



Aldinga Beach B-7 School

GOVERNING COUNCIL INFORMATION



ABOUT GOVERNING COUNCIL

The Governing Council is made up of parents, staff, community members and a student representative who work with the site leader (principal) to help set and monitor the direction of the school.

The Governing Council is an important part of the public education system with powers defined under the Education Act. In your role on a governing council, you work with the site leader to:

- involve the local community in the governance of the school;
- develop and approve local policies for safety, wellbeing and expectations of students;
- set the broad direction and vision of the site;
- monitor and review the Site Improvement Plan;
- be the employing authority of services, including OSHC and canteen (if applicable).

Site leaders work with the Governing Council to:

- Provide educational leadership
- Implement the site's policies
- Implement the site improvement plan.





BEING ON GOVERNING COUNCIL

Governing Council members are elected at the AGM, which is held at the start of each year in Term 1 (week 2 or 3). Standard terms of office for the different governing council members:

Who	Time on council	How selected
Site leader (principal/director)	No time limit while they are the site leader	Status as an <u>ex-officio member</u> (site leader)
Parents	Up to 2 years	Elected by school parent community
Community members	Up to 2 years	Appointed by council
Staff	Up to 1 year	Nominated by the staff of the site
Students	Up to 1 year	Nominated

After your two years is up, you can be re-elected , re-nominated or re-appointed – as long as you're eligible to run again.

When your term has run out, you stay a member until your position on the council is declared vacant through the AGM.

- *You **can not** be on Governing Council if you have been: bankrupt or convicted of any offence of dishonesty, or of a sexual nature involving a minor, or of violence against a person.

As our Governing Council is the employing authority for our OSHC service, all Governing Council members must have a history screening (previously known as a criminal history check) before they can be a member of the council. There is no cost to council members to get this check done if done through the school.

Members of the Governing Council will be required to attend **2 meetings per term** (day/time to be set at the start of every school year by the newly elected Governing Council). There can be additional special meetings called (does not happen often) and you may also be invited to attend training or information sessions (these are not compulsory).

While meetings are a big part of being on a governing council, your role on the council can also include:

- be on an interview panel to select the site's principal or director
- need to deal with media in response to an event or a good news story
- be an employing authority for out of school hours care (OSHC) or canteen staff (if applicable)



As a member of the Governing Council, you will be part of making important decisions. You will be a person in the school community who parents, students or family members may want to communicate with about different issues. You will be privy to some confidential information and it is important that you only share information that has been approved to be shared with non-governing council members, and are always mindful that you are a representative of the governing council.

If your personal circumstances change you can always withdraw from an election or stop being on the council.

More information about Governing Councils is available online at:
<https://www.education.sa.gov.au/sites-and-facilities/governing-councils>

Contact Details:

Phone: 8226 9617

Email: Education.sitegovernance@sa.gov.au



RESPONSIBILITIES

As a Governing Council member, your role is to ‘govern’, not ‘manage’ the school. It is more about guiding and setting direction. You and the site leader have shared responsibilities, but your day-to-day involvement is different.

Area of responsibility	Site leader (principal)	Governing council
Curriculum	Lead the development of teaching and learning programs, and set up timetables and teacher/class allocations.	Provide advice to the site leader to make sure the curriculum offered meets local community needs. For example, a specialist program.
Student achievement	Monitor individual student achievement against the department’s standards.	-
Student management	Manage all areas of student wellbeing and discipline.	Consult with the site's community to assist when policies are made or reviewed.
Staff management (example 1)	Manage all department staff. For example, teaching performance, discipline and complaints.	-
Staff management (example 2)	Day-to-day management of staff employed by the council, including performance management. Performance management covers dealing with allegations of misconduct or negligence.	Overall responsibility and management of council employees.
Staff employment (example 1)	Employ the department’s teaching and non-teaching staff.	Employ some staff. For example, out of school hours care and canteen.
Staff employment (example 2)	-	Take part in an interview panel to employ the site principal.
Big picture planning	Carry out the initiatives and work towards achieving the goals in the site improvement plan.	Work on the site improvement plan and set strategic directions.
Finance	Prepare and supply financial reports to the council via the finance advisory committee.	Review, approve and keep a check on the site budget.
Reporting	Draft the annual report and share the information.	Endorse the annual report and report to the site's community – and the minister – at least once a year.



It is also a requirement that each governing council member also sits on at least 1 of the sub-committees.

OFFICE BEARERS / EXECUTIVE

At the AGM the Office Bearers / Executive will be elected. Nominations will be received for the different roles and if more than one person is nominated for a role, there will be a vote carried out at the AGM. Each role is appointed for 1 year.

The Executive is comprised of:

- **PRINCIPAL**

- **CHAIR**

Role includes:

- Calls and presides over all meetings
- Prepares the agenda in consultation with the secretary and the Principal
- Decides on the manner in which meetings are conducted
- Ensures full and balanced participation in meetings
- Facilitates voting on motions
- Reports on the operations of the council at the AGM
- Acts as spokesperson for the council unless the council appoints another spokesperson.

- **DEPUTY CHAIR**

Role includes:

- In the absence of the chairperson, the deputy chair assumes their duties. If a Chairperson resigns, a new election should be held for a replacement Chair.

- **SECRETARY**

Role includes:

- Conduct the correspondence of the council
- Ensure that an agenda is forwarded to each member of the council
- Ensure that minutes are kept and forwarded to each member of the council prior to the next meeting.
- Ensure that notices of meetings are given in accordance with the constitution. The Secretary is responsible for ensuring the maintenance and safekeeping of:



- The constitution and code of practice
- Official records of the council and minutes of meetings
- Copies of correspondence
- Register of councilors
- Contracts and agreements entered into by the council
- Copies of policies of the council.

• **TREASURER**

Role includes:

- Assisting the Governing Council in its discussion and approval of the budget. The Treasurer must be chairperson of the finance committee and preside over these meetings.
- The Treasurer cannot be a member of staff at the school.
- The Treasurer must:
 - Ensure the budget and financial statements are prepared.
 - Submit a report of these at each council meeting.
 - Present the council's audited financial reports to the AGM

SUB-COMMITTEES

The Governing Council has a number of Sub-Committees who meet regularly and provide recommendations to Council and work on their own projects as required.

The current Sub-Committees are:

- **Finance**
- **Grounds**
- **OSHC**
- **Fundraising**
- **Policies**
- **Sports**

Parents not on the Governing Council are invited to join any of these committees (except the Finance Committee), and Governing Council members must be on at least 1 of the Sub-Committees. Each Sub-Committee must have an elected Chair to run the meetings and a Minute Taker who sends the minutes from their meetings to the Governing Council Secretary for distribution.

Information about meeting dates and times will be set at the start of every year and will be available through the School Office.



FINANCE COMMITTEE

ROLE/RESPONSIBILITIES

To advise and recommend to Governing Council information regarding issues on budgetary and financial matters, such as;

- Management of consolidated funds (income, investment, cash flow).
- Make recommendations regarding the extent of fundraising in liaison with Fundraising Committee.
- Advise on investments and cash return.
- Approve budget accounts for payment.
- Formulate an annual budget with periodic revision and amendment for presentation to Council.
- Ensure that an accurate register of assets is maintained. □ Ensure the payment of salaries and other entitlements to those people employed by Council

MEMBERS

- Principal
- School Finance Officer
- Treasurer (committee convenor)
- Any interested Staff and Governing Council Members

MEETING SCHEDULES

As required throughout each term as negotiated by the Committee.

REPORTING

To provide written reports to Governing Council and minutes of any meetings held.



OSHC COMMITTEE

ROLE / RESPONSIBILITIES

To determine and implement policies relating to children, staff, financial and facilities management for the Out of School Hours Care service. Responsibility includes:

- Develop policies on how the service will operate (within funding and authority guidelines)
- Ensure that the DECD OSHC standards are met
- Ensure, in consultation with the Principal, appropriate location of the service and use of the schools' resources and facilities
- Provide and maintain necessary equipment and furnishings
- Prepare budget so that income generated or attracted by the service is sufficient to meet all expenditure and is used for the purpose of the service
- Liaise with the OSHC Director regarding employment of staff, including the determination of job descriptions, recruiting, interviewing and appointing staff and providing each staff member with an employment contract
- Manage OSHC funds and ensuring appropriate and regular reports are provided to the Finance Committee and Council and that the accounts are reported annually.
- Ensure participation in State and Commonwealth quality assurance processes as required and compliance with legislative requirements
- Promotion of a supportive atmosphere and working environment for service's staff
- The provision of a service that is engaging and meets learning and social needs of all children.

MEMBERS



- Principal or delegate
- OSHC Director
- Governing Council Member/s, OSHC staff member/s, parents / community members.

MEETING SCHEDULES

Two meetings per term / day & term to be set at the start of every year

REPORTING

Minutes of meeting to be provided to Governing Council

FUNDRAISING COMMITTEE

ROLE/RESPONSIBILITIES

To advise and recommend to Governing Council information regarding issues relating to any fundraising initiatives, their planning, implementation and review.

- Recommend ideas for fundraising to contribute to the funding of special projects to develop school facilities to Governing Council
- liaise with the student leaders, staff and principal to minimize the financial pressure on the school community and to ensure all groups are working for the benefit of the school and community

MEMBERS

- Principal or Delegate
- 1 Governing Council Member to act as convenor
- Any interested Staff and Governing Council Members
- Interested community members or parents

MEETING SCHEDULES

As required throughout each term as negotiated by the Committee.

REPORTING

To provide written reports to Governing Council and minutes of any meetings held.



GROUNDS COMMITTEE

ROLE/RESPONSIBILITIES

To advise and recommend to Governing Council information regarding maintenance, development and issues relating to facilities and grounds.

- Ensure that the buildings and grounds are kept in a safe and well maintained condition.
- Make recommendations regarding future development and required maintenance of the grounds and facilities.
- Encourage and plan for the improvement of the school environment
- Oversee the engagement of paid workers and contractors to maintain and undertake the upkeep of the School's facilities.
- Outline an on-going maintenance schedule and work towards a plan of priorities for development for the following three years.

MEMBERS

- Principal or delegate
- Any interested Staff and Governing Council Members
- Any interested parents

MEETING SCHEDULES

As required throughout each term as negotiated by the Committee.

REPORTING



To provide written reports to Governing Council and minutes of any meetings held.

POLICIES COMMITTEE

ROLE/RESPONSIBILITIES

To advise and recommend to Governing Council information regarding selected school policies.

- Review and make recommendations for updates to school policies.
- Identify any new policies that are required.

MEMBERS

- Principal or delegate
- Any interested Staff and Governing Council Members
- Any interested parents

MEETING SCHEDULES

As required throughout each term as negotiated by the Committee.

REPORTING

To provide written reports to Governing Council and minutes of any meetings held.



SPORTS COMMITTEE

ROLE/RESPONSIBILITIES

To advise and recommend to Governing Council information regarding sports programs, activities and events.

- Assist with the running of the extra-curricular sports programs, and support our annual Sports Day.

MEMBERS

- Principal or delegate
- Any interested Staff and Governing Council Members
- Any interested parents

MEETING SCHEDULES

As required throughout each term as negotiated by the Committee.



REPORTING

To provide written reports to Governing Council and minutes of any meetings held.