



Governing Council Resource Book – updated in 2023. Review Bi-annually.

Governance in schools and preschools is the responsibility of the Governing Council whose role is directed by the constitution and code of practice. In this model of governance:

- The cooperative role of governing council and school staff is emphasised.
- Management and governance are clearly separated.
- The focus is on improving student learning outcomes.
- The broad directions are set and monitored by the governing council.
- The site leader and staff are responsible for reporting.
- Joint areas of accountability are minimised.

Governing Councils:

- **Set Broad Direction** (In conjunction with the site leader)
The governing council identifies and incorporates, where possible, student, parent and community input and values into the broad direction of the school. The principal brings the staff perspective to these undertakings. The broad direction may include a future vision, a statement of purpose and a set of values that clearly focus on improving student learning.
- **Develop Broad Directional Policy**
The governing council develops broad policy statements that facilitate the achievement of the school vision and broad direction.
- **Initiate and Approve Recommendations and Strategies**
All recommendations must conform to government policy, industrial agreements, DfE policy and direction and site decision making structures.

Principals work with parents, staff and students to develop recommendations and strategies to achieve the broad site directions jointly set with the governing council. These strategies will include but are not restricted to:

- A **Site Improvement Plan** that is developed in consultation with the staff and community through the sub committee structures. This plan must incorporate state and federal requirements as well as partnership priorities that will achieve the broad direction set by the governing council.
- The **allocation of resources** to best achieve the objectives of the Site Improvement Plan. Resource allocation must take into account risk management, sustainability and industrial and accountability requirements. The budget recommendation will be developed with the Governing Council and staff and must be directed towards the Site Learning Plan. Draft budgets and the final recommendation will be presented to the governing council by the Treasurer. The governing council has final responsibility for budget approval.

Through decision making structures and groups within the school, principals will engage the staff and parents in the development of the Site Improvement Plan. Similarly groups such as the Personnel Advisory Committee (PAC) and the Finance Advisory Committee (FAC) are involved in the recommended allocation of resources that make up the annual budget and resource planning strategies. These plans are presented to the governing council for comment and approval.

- **Monitor Progress**
The governing council monitors the site budget and progress towards the broad directions set and the targets of the Site Improvement Plan. This is done at each governing council meeting where the principal and treasurer provide information and data as a part of their reports against the plans, priorities and budget. A summary of these forms the basis of the Annual Report.
- **Report Progress**
This occurs with the principal and treasurer who provide data and timely reports that enable the governing council to confidently report to the Minister and community on how well the school is performing.

Management and Leadership

Site management and educational leadership is the responsibility of the principal and staff. It is not a part of the governance role involving the governing council and wider community.

- If individual community members have an issue with a staff member they should attempt to resolve the matter directly with the staff member at an early stage. If this is not successful then the matter should be referred to the principal.
- If individual community members are concerned with management decisions or have an issue with the principal they must discuss these with the principal and if not satisfied with the result then refer the matter to the Partnership Education Director who is based in Kadina.

Governance in Operation

The Governing Council provides **broad direction** and **policy support** to assist the principal to make the school a better place for learning
Its primary role is the enhancement of student learning through the cooperative efforts of the whole school community

Governance	Major Direction	Policy & Planning	Resource management	Monitoring & Review
<p><u>Governing Council</u></p> <ul style="list-style-type: none"> ▪ Strategic directions ▪ Policy & planning ▪ Resource management ▪ Monitoring & Reporting 	<ul style="list-style-type: none"> ○ Initiates broad direction and vision ○ Develop and approve Site Improvement Plan ○ Develop and Support special programs / projects <ul style="list-style-type: none"> ▪ Partnerships ▪ Fund raising ▪ Programs (eg mentoring) 	<ul style="list-style-type: none"> ○ Develops and approves policies that supports the Site Improvement Plan <ul style="list-style-type: none"> ▪ Code of conduct ▪ Grievance procedures ▪ Financial policy ▪ Curriculum policies ▪ Facilities ▪ Dress code ▪ Discipline policy ▪ SBM 	<ul style="list-style-type: none"> ○ Develops and approves Budget <ul style="list-style-type: none"> • Approves variations • Approves Materials and Services charges • Supports Fundraising ○ Approves Tuck days ○ Approves Grounds / Facilities management 	<ul style="list-style-type: none"> ○ Progress of the Site Improvement Plan <ul style="list-style-type: none"> ▪ Regular updates ▪ Annual Report ○ Approves Committee Reports <ul style="list-style-type: none"> ▪ Finance ▪ Fundraising ▪ WHS ▪ Curriculum ▪ Grounds / Facilities
Day to day Management	Advises on directions	Manages operations	Manages spending	Provides feedback
<p>Principal and Leadership Team</p> <ul style="list-style-type: none"> ▪ Educational leadership ▪ Daily management ▪ Discipline ▪ Staff development 	<ul style="list-style-type: none"> ○ Provides information and advice ○ Recommends areas to develop ○ Recommends future priorities ○ Develops strategies and targets 	<ul style="list-style-type: none"> ○ Implements strategies to achieve goals ○ Responsible for <ul style="list-style-type: none"> ▪ Day to day management ▪ Daily Financial management ▪ Staff appointments ▪ WHS 	<ul style="list-style-type: none"> ○ Manages Budget spending <ul style="list-style-type: none"> • Plans current and future finances • Materials and Services charges • Fundraising ○ Oversees Grounds / Facilities 	<ul style="list-style-type: none"> ○ Reports to Council <ul style="list-style-type: none"> ▪ Action Plan progress ▪ Finance and budget ▪ Site achievements ▪ Recommends future priorities ○ Drafts Annual Report ○ Monitors staff performance

Gleaned from **FUNCTIONS OF THE SCHOOL GOVERNING COUNCIL – SAASSO**

South Australian Association of State School Organisations

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Office Bearers / Executive

At the AGM, Governing Council meets to appoint its Office Bearers and may appoint an Executive. Appointments are for 1 year. The Executive is usually comprised of:

Chairperson	Principal	Deputy Chair	Treasurer	Secretary
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CHAIRPERSON

The Chairperson

- 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.

SECRETARY

The Secretary must:

- 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

The Treasurer assists 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

DEPUTY CHAIR

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.

STANSBURY PRIMARY SCHOOL

GOVERNING COUNCIL

STATEMENT OF PURPOSE

Stansbury Primary School Governing Council will:

Give leadership in issues affecting Stansbury Primary School in consultation with the whole school community.

Foster and encourage the activities and participation of parents, students and teachers and positively promote the role of Governing Council through our wider community.

Further the interest and welfare of students and their educational outcomes, from Reception to year 7 and beyond.

STANSBURY PRIMARY SCHOOL

GOVERNING COUNCIL

CODES OF PRACTICE

The role and responsibility of our Governing Council builds on the partnership between parents and staff, which means obligation, and responsibility in the provision of high quality education and care.

GOVERNING COUNCIL CODE OF PRACTICE:

In addition to specific role and responsibility statements, councillors will strive to abide by a code of practice, which ensures that they

- act honestly, with integrity, in good faith and in the best educational interests of the school as a whole
- will use due care and diligence in fulfilling the functions of office and exercising the powers attached to that office
- use the powers of office for proper purpose in the best interests of the school as a whole
- recognise that the primary responsibility is to the school community as a whole but have regard for the interest of the individual
- make appropriate and confidential use of information they acquire as a governing councillor
- all members demonstrate integrity when dealing with others.
- have an obligation to be unbiased and to take reasonable steps to be satisfied with the soundness of all decisions taken by the governing council
- do not take advantage of the position of governing councillor
- do not allow vested interests to conflict with the interests of the school
- all people are treated with utmost trust, respect and courtesy

STANSBURY PRIMARY SCHOOL

GOVERNING COUNCIL

SUB-COMMITTEES

The Stansbury Primary School Governing Council utilises a sub-committee structure.

The Governing Council is the decision-making** group, but delegates specific responsibilities to its sub-committees.

Sub-committees research and develop recommendations for decision by Council and may, where authorised, administer or implement Council decisions.

Sub-committees enable Council to deal effectively with the volume of matters for which it is responsible. They also provide increased opportunity for parents who are not members of Council to participate in school affairs in which they have a particular interest.

Sub-Committees appointed by Council must consist of at least 3 people and at least 1 must be a member of Council.

Convenors of sub-committees are responsible for the calling of sub-committee meetings, setting the agenda, recording Minutes and reporting to Council.

Each sub-committee meets between meetings of Council and is responsible for operating within its Terms of Reference.

At Council meetings, recommendations from sub-committees should either be:

(a) approved;

(b) amended slightly; or

(c) referred back for reconsideration.

In other words, Council meetings are not the place for detailed examination of issues.

Council members trust and respect one another's ability to develop sound recommendations and utilise appropriate delegation.

**NB there will be times when the Governing Council are consulted on issues pertaining to the school whereby the Principal has delegated authority to make the final decision.

STANSBURY PRIMARY SCHOOL

FINANCE ADVISORY COMMITTEE

TERMS OF REFERENCE

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.



STANSBURY PRIMARY SCHOOL

FUNDRAISING COMMITTEE

TERMS OF REFERENCE

ROLE/RESPONSIBILITIES

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

- recommending ideas for fundraising to contribute to the funding of special projects to develop school facilities to Governing Council
- liaising 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

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