



**Clapham**  
Primary

**2020**

**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.

Adapted from Roles and Responsibilities of Governing Council  
South Australian School Post

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.

## Facilities Sub-Committee

### Terms of Reference

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

- Establish a work priorities program for the year, make recommendations to the Finance Sub-Committee on expenditure required to fund the annual program as part of the budget process in November
- Monitor and advise on planned projects relating to grounds, fixed assets and equipment
- Respond to ad hoc initiatives as required
- Inform parents of developments within the school and organise 'Community Action Days' ('working bees') as required
- Ensure all changes result in an improvement to students education and wellbeing
- Report regularly to the Governing Council

### Membership

The Facilities Sub-Committee consists of the following members:

- Governing Council representative (Convenor)
- Member of leadership
- Representative of teaching staff
- Parent representatives
- Community member
- Student representatives (SRC)

### 2020 members:

Tracy Baron (Convenor, Parent Rep)

Jodie Kingham (Leadership Representative)

Ross Stewart (Community Representative)

Cymone and Tim Harriss (Parent Representative)

Anita Poropat (Parent Representative)

Vanessa Hoo (Parent Representative)

Claire Taylor (Parent Representative)

Nina Goh (Parent Representative)

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

# Education and Communication Sub-Committee

## Terms of Reference

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

- Provide a forum for parent involvement in the development of school policies
- Foster debate and understanding on aspects of curriculum development and learning frameworks
- Provide a forum for parent and community input into teaching and learning priorities and student wellbeing
- Provide an avenue for increasing and maintaining community knowledge of current education practices and their application to our school eg organise educational and wellbeing information sessions
- Provide input into Clapham Primary School strategic and site learning plans
- Organise events or activities that provide opportunities for members of the school community to socialise and celebrate student/school achievements
- Communicate school values
- Report regularly to the Governing Council

## Membership

- Governing Council representative (Convenor)
- Member of leadership
- Representative of teaching staff
- Parent representatives

## 2020 members:

Cassie Kopias (Leadership Representative)  
Justine Langley (Leadership Representative)  
Parent Representatives from all classes

The sub-committee will meet at least once 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 (OSHClub)
- 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:

- Member of leadership
- Governing Council representative (Convenor)
- 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.

### 2020 members:

Rebecca Devine (Manager)

Mary Zeoli (Director)

Jodie Kingham (Leadership Representative)

Kenzie-Le Turley (Convenor, Governing Council Member)

The sub-committee will meet twice per term.

## After Hours Sport Sub-Committee

### Terms of Reference

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

- Establish after hours sport programs and prepare a sport fee structure for presentation to Governing Council
- Ensure the coaches names are presented to Council for ratification and that they have a current DCSI (if required)
- Inform parents of activities through the School Newsletter
- Prepare and review policies associated with sport
- Liaise between sporting teams and the school
- Engage the support of parents and/or volunteers to manage the sporting teams
- Report regularly to the Governing Council

### Membership:

- Governing Council representative (Convenor)
- Member of leadership
- Representative of teaching staff
- Parent representatives

### 2020 members:

Justine Langley (Leadership Representative)

Gene Lashchuk (Staff Representative)

Jane Sanders (Parent Representative)

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

# 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)
- Principal and Deputy Principal
- School Finance Officer
- Governing Council representative(s)
- Representative(s) of teaching staff
- Parent representative(s)

### 2020 members:

Louise Hayton (Convenor)

Jodie Kingham and Justine Langley (Leadership Rep)

Tracy Clifford-Clark (Finance Officer)

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



## Events (inc Fundraising) Sub-Committee

### Terms of Reference

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

- Foster the involvement of parents in all aspects of school life
- Organize and support fundraising events to assist in school development
- Provide opportunities for parents and members of the wider school community (eg local businesses) to offer donations or sponsorship
- Engage the school community in fun social events
- Provide opportunities for social interactions between members of the school community

### Membership

The Fundraising Sub-Committee consists of:

- Governing Council representative (Convenor)
- Member of leadership
- Parent representatives

### 2020 members:

Darren Schutz (Governing Council Member)

Justine Langley (Leadership Representative)

Jess Yee (Parent Representative)

Tara Tarca (Parent Representative)

The sub-committee will meet twice per term.