School Council Sub-Committees

EDUCATION

Goals
• To make recommendations to Council on matters of educational policy
• To organise the resources to maximise students’ opportunities for learning
• To audit school policies and programs against the DEECD Effective Schools Model

Responsibilities include:
• Discussing proposed changes to any school curriculum policy
• Developing new policies/reviewing old policies
• Developing, reviewing and monitoring the Student Code of Conduct and School Dress Code
• Responding to parental concerns
• Implementing DET policy
• Overseeing the development and implementation of the Strategic Plan

FINANCE

Goals
• To make recommendations to School Council on matters of financial policy
• To maximise the use of the financial resources to maximise students’ opportunities for learning

Responsibilities include:
• Developing new policies
• Responding to the needs of the students
• Raising money for things the school needs
• Implementing DET policy
• Developing the school's annual budget with the help of the Principal
• Ensuring that the annual budget supports the school Strategic Plan
• Regularly monitoring and reporting to School Council on budget progress
• Ensuring that the school has an appropriate investment policy and that this policy is approved by Council annually
• Monitoring the status of investments
• Where required, assisting in the completion of school tenders e.g. cleaning contracts, waste removal contracts, building contracts
• Reviewing the annual audited financial statement and the auditor's report and assisting with follow-up where appropriate
• Assisting the principal in ensuring that the school operates to a balanced budget and that all liabilities and financial commitments are brought to account in the relevant year
COMMUNICATION

Goals
• To ensure the school community is informed on its academic and extracurricular activities
• To increase parental participation and interest in school if
• To enhance the school’s standing in the local community
• To promote the school’s many positive features, its Strategic Plan priorities and the DEECD policies and priorities
• To maximise annual student enrolments

Responsibilities include:
• Seeking publicity in the local newspapers
• Developing strategies to boost enrolments
• Maintaining the community notice board
• Working actively with the school community, including parents and carers and the wider community
• Developing school functions to build the school community

FACILITIES AND ENVIRONMENT

Goals
• To provide for the maintenance of existing facilities including all buildings and grounds
• To develop and consider various capital works plans and proposals
• To provide advice to School Council on external groups who may be using the school’s facilities.

Responsibilities include:
• Mowing of lawns
• Weeding of garden beds
• Trimming
• Minor repairs and refurbishment, internal and external
• Repair of playground equipment
• Maintenance of tractor, mower and ancillary equipment
• Discussing competitive quotes for capital works
• Overseeing any capital works undertaken
• Planning working bees

Date Implemented 2014
Author Philippa Morrison/
Approved By School Council
Approval Authority
(Signature & Date)

Date Reviewed

Responsible for Review Principal
Review Date June 2016
References DET