



Reidy Park Primary School Governing Council

Welcome to the Governing Council of Reidy Park Primary School. The following information provides an overview of the roles and responsibilities of Governing Council members as well as the protocols for this group.

Overview

Site Governance is the partnership between a school's local community as represented on its Governing Council, and the site leader working together to:

- Focus on improving learning outcomes in collaboration with the site leader and staff.
- Represent the whole school community in understanding the local educational needs.
- Set general directions for the site.
- Monitor and report on achievements.

The Governing Council is accountable to the school community and to the Minister for Education for representing the views of the community about the priorities and educational needs of its students and for supporting the site leader in their role.

Contacts

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Committees

The following Committees are formed as a part of Governing Council protocols. Further information about each committee is found in this information package.

Current committees include:

- Finance
- Grounds and Facilities
- Fundraising
- OSHC

RAN EC Information

All school volunteers, including Governing Council members, must participate in a Responding to Abuse and Neglect induction session. This session outlines for volunteers their child protection responsibilities and provides guidelines on protective practices. This session can be completed online: <https://www.plink.sa.edu.au/pages/signup.jsf>

You will need to initially set up an account on this website prior to undertaking the online course (which takes approximately 90 minutes to complete). If you do complete this session, please provide the school with a copy of your certificate of completion.

Relevant History Screening

Relevant History Screening is a process undertaken by the Department for Communities and Social Inclusion (DCSI) Unit that involves checking the person's criminal history and any other relevant information that is lawfully available to the Screening Unit. Whilst Governing Council members are not required to have a DCSI clearance it is something we recommend in light of the activities that you are likely to undertake as a volunteer of the school. The school can assist you in the process of obtaining a DCSI clearance.

Governing Council Protocols

The following information is based on the DECD Site Governance Guidelines.

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.

Standing Orders

School Council Membership

The constitution of Reidy Park Primary School states that the composition of the Council is 20 councillors, comprised of 1 Principal, 2 staff members and a minimum of 9 but not exceeding 17 elected parent members.

Quorum

A quorum requires not less than one half of school council members currently holding office (not including DECD employees).

If the chairperson is absent

In the absence of the chairperson, the vice chairperson must chair the school council meeting. If neither of these office bearers are present, councillors may elect a member to chair the meeting (it cannot be a DECD employee).

School council meetings

Unless otherwise decided, school council meetings will be held twice a term during Week 3 and Week 8 (unless otherwise arranged).

If members are unable to attend a meeting they are expected to send an apology prior to the meeting.

School council must also hold at least one public meeting each year (Annual General Meeting) to report to the school community on its activities and to present a statement of the school's income and expenditure for the previous calendar year.

The chairperson must call an extraordinary meeting of council if they receive a written request from at least three councillors for the meeting. The request to hold the meeting will also establish the issue to be addressed at the meeting.

An extraordinary meeting may be held at any time decided by the council, provided all members are given prior notice of the date, time, place and purpose of the meeting. At least one week's notice is preferable.

Agenda and Minutes

The agenda, minutes from the previous meeting and any notes for this meeting, such as sub-committee minutes, reports will be distributed to all councillors the week prior to the meeting via email.

All decisions of council shall be recorded as minutes. Also included in the minutes are the dates and times of the meeting, those present and apologies and an overview of key discussions.

School Council Decisions

Decisions of Reidy Park Primary School Council will be by a majority of those eligible to vote and who are present at the meeting. Voting will normally be by a show of hands, but a secret ballot may be used for particular purposes. On occasions, Governing Council decisions and consent may be obtained via email (eg. endorsing pupil free days).

Eligible members of the council must be present at a meeting to be part of the decision making process. There is no provision for proxies, therefore if someone is unable to attend a meeting, another person cannot attend and vote on their behalf.

In the event of tied votes, the chairperson does not have a second or casting vote and the motion must be taken to be defeated.

Conflict of Interest

If a school councillor has a direct financial interest in a matter being considered before council, that councillor:

- ❖ Must declare the conflict of interest.
- ❖ Must not be present during the discussion unless invited to do so by the chairperson.
- ❖ Must not be present when a vote is taken on the matter.
- ❖ May be included in the quorum for that meeting.

Role of the Governing Council Chair

- ❖ is a member of the Governing Council
- ❖ must not be a member of the staff at that school or a person employed in an administrative unit for which the Minister is responsible. (as per constitution)
- ❖ acts as spokesperson for the council
- ❖ calls and presides over all meetings
- ❖ prepares the agenda in consultation with the executive comprising office holders and the principal
- ❖ ensures meetings are properly convened and quorum is met
- ❖ ensures full and balanced participation in meetings
- ❖ facilitates voting on motions
- ❖ ensures resolutions of council are acted on.

Role of the Governing Council Treasurer

- ❖ is a member of the Governing Council
- ❖ must not be a member of the staff of the school
- ❖ chairs the Finance Advisory Committee
- ❖ sets the agenda for the finance meetings, with the site leader
- ❖ organises the budget planning process and timeline, with the site leader
- ❖ presents the draft budget, as agreed by the Finance Advisory Committee, to the Governing Council
- ❖ reports to the Governing Council on budget progress, potential budget adjustments, the reasons for the adjustment and the plan to address them.

Role of the Governing Council Secretary

- ❖ gives notice of meetings, and the closing times for receiving nominations for office bearers and committees
- ❖ manages council correspondence
- ❖ assists the chair in the preparation of the agenda and notice of meetings
- ❖ ensures minutes are taken and distributed, including the keeping of minutes
- ❖ keeps records of members of council and terms, including all casual vacancies
- ❖ is responsible for having available at all times a copy of the constitution, standing orders, minutes, reports, correspondence, code of practice and common seal
- ❖ although the Secretary can take the minutes of council meetings, this function can also be undertaken by a minute secretary if the council chooses.

Role of Ex-officio Members – Site Leaders

Site management and educational leadership is the responsibility of the site leader and staff, with accountability to the Minister through the Chief Executive of the department. Educational leadership is not a part of the governance role involving the Governing Council.

The Site Leader:

- ❖ is a member of Governing Council by virtue of being site leader
- ❖ is required to be on the Finance Advisory Committee, or to have a nominee
- ❖ is required to present a report to each Governing Council.
- ❖ is to keep the Governing Council advised of directions and information from DECD.

Role of Councillors

Each individual in fulfilling the roles and responsibilities of a Councillor:

- ❖ must recognise that the primary responsibility of the Council is to the school, and will have regard for the interests of all students and children
- ❖ must use the powers of the position for a proper purpose and act, at all times, in the best interests of the Council and the school as a whole
- ❖ must recognise the responsibility and accountability of the Council to both the school community and the Minister;
- ❖ must not take improper advantage of the position
- ❖ must ensure that there is no conflict or apparent conflict between his/her own interests and duties with those of the council
- ❖ has an obligation to be independent in judgement and actions and to take all reasonable steps to be

satisfied as to the soundness of all decisions taken by the Council

- ❖ must not make improper use of information acquired
- ❖ must keep confidential the information received in the course of his/her duties, and not disclose it, or allow it to be disclosed, unless that disclosure has been authorised, or if it is required by law
- ❖ must not engage in conduct likely to bring discredit upon the school or the Minister
- ❖ has an obligation to act lawfully and to comply with the principles of this code of practice
- ❖ has an obligation to take all steps, if necessary including mediation, to resolve any disputes which may arise.

Governing Council Code 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.

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
- ❖ treat all people with utmost trust, respect and courtesy

Reidy Park Primary School Sub Committees

The Reidy Park 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 on an as needs basis. At Council meetings, recommendations from sub-committees should either be:

- (a) approved;
- (b) amended slightly; or
- (c) referred back for reconsideration.

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.

Reidy Park Primary School Sub Committees

Committee	Roles and Responsibilities	Members	Meeting Schedules	Reporting
Finance	<p>To advise and recommend to Governing Council information regarding issues on budgetary and financial matters, such as;</p> <ul style="list-style-type: none"> ❖ Management of consolidated funds (income, investment, cash flow). ❖ 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. 	<p>Principal School Finance Officer Treasurer Governing Council Chairperson Interested Governing Council members (2)</p>	<p>As required throughout each term as negotiated by the Committee.</p>	<p>To report to Governing Council and provide minutes of any meetings held.</p>
Facilities & Grounds	<p>To advise and recommend to Governing Council information regarding issues relating to facilities and grounds and the maintenance and development of such.</p> <ul style="list-style-type: none"> ❖ 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. ❖ Consider submissions by parents/staff/Principal regarding additional equipment or facilities for use by the School. ❖ Oversee the engagement of paid workers and contractors to maintain and undertake the up-keep 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. 	<p>Principal or Delegate Interested Governing Council Members (2-3) Interested staff, community members or parents.</p>	<p>As required throughout each term as negotiated by the Committee.</p>	<p>To report to Governing Council and provide minutes of any meetings held.</p>
Fundraising	<p>To coordinate the organisation of fundraising activities for school related purposes, including:</p> <ul style="list-style-type: none"> ❖ Organising catering for the school sports day and leading other school based fundraising events. ❖ Identifying fundraising initiatives throughout the year. ❖ Liaising with local businesses. 	<p>Interested members of the Governing Council, parents and staff. Deputy Principal</p>	<p>The committee meets prior to Governing Council meetings or as required throughout each term as negotiated by the Committee.</p>	<p>To report to Governing Council and provide minutes of any meetings held.</p>
Out of School Hours Care	<p>To liaise with the management of the OSHC service located at the school and provide input into the operation of the service, including:</p> <ul style="list-style-type: none"> ❖ Monitor the fee structure, the use of resources and finances and enrolments. ❖ Participate in the selection, appointment and monitoring of OSHC employees. ❖ Resolve any issues between the parties. 	<p>Members are elected for a period of 1 year: Principal (Chairperson) OSHC Director Interested Governing Council Member/s (2) OSHC Reps (3)</p>	<p>The committee aims to meet at least twice per term.</p>	<p>To report to Governing Council and provide reports or minutes of any meetings held.</p>

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>Governing Council</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 	<ul style="list-style-type: none"> ○ Develops and approves policies that supports the Site Improvement Plan. 	<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 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 ▪ Grounds / Facilities
Day to day Management	Advises on directions	Manages operations	Manages spending	Provides feedback
<p>Principal and Staff</p> <ul style="list-style-type: none"> ▪ Educational leadership ▪ Daily management ▪ 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 ○ 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 ○ Prepares Annual Report ○ Monitors staff performance

