

# School Council Sub-Committees

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## What do sub-committees do?

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Sub-committees:

- Assist council in the work that needs to be done. They report regularly at school council meetings, provide advice and make recommendations to school council which has the final responsibility for decisions. **Sub-committees cannot make decisions for school council, rather they make recommendations to council**
- Are open to non school council members and therefore provide opportunities to involve people in the school who are not members of school council
- However, council cannot delegate any of its functions or powers in relation to the approval of the school's budget and yearly financial statements to the finance sub-committee – this stays the responsibility of school council
- The Council sub-committees sometimes have working parties that are set up for a specific task for a set period of time. An example of a working party might be related to the development of a policy – for example a “healthy eating” working party or a “sun smart” working party. Working parties are covered by the same rules as sub-committees. They cannot make decisions but instead make recommendations to either a sub-committee or school council.

## Some examples of sub-committees

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All school councils **are encouraged to** have a finance sub-committee. Draft Terms of Reference for the finance sub-committee can be accessed at <http://www.eduweb.vic.gov.au/edulibrary/public/schacc/SCfincomtor.pdf>.

Schools may also have sub-committees for things such as:

- Buildings and grounds – planning and developing the school's facilities such as its buildings and grounds; organising working bees and other actions to maintain or improve the appearance of the school; provide advice to school council on external groups who may be using the school's facilities
- Education and policy – developing the educational policy for school council including camps and excursions, student welfare, student leadership and professional development. It may also involve developing school wide policies such as occupational health and safety, anti-discrimination and integration policies; possibly monitoring the implementation of the strategic plan; reviewing school data such as AIM assessment, school level data
- Community building or community relations – developing ways for the school to work more actively with its community, including parents and carers and the wider community; developing fund raising activities for the school, including sponsorship for school events and developing school functions to build the school community.
- Outside school hours care, if the school provides such a service – to ensure it is running effectively and meets standards and regulations

## Structure of sub-committees

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- Each sub-committee has a nominated convenor who is usually a school council member
- All school councillors should be involved in at least one sub-committee
- Sub-committees are open to non school council members
- Sub-committees usually meet between regular school council meetings. This gives them time to look at what has been happening in their particular area of responsibility and consider any action or follow-up that needs to be taken.

## Role of sub-committee convenors

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The role of the sub-committee convenor is to:

- Be the chairperson for that sub-committee and report to the full school council at the next scheduled meeting
- Ensure a written report with recommendations is provided to the principal to be included in the school council notes prior the next school council meeting
- Ensure implementation of approved recommendations are monitored
- Encourage participation from the school community and co-opt parent members or local community members when required.