on the progress of Curriculum Goals of the School to School Council
7. To make reports on the progress of Curriculum Charter Goals to School Council

Buildings and Grounds / Master plan sub committee

Detailed Statement of Responsibilities:

1. To carry out maintenance work on a regular basis to ensure that the buildings and grounds remain in an excellent condition
2. To support the endeavours of parents and others who work with the children to provide a safe and attractive environment
3. To arrange working bees to assist with general repairs and maintenance and to carry out particular projects where applicable. An annual program of these working bees will be available to assist parents
4. To provide for the necessary maintenance materials according to budget requirements
5. To implement and oversee the Masterplan
6. To present regular reports to School Council
7. To provide long-range plans and possible costs to School Council so that appropriate budgetary allocations can be made

Fundraising Sub committee [This is now part of finance sub committee]

Detailed Statement of Responsibilities

1. To provide monetary assistance, for purposes seen to be of benefit to the school and agreed to by School Council.
2. To initiate fundraising ideas
3. To undertake the planning and organisation of activities considered feasible and agreed to by school council
4. To make regular reports to School Council

Policy sub committee

Detailed Statement of Responsibilities

1. To monitor the school policies writing process and review timetable.
2. To draft any policies required by school council and/or arrange for other to draft policies to be written
3. To ensure that all policies are written to the agreed format
4. To ensure that review process occurs
5. To ensure that current policies are available to stakeholders in hard copy or electronic form

Facilities Hire sub committee

Detailed Statement of Responsibilities

1. To meet when required
2. To investigate proposals for hire of school facilities
3. To make recommendations to School Council on these matters
4. To liaise with the co-principals on hiring matters