



PARKSIDE PRIMARY SCHOOL

GOVERNING COUNCIL

Sub-Committees and Role Statements

Revised May 2021

# 1 Introduction

Under its Constitution, Governing Council has the power to establish committees to assist in carrying out its functions more efficiently and effectively by handling matters that require considerable discussion, development or planning. Sub-committees may be established to give advice on such responsibilities as finance, sport, buildings and grounds, and education policy.

Sub-committees are established by a resolution at a meeting of the Governing Council and include mandated committees, and sub-committees which are not named or listed in the Constitution and which the Governing Council may vary from time to time.

Governing Council sub-committees are seen as a valuable way of:

- assisting the council meet its array of responsibilities by expanding the number and range of people involved in governance and leaving the main body to focus on its broader governing role;
- broadening opportunities for more parents and caregivers, staff and other community members with particular expertise to be involved;
- providing other entry levels for the participation of interested parents and caregivers, community members and potential future council members;
- providing for the appropriate involvement of students and bringing student opinion to the attention of the council; and
- increasing the involvement of staff and strengthening the link between site staff and the governance of the site.

## 1.1 Mandated Committees

### Finance Administration Committee

Establishment of a Finance Administration Committee is required by the Constitution to advise the Governing Council on budgetary and financial matters, including preparation of the preliminary budget. Membership of the committee must include the Principal and Treasurer.

### Canteen Management Committee

The Department for Education Administrative Instruction and Guidelines require that a Canteen Management Committee must be established where a school operates a canteen. The composition of the committee is at the discretion of the council, but it should include the principal or his/her nominee, together with the canteen supervisor.

## 1.2 Sub-Committees

In addition the Constitution provides that the Governing Council may in its discretion establish a range of other committees to undertake some of the workload of Governing Council, and give a wider group of people a chance to be involved in management and promotion of the school. The Governing Council must specify the terms of reference for its sub-committees.

The Council must specify terms of reference for each of its committees. The terms of reference must be approved by resolution of the council, documented and understood by committee members.

Sub-committees should be established in Term 1 after the Governing Council AGM.

All members of the school community will be offered the opportunity to join the sub-committee of their choice, and to nominate to chair the committee.

Each sub-committee must consist of at least three people and at least one member of those must be a member or nominee of the Governing Council. That person may or may not chair the committee. An office bearer on the Governing Council is not permitted to chair a committee.

### **1.3 Meetings**

Each committee will be provided with the Governing Council calendar of meetings to assist them in timetabling their meetings and projects. Ideally, committees will hold at least one meeting a term, more if necessary, held before Governing Council meets to enable a report to be provided to council.

The Governing Council nominee will be responsible for ensuring that the sub-committee reports to Council as required and that Council referrals are passed onto the committee.

### **1.4 Funding of Sub-Committees**

- Sub-committees have no budgetary allocation.
- Proposals for activities requiring an outlay of funds will require approval from Governing Council.
- Profits generated by activities must be documented and money submitted to the school Finance Officer.
- Should a sub-committee wish to fundraise for a specific purpose approval will need to be sought from Governing Council.

### **1.5 Consent for activities**

Activities organised by sub-committees which involve participation by students will require consent to be obtained from parents or caregivers.

### **1.6 Reporting to Governing Council**

A report from each sub-committee detailing the activities of the committee must be tabled at each Governing Council meeting.

The Governing Council nominee will be responsible for ensuring that the sub-committee reports to Council as required and that Council referrals are passed onto the committee.

### **1.7 Review of Sub-Committees**

A review of each sub-committee and their role statement will be undertaken by Governing Council at the commencement of Term 1.

The review will confirm the structure and effectiveness of the sub-committee, ensure that the terms of reference set by the Governing Council in the role statements reflect the current goals of Council, and that the sub-committees are adhering to the terms of their role statements.

Recommendations for change will be made and implemented when the newly established sub-committees convene after the AGM.

# Parkside Primary Governing Council

## Sub-Committee Role Statements

### CANTEEN MANAGEMENT COMMITTEE

#### **Purpose**

To oversee the operation and management of the school canteen, and ensure that the Governing Council as employer of canteen staff is compliant with all legal and DFE requirements. This committee is mandated under the DFE Administrative Instructions and Guidelines.

#### **Role**

- To ensure that the canteen is operating in accordance with DFE policies and guidelines for the operations of school canteens and the Right Bite Healthy Eating Policy.
- To ensure that Governing Council is advised on all canteen related matters including staffing and employment, maintenance and repair of fixtures and fittings, disbursement of profits and recoupment of losses.
- To develop and oversee implementation of the Canteen Policy Statement.
- To ensure the canteen provides a range of wholesome food for the students of the school at reasonable prices.
- To provide support to the canteen manager and staff as required.

#### **Membership**

The committee will consist of at least three members of the school community, one of whom must be a nominee of Governing Council and must also include the Canteen Manager and the Principal or his/her nominee.

#### **Meetings**

The committee will meet once a term or more frequently if required.

#### **Reporting**

The person responsible for the maintenance of the school canteen account must submit to the Governing Council a statement showing the profit or loss on canteen transactions over the previous school term at least once each school term, in a form approved by the Chief Executive. A report detailing the activities of the committee should be tabled at each Governing Council meeting.

#### **Review**

This role statement will be reviewed at the beginning of each school year to ensure it meets the goals of the Governing Council.

# Parkside Primary Governing Council

## Sub-Committee Role Statements

### GROUNDS COMMITTEE

#### **Purpose**

To provide advice to Governing Council on the use, maintenance, development and strategic planning of the school's grounds and facilities.

#### **Role**

- To develop a strategic Facilities and Grounds Forward Plan in order to determine and manage future facility needs and use of school grounds on behalf of Governing Council and in consultation with other sub-committees, taking into account matters such as community priorities, changing educational requirements, future enrolments and technological innovations.
- To work closely with the Sustainability Committee to ensure sustainability issues are factored into the Facilities and Grounds Forward Plan.
- To oversee applications for grants for school facility and grounds improvement and manage the implementation of projects when successful in obtaining them.
- To make recommendations to Governing Council about the ongoing development and maintenance of buildings, grounds and playgrounds in accordance with the Facilities and Grounds Forward Plan.
- To prepare and submit to Governing Council for approval a Yearly Plan for the maintenance and development of buildings, grounds and playgrounds.
- To oversee the hire of school facilities such as the school gym, and the Gym Hire Policy.
- To organise and manage a number Working Bees each year.

#### **Membership**

The committee will consist of at least three members of the school community, one of whom must be a nominee of Governing Council.

#### **Meetings**

The committee will meet once a term or as required.

#### **Reporting**

A report detailing the activities of the committee should be tabled at each Governing Council meeting.

#### **Review**

This role statement will be reviewed at the beginning of each school year to ensure it meets the goals of the Governing Council.

# Parkside Primary Governing Council Sub-Committee Role Statements

## FINANCE ADVISORY COMMITTEE

### **Purpose**

To advise the Governing Council on budgetary and financial matters, including the preparation of the preliminary School Budget. This committee is mandated by the Constitution.

### **Role**

- To prepare a preliminary budget showing the anticipated income available for the ensuing 12 months, the proposed expenditure, and details of any funds held for special purposes.
- To manage the budget process.
- To review the budget.
- To examine receipts and payments.
- To receive, collate and make recommendations about submissions it receives.
- To oversee income, expenditure and investment.
- To oversee the administration of the Parkside Primary School Consolidated Account and ensure that it operates within DFE guidelines.
- To support staff in developing budget submissions.
- To ensure that the budget is aligned with the school priorities.
- To ensure equity in that all groups have access to the process.

### **Membership**

The committee will consist of at least three members of the school community. As stated in the Constitution, the membership must include:

- the Treasurer of Governing Council; and
- the Principal or nominee.

Other members may include the School Finance Officer, or other members of the school community, however membership must be determined and agreed by the Governing Council.

### **Meetings**

The committee must meet at least once a term as required by the Constitution.

### **Reporting**

A report detailing the activities of the committee should be tabled at each Governing Council meeting.

### **Review**

The role statement of the Finance Committee is bound by the requirements of the Constitution, so is not subject to the annual review that applies to other sub-committees. Changes to this role statement will reflect changes to the Constitution.

# Parkside Primary Governing Council

## Sub-Committee Role Statements

### PARENTS OF PARKSIDE (POP)

#### **Purpose**

- To provide relaxed and informal means for parents to meet, socialise and become involved in school life.
- To assist families to integrate into the school community, and foster a strong sense of community spirit by organising opportunities for families, particularly those new to the school, to get together at events and functions.
- To facilitate good communication within the school community.

#### **Role**

- To welcome new families to the school and provide a support network for those families through the class representative system.
- To organise family / community functions and social events.
- To liaise with the Fundraising Committee on opportunities to combine fundraising with social events.
- To assist in the planning and running of the social activities associated with school events such as Sports Day, End of Year Concert, etc.
- To support Governing Council by working on appropriate tasks as delegated by Council.

#### **Class Representatives**

A POP Representative will be appointed to each class to act as a point of contact for parents, particularly those new to the school. This role may include distribution of welcome letters to new families, personal invitations to the Fig Tree Night, establishment of a class 'friendship list', promotion of POP activities and offers of information about POP to parents in their class.

#### **Membership**

- The committee will consist of at least three members of the school community, one of whom must be a nominee of Governing Council.
- Ideally a parent representative from each class will be a member.

#### **Meetings**

The committee will meet twice a term preferably in an informal setting.

#### **Reporting**

A report detailing the activities of the committee should be tabled at each Governing Council meeting.

#### **Review**

This role statement will be reviewed at the beginning of each school year to ensure it meets the goals of the Governing Council.

# Parkside Primary Governing Council

## Sub-Committee Role Statements

### SPORTS COMMITTEE

#### **Purpose**

To coordinate and encourage student participation in After School Sport.

#### **Role**

- To foster a broad range of sporting options and student participation in accordance with the National Junior Sport Policy.
- To act as a link between parents, teachers and the community in coordinating sporting activities at Parkside.
- To act as a consultative group to develop policies for team participation and selection, purchase and use of equipment, facilities, uniforms, and coaching support.
- To investigate and identify funding and grant opportunities to enhance sport at Parkside.
- To monitor the costs of all sports being offered to students.
- To provide a calendar each term on sports being offered during the school year and contact details of coaches.
- To keep an up-to-date register of the students who participate in school sport.
- To support Governing Council by working on appropriate tasks as delegated by Council.

#### **Membership**

The committee will consist of at least three members of the school community, one of whom must be a nominee of Governing Council. The Sports Co-ordinator will also be a member. Parent coaches of school sports teams will be encouraged to nominate for the Sports Committee.

#### **Meetings**

The committee will meet once a term or as required.

#### **Reporting**

A report detailing the activities of the committee should be tabled at each Governing Council meeting.

#### **Review**

This role statement will be reviewed at the beginning of each school year to ensure it meets the goals of the Governing Council.



# Parkside Primary Governing Council

## Sub-Committee Role Statements

### OSHC Advisory Committee

#### **Purpose**

The primary function of the Parkside Primary School OSHC Advisory Committee (the OSHC Committee) is to monitor the performance of the OSHC Provider and provide feedback to the School Governing Council in relation to the operation of the service.

#### **Role**

The OSHC Committee enables open two-way communication between the OSHC Service Provider and Parkside Primary School in relation to matters such as:

- operational aspects of the service, including the interface with the school operations where relevant;
- the review process associated with the service;
- the process available and steps to be taken to resolve grievances or concerns; and
- required maintenance, repairs and/or building works.

The OSHC Committee will facilitate the above functions by regularly reporting and review the following key matters:

- Staffing arrangements (including documentation) and roster information;
- Any reportable and/or other incidences;
- Risk Management issues;
- Contract matters and other notifications;
- Asset Register;
- Attendee Statistics; and
- Annual parent / carer survey.

The current OSHC Contract should be referenced with respect to matters associated with membership, reporting.

#### **Membership**

The committee will consist of at least three members of the school community, one of whom must be a nominee of Governing Council.

#### **Meetings**

The committee will meet once a term or as required.

#### **Reporting**

A report detailing the activities of the committee should be tabled at each Governing Council meeting.

#### **Review**

This role statement will be reviewed at the beginning of each school year to ensure it meets the goals of the Governing Council.

# Parkside Primary Governing Council

## Sub-Committee Role Statements

### WELLBEING COMMITTEE

#### **Purpose**

A strong connection exists between learning and wellbeing, as resilient and confident students learn best. The Wellbeing Committee will keep Governing Council and the school community informed of issues and initiatives relating to the wellbeing of students at PPS.

#### **Role**

The Wellbeing Committee will:

1. *work with the PPS Wellbeing Leader to plan* targeted parent/caregiver training and development, aimed at increasing knowledge and understanding of student wellbeing;
2. *advise* Governing Council on issues relating to the wellbeing of Parkside Primary School (PPS) students and the broader school community, including recommendations about the provision of resources to support wellbeing;
3. *analyse and respond to* the data collected through various surveys ('Student Wellbeing Survey' and 'Survey of New Families') and make any subsequent recommendations for improvement;
4. *contribute* to the development of relevant PPS policies (i.e. 'Harassment and Bullying'); and
5. *oversee* implementation of relevant components from the 'Be You' and 'Play is the Way' program, designed to:
  - create a welcoming and friendly school environment, with a sense of belonging and inclusion;
  - help students recognise and manage their emotions, develop caring and concern for others, make responsible decisions, establish positive relationships and handle challenging situations effectively;
  - support parents, carers and families to support their children's learning and mental health and wellbeing; and
  - support children who are showing early signs of, or already experiencing mental health difficulties.

#### **Membership**

The committee will consist of:

- at least two members of the school community, one of whom must be a nominee of Governing Council;
- the PPS Wellbeing Leader; and
- two teaching staff representatives and one SSO.

#### **Meetings**

The committee will meet once a term or as required.

#### **Reporting**

A report detailing the activities of the committee should be tabled at each Governing Council meeting.

#### **Review**

This role statement will be reviewed at the beginning of each school year to ensure it meets the goals of the Governing Council.

# Parkside Primary Governing Council

## Sub-Committee Role Statements

### SUSTAINABILITY COMMITTEE

#### **Purpose**

To provide advice to Governing Council on development and promotion of a whole of school ethos of sustainability, including projects and curriculum, which addresses matters such as biodiversity, energy, water, transport, healthy living, global perspectives, climate change, waste, recycling and re-use.

#### **Role**

Work with student sustainability committee

- To establish relationships with community, scientific and environmental groups to foster opportunities for students to learn more about their surroundings, and participate in local environmental service projects at school and in the community.
- To make recommendations to Governing Council on opportunities for students to become directly involved in a variety of projects relating to the environment and sustainability.
- To make recommendations to Governing Council on opportunities for staff and curriculum development in the areas of environment and sustainability.
- To guide Governing Council, staff and the school community in working towards integration of principles of sustainability into all aspects of daily school life.
- To investigate and identify funding and grant opportunities for environmental projects to encourage an ethos of sustainability at Parkside.
- To work closely with the Facilities and Grounds Committee to ensure sustainability issues are factored into the Facilities and Grounds Forward Plan.
- To work with students and the school to implement sustainability projects.

#### **Membership**

The committee will consist of at least three members of the school community, one of whom must be a nominee of Governing Council.

#### **Meetings**

The committee will meet twice a term or as required.

#### **Reporting**

A report detailing the activities of the committee should be tabled at each Governing Council meeting.

#### **Review**

This role statement will be reviewed at the beginning of each school year to ensure it meets the goals of the Governing Council.