

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

School Council Sub-Committees – cont-

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
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References	DET

