



# **Pomonal Primary School School Council Sub-Committees Terms of Reference**

## **Purpose**

The School Council is a legal entity in its own right and is accountable to the Minister of Education in respect to how it fulfils its function. While the day-to-day running of the school is the job of the Principal, the School Council helps to set the long-term future for the school and maintains oversight of the schools operations. This means that school council can directly influence the quality of education that Pomonal Primary School provides to its students.

## **Objectives of the School Council**

The primary objectives of the School Council are to:

- Assist in the efficient governance of the school;
- Ensure that its decisions affecting students of the school are made having regard, as a primary consideration, to the best interest of all students; and
- Enhance the educational opportunities of students at the school.

To this end, the Pomonal Primary School Council has established Sub-Committees to work in consultation with the Principal and to act as advisory bodies to the School Council. The following three (3) Sub-Committees have been established and their primary roles and responsibilities outlined below:

## **Finance Sub-Committee**

### **Roles and Functions:**

- To assist the principal in developing the annual budget for review and approval by the School Council;
- Monitoring of expenditure; and
- Reporting of monthly expenditure to the School Council.

## **Building and Grounds Sub-Committee**

### **Roles and Functions:**

- Planning and developing the school's facilities, including school buildings and grounds;
- Undertaking or arranging for maintenance to be undertaken within approved budget;
- Deciding on priority improvements to be made to school buildings and grounds in order to ensure a safe and conducive learning environment for all;
- Creating a plan, including a detailed budget, for maintenance and priority improvements for review and approval by the School Council; and
- Organising working bees as needed.

## **Policy Sub -Committee**

### **Roles and Functions:**

- Developing and reviewing school policies for approval by School Council;
- Assisting the Principal in developing the Strategic Plan and annual implementation plan;
- Monitoring the implementation of the Strategic Plan and annual implementation plan; and
- Reviewing the Annual Report, including relevant school data.

### **Organisation and Administration**

1. **Membership:** Members of the Sub-Committees include the Principal or Principal delegate, School Council members and co-opted members.
2. **Meetings:** Meetings are held monthly prior to School Council meetings.
3. **Chair:** Sub-Committees should elect a Chair.
4. **Agenda:** The Chair will establish the agenda for Sub-Committee meetings. Sub-Committee members, School Council members and the Principal may propose agenda items.

### **The roles and Responsibilities of the Chair are:**

1. The Chair will facilitate meetings and is responsible for ensuring that minutes and actions of the meeting are recorded. The role of minute taker may be delegated to another member if agreed.
2. The minutes of the previous meeting will be shared with members and reviewed for accuracy and completeness.
3. The Chair will take responsibility for following up action points agreed at the meeting and ensure subsequent reporting.
4. The Chair will act as the focal point and will represent the Sub-Committee at the School Council meetings.

**School Council Endorsement:** 17 May 2016

**Date for review:**