



**Clapham**  
Primary

**2023**

**Governing Council  
Terms of Reference**

## Roles and Responsibilities of Governing Council

***As part of its roles and responsibilities, Governing Council is expected:***

- To represent the views of the local community regarding the educational needs of the school and to advise the Principal of these views and needs.
- To advise the Chief Executive, through the Principal, of matters relating to buildings, grounds and equipment.
- To plan and manage the school finances, which includes approving amendments to the budget and approving fund-raising and sponsorship initiatives. Council is responsible for planning and management of a number of specific aspects of the school program.  
This includes:
  - Leasing of the school premises and facilities to groups not associated with the school community
- To provide feedback to Leadership on curriculum matters.

***Membership of Governing Council (as per Constitution) is as follows:***

- 16 members in total
- 1 x Principal
- 9 Elected parents
- 2 Staff members and
- 2 Community members *(as required by the council)*
- 2 Student representatives *(as required by the council)*

## Office Holders Information

### Chairperson

The chairperson must be a governing council member who is a parent of a child enrolled at, or attending the school (except in the case of school wholly or principally for adult students), and cannot be person who is a member of the staff of the school or is employed in a department for which the Minister is responsible (refer section 35(3) of the Act and clause 9.1.2 of the governing council constitution). This includes employment in another government school, a government preschool or a children's centre, or in corporate office. A governing council may decide to elect a deputy chairperson.

The chairperson must:

- ensure that the governing council is aware of this administrative instruction and that it is binding on council members;
- call and preside at council meetings and meetings of the executive committee;
- prepare the agenda for council meetings, in consultation with the principal and secretary;
- include on the agenda any item requested by the principal;
- facilitate full and balanced participation by all council members in meetings;
- decide on the manner in which meetings are conducted and matters of order;
- report at the annual general meeting on the proceedings and operations of the council for the period since the last annual general meeting.

The chairperson must act as spokesperson on behalf of the council unless an alternative spokesperson has been appointed by the council. The spokesperson may only comment on council matters. This includes speaking on council matters to the media.

### Secretary

The duties and responsibilities of the secretary are set out in clause 9.4 of the constitution. The secretary must ensure that the notices of meetings are given in accordance with the requirements outlined in the governing council constitution (refer clause 9.4.1 of the constitution).

The constitution in clause 9.4.2 states that the secretary is responsible for ensuring the maintenance and safekeeping of:

- the constitution of the council
- official records of the business of the council and a register of minutes of meetings
- copies of notices, a file of correspondence and records of submissions or reports made by, or on behalf of, the council

- the register of council members
- contracts or agreements entered into by the council
- copies of policies of the council.

The secretary must ensure the safekeeping of the common seal and that a record is kept each time it is used (clause 9.4.4 of the constitution). The secretary does not need to physically “keep” the seal (the common seal is usually kept by the school) but is responsible for ensuring its “safekeeping”. Governing Council have agreed to storage in the school’s safe.

The secretary must conduct the official correspondence of the council (clause 9.4.6). The secretary must ensure that the minutes of meetings are recorded and sent to each council member before the next meeting (clause 9.4.7).

### **Treasurer**

The duties and responsibilities of the treasurer are set out in clause 9.5 of the constitution.

The treasurer must not be a member of the staff of the school (clause 9.1.3 of the constitution).

The treasurer of a governing council must be the chairperson of the Finance Advisory Committee of the council and preside at the meetings of this committee. The treasurer must:

- ensure that the council’s financial budgets and statements are prepared
- submit a report detailing the finances to each council meeting. This reporting must include:
  - a report comparing year-to-date actual revenue, expenses and capital expenditure against year-to-date budget, with explanation of material variations
  - the current approved full year budget and implications on this budgets of year-to-date variations
  - the current profit and loss statement and balance sheet
- discuss key factors of these reports including:
  - the potential impact of year-to-date variances to budget on the final end of year financial results
  - the financial viability of governing council services such as OSHC and canteen
  - SASIF and operating bank account balances to make sure they are not in deficit and there are enough funds in the SASIF accounts to cover any upcoming obligations, including employee obligations

- the value of the amount owed to the school and strategies to recover debts
- present the council's statement of accounts to the annual general meeting (refer clause 9.5.2 of the constitution).

Adapted from the School Governance Administrative Instruction, 2021

Please click on the following link for further information regarding Governing Councils

<https://www.decd.sa.gov.au/sites-and-facilities/governing-councils>

## The Role of Sub-Committees

***Our Governing Council and Sub-committees work collaboratively to improve education, safety and wellbeing outcomes for all children in the school.***

### General Guidelines

1. It is not feasible for all matters to be fully discussed by the Governing Council due to the volume of decision making undertaken.
2. The use of sub-committees, both standing committees and short-term ad-hoc committees convened for a special purpose is essential.
3. Governing Council must delegate, and express mutual trust and respect in other members, to develop recommendations for discussion at Council, in which they have not been personally involved.
4. Sub-committees do not have the authority to act on their own behalf unless this power has been given to them by Council **prior** to the action taken.
5. The functions of sub-committees and the authority which they exercise on behalf of the Council should be documented and understood by members. It is imperative that proper reporting and approval mechanisms exist. Minutes of all meetings should be made and a written report should be submitted to Council at least once a term.
6. Sub-committees shall be appointed by Council at its first meeting for the year, or as necessary.
7. Membership of sub-committees should not be confined to members of the Governing Council. Each sub-committee may be made up of interested members of the whole school community. At least one Governing Councillor should be on the committee and report to Council. Council shall appoint a convenor for each sub-committee.
8. Governing Council and Sub-committees should inform and invite the involvement and participation of the school community in decision making.

9. Governing Council and Sub-committees should inform and invite the involvement and participation of the school's Student Representative Council (SRC) Executive and the SRC where appropriate.

## Code of Conduct for the Governing Council Sub-Committees

Thank you for volunteering your time and for being part of a Governing Council Sub-Committee for 2021. As a member of a committee, you play a key role in the education of our students, their families, staff, and the School Community.

Our school celebrates diversity and is an inclusive community that respects the rights, beliefs and practices of individuals and their families. This Code of Conduct applies to all parent carers who are members of a Governing Council Sub-Committee.

***This includes activities/meetings/functions within and outside of school hours.*** As a parent you are one of the most influential role models within your child's life. Let us all strive to build a harmonious community where all students can flourish.

### **As a parent of one of our Governing Council Sub-Committees we ask that you:**

- Work in partnership with the school for the common goal of achieving what is best for all
- Model resilience – encourage healthy problem solving
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns in a constructive, respectful, and appropriate manner
- Demonstrate that both parents/carers and Clapham Primary staff work together for the benefit of the school
- Adhere to the school's policies, as outlined on the school website and/or the school's parent handbook
- Discourage gossip and hearsay by communicating with the school directly following appropriate grievance procedures
- Maintain a positive and co-operative attitude and interact positively with other parents and members of the school community
- Encourage community building with other parents in your year level and across the school
- Value the school community and its reputation especially when engaging with social media

### **As a member of one of our Governing Council Sub-Committees you have the right:**

- To be treated with respect and courtesy by staff, students, and other parents



- To be listened to, and clearly communicated with by the school, regarding whole school educational matters
- To be treated in a caring and polite manner
- To have a timely response to concerns raised
- To be treated with professionalism by staff members

**As a member of one of our Governing Council Sub-Committees you have the responsibility to:**

- Value and champion our school and its reputation. Be mindful of the hurt and damage social media may cause
- Respect the reputation of staff and be mindful of communications with others
- Follow the correct procedures to resolve a conflict or make a complaint. Please refrain from expressing personal grievances at Committee Meetings.

# FINANCE SUB-COMMITTEE

## Terms of Reference

The Finance Sub-Committee of the Governing Council is charged with responsibility, in conjunction with the school and appointed staff, to:

- Advise and monitor expenditure and income for the School and Governing Council businesses
- Collect budget data from groups within the School community
- Prepare a draft budget using the Site Budget Planning Tool showing anticipated income and expenditure and funds held for approval by Governing Council
- Present an approved budget showing anticipated income and expenditure and funds held for approval by Governing Council
- Assist in monitoring the global budgeting process
- Provide advice to Governing Council and other Subcommittees as requested
- Develop and recommend to the Governing Council financial delegations that will allow for minor deviations from the approved budget
- Develop and recommend to the Governing Council financial delegations eg Deputy Principal, Finance Officer
- Report regularly to the Governing Council on finance matters including, but not limited to, performance of programs and Governing Council businesses

## Membership

- Treasurer of Governing Council (Convenor)
- School Principal
- School Business Manager
- Parent Representative(s)

The sub-committee will meet at least twice per term.

# OUT OF SCHOOL HOURS CARE (OSHC) SUB-COMMITTEE

## Terms of Reference

The OSHC Sub-Committee is charged with the responsibility, in conjunction with the school and appointed staff, to:

- Support and assist the Governing Council, Principal and OSHC Director to ensure that the quality of care being offered is in keeping with the values, principles and policies of the school, Governing Council, community and the Department of Education and Child Development
- Keep parents and staff informed about the sub-committee's membership, meetings and decisions
- Liaise with the OSHC provider (Happy Haven)
- Support and assist the OSHC Director and staff as required
- Report regularly to the Governing Council

The OSHC Sub-Committee is an **advisory** body that makes recommendations to the Governing Council for its endorsement (ratification), and does not make decisions or act on behalf of the service without Governing Council approval.

## Membership

Membership of the OSHC Sub-Committee is open to all parents using the service. Parents are to be actively encouraged to join.

Membership of the OSHC Sub-Committee must include:

- Governing Council representative (Convenor)
- Member of leadership
- Parent users of the service
- OSHC Director

Membership may also include:

- OSHC Assistant Director
- Parent representatives

OSHC staff members are actively encouraged to attend meetings, however have no voting rights on the sub-committee regarding OSHC decisions.

The sub-committee will meet twice per term.

## CANTEEN SUB-COMMITTEE

### Terms of Reference

The Canteen Sub-Committee of Governing Council is charged with the responsibility, in conjunction with the school and appointed staff, to:

- Maintaining the canteen oversight, in conjunction with Canteen provider.
- Monitor and advise on canteen fixed assets and equipment.
- Inform parents of developments within the canteen, including menu items and ordering timelines, etc...
- Report regularly to the Governing Council

### Membership

The Facilities Sub-Committee consists of the following members:

- Governing Council Representative (Convenor)
- Member of Leadership
- Parent Representatives
- Outsourced Canteen Provider Representative

The sub-committee will meet at least once per term