

Operating Guidelines

The following operating guidelines were developed during 2006 to provide an overview of how our Governing Council operates. This document compliments the DECS Administrative Instructions and Guidelines and the Governing Council Constitution and serves to make known local management procedures that our Governing Council follows.

AGM

- The AGM held on the first Tuesday in March each year
- A short meeting of the Governing Council is convened after the AGM. This involves the new Council and provides the chance to form committees, elect office bearers for the forthcoming year and deal with any urgent business.

Governing Council Officers

Our Governing Council has the following officer holders:

- Chairperson
- Deputy Chairperson
- Minutes Secretary
- Correspondence Secretary
- Treasurer
- Communications Officer

Secretary

Each year the GC elects two secretaries who share the role. One person is titled a Minutes Secretary and the other a Correspondence Secretary. The roles expected of each are as follows:

Minutes Secretary

Record minutes of all GC Meetings
Type minutes of the meeting
Attend agenda planning meeting
Distribute meeting package (agenda, minutes, finance statement, attachments) to all GC members.

Correspondence Secretary

Collects all correspondence for GC
Reads correspondence prior to GC meetings
Presents correspondence to the GC Meeting
Prepares and distributes outgoing correspondence on behalf of GC.

Governing Council Membership (Refer to the constitution)

Our Governing Council is comprised of 15 members of which

- 10 are elected parents
- 2 are community representatives (Kindergarten & Distinct Council currently)
- 1 student (refer SRC representatives on Governing Council)
- 1 staff representative
- 1 Principal

Generally parents are elected for a 2 year term and Council manages this so that 5 parents come up for re election each year.

Recruiting Governing Council Members

It is important to attract quality representatives from the parent community to participate in Governing Council.

From time to time Governing Council uses a range of strategies to do this. They include:

- personal invitations & approaches
- written invitations to attend GC training & awareness seminars
- existing members taking a parent to the Annual General Meeting
- provide an opportunity for parents to nominate their interest in standing for election to Council through the newsletter

Election to GC / Committees

- Each year parents are invited to nominate their interest in joining Governing Council and/or an associated sub committee.
- A note (includes a brief outline of the roles and responsibilities) is placed in a newsletter at the beginning of each year inviting parents to nominate their interest. These self nominations close on the Friday (4.00pm) prior to the Annual General Meeting (AGM).

- Additional nominations for Governing Council will only be called for at the AGM where there are insufficient written nominations to fill vacancies.
- Elections to Governing Council occur at the AGM held on the first Tuesday in March each year.
- The formation of sub committees occurs at a brief meeting of Governing Council immediately after the AGM.

Committees

- Membership of sub committee does not require parents to be on the Governing Council.
- At PBAS each sub committee is required to have a least one Governing Council member to expedite reporting and decision making processes. The exception to this is the school Finance Committee where two GC representatives are required.
- Sub committees of the PBAS GC are:

Finance – 4 parents, 4 staff (Principal, Finance Officer & 2 others), meet once per term prior to 2nd GC meeting (6.00 – 7.30pm) treasurer is a parent and reports to GC. Prepares annual budget for approval by GC, oversight of financial management, considers & recommends in relation to requests for financial support.

Grounds – unlimited parents, ground person and at least one staff member, meet prior to 1st GC meeting (6.30 – 7.30pm) each term, present a budget for funding on an annual basis, coordinate grounds improvements and schedule working bees as required.

Canteen – unlimited parents, one staff member, meet as determined by the group but at least once per term. Take responsibility for roster coordination, canteen menu and have authority to spend up to \$250 on equipment without GC approval.

Uniform – unlimited parents, at least one staff member, meet once per term prior to 2nd GC meeting (6.30 – 7.30pm); make recommendations to GC regarding uniform policy.

Bus – one parent from each bus run and bus manager, meet prior to 1st GC meeting (6.30 – 7.30pm), implement PBAS bus policy, recommend changes to GC, have input into day to day management of school buses.

Representatives

Each year GC elects one member to be a representative on the Library Board of Management. This person attends meetings and reports back regularly to the GC meetings.

SRC Reps on Governing Council

Governing Council structure provides a position for a student representative to participate in meetings. It is our policy for this to occur on a needs basis. A liaison person (student) will be nominated each year by the Student Representative Council. This delegate need only attend meetings at the request of Governing Council or SRC.

Meeting Procedures

- *Planning agendas*

An agenda planning meeting is convened generally one week prior to the Governing Council meeting. At this time the Governing Council chairperson, Minutes Secretary and Principal prepare the agenda for the forthcoming meeting. Members of the school community who wish to have items included in the agenda should contact the Governing Council Chairperson or Principal prior to this agenda meeting.

The agenda is then posted to Governing Council members so that they have the opportunity to be aware of issues to be discussed.

- *Agenda additions*

Additional agenda items will not be accepted at the meeting unannounced. Governing Council therefore does not have an item on meeting agendas for accepting agenda additions.

We understand however that because meetings are planned a week in advance there may be occasions when we need to be flexible and deal with urgent and important matters that arise after the agenda has been set. If this happens interested parties should contact the Principal and/or Governing Council chairperson who will make every effort to accommodate requests.

- *Curfew*

Governing Council has agreed that meetings will conclude by 10.00pm. Where the meeting may run overtime it should only proceed with the majority agreement of councillors present.

Meeting Dates

GC generally meets in Week 3 & 8 of Term 1, 2 & 3 and Wk 3 & 7 during Term 4. These dates are scheduled early in the year to provide members with prior notice. Sometimes alterations are made to accommodate public holidays or special events.

Year Planner

Governing Council has prepared a year planner which schedules items that need to be discussed by members on an annual basis in order to spread the workload of Governing Council evenly over the course of the year.

The planner is not set in concrete; it provides a guide when planning agendas and may be modified as required to suit ongoing needs.

Grievances

From time to time Governing Council is required to resolve grievances that may arise in the school community. It does this strictly in accordance with the parent grievance procedures. Governing Council will therefore not discuss or place on the agenda any grievance that has not been managed in line with the policy statement. This requires (at a minimum) that the Principal has had the opportunity to resolve the grievance before it reaches a GC meeting.

The procedures are reviewed annually at the Wk 8 meeting in Term 1. All Governing Council members receive a copy of the procedures which are also distributed to each family in the next school newsletter during Wk 9 Term 1.

Recognition of Service

In 2006 Governing Council decided to formally recognise parents who provide extended service on the Governing Council according to the following guidelines.

- Members in a parent role who have served 10 years or more (does not need to be consecutive) on Governing Council / School Council will be presented with six engraved wine glasses at the annual Awards Day.
- It was agreed that this acknowledgement would not be retrospective of members who have previously served and retired before 2006.

Parents who have served 10 years or more on GC will also receive a letter from the Chief Executive of the Department of Education & Children's Services acknowledging their outstanding contribution. The Principal will follow this up at the request of Governing Council.

School Canteen

Managing the school canteen through volunteer efforts is the parent community's major school fundraiser. It returns \$6,000 - \$8,000 per annum to the school budget. The Governing Council have oversight of the school canteen and manage this through the Canteen sub committee.

Equipment Hire

Major items of equipment may be used by community groups with endorsement of the Governing Council. Where requests are at short notice the Principal may contact the Chairperson, Deputy Chairperson & Treasurer to gain executive endorsement for the equipment to be used.

Minor items of equipment may be loaned at the discretion of the Principal.

Training Workshops

Governing Council values training opportunities especially those offered through SAASSO. Consideration will be given to planning workshops to expand parent / staff understanding on a biennial basis.

Welcoming New Staff

Governing Council is keen to formally meet and welcome new staff to the school. This occurs at a school community morning tea which the Council coordinates immediately following the Term 1 assembly each year.

Communication to School Community

After each Governing Council meeting there is a brief report in the newsletter communicating key items discussed / decided. The responsibility for completing this task will be allocated during election of officers each year.

Induction of Councillors

Each year new members are elected to Governing Council. As part of their induction they receive a welcoming letter and copy of the

- Functions of Governing Council
- Code of Practice
- Governing Council Operating Procedures
- Site Learning Plan and,
- Year Planner

The Governing Council meeting in Wk 8 Tm 1 commences at 8.00pm allowing 30 minutes for the induction of newly elected councillors prior to the commencing of their first full meeting. This is attended by the Principal and Chairperson.

Sports Day Catering

Governing Council coordinates the sports day canteen on the school oval. Generally Council arranges ice large eskies and where necessary a freezer. Council plans a roster of its members willing to work at the canteen so that it has adults present throughout the day.

A BBQ lunch has historically been outsourced to the Port Broughton Kindergarten who make an annual request to use it as a fundraiser for their organisation.

Sports Day is a 'RED DAY' according to the Right Bite Strategy.

Changing GC Operating Procedures

This document was developed during 2006 to provide an overview of how our Governing Council operates. Additions and changes may occur to these procedures at anytime provided they comply with DECS guidelines and regulations and attract the majority vote of the current council.

Biennially (even years) in May Governing Council allocates agenda time to review the procedures. Refer to the Year Planner.

Governing Council Constitution

The operation of Governing Council is bound by a constitution adopted on 22/10/01. This constitution will be revisited biennially (odd years). Recommended changes to the constitution will be negotiated with the Minister responsible for education in the state.

Updated March 2010

REQUEST FOR HIRE OF SCHOOL EQUIPMENT

• **Individual / Group requesting equipment:** **Contact Phone Number:** _____

• **Description of equipment required:** Sound System Lights Drama Blocks

**Please note: the data projector is not available for use*

• **Date/s equipment required:**

From: _____ / _____ / _____ To: _____ / _____ / _____ or On: _____ / _____ / _____

• **Reason for requesting equipment:** (Brief Outline)

• **Hire fee you are prepared to offer:** (Optional)

• **Insurance details:** (Information about insurance cover during the period of use)

• **Qualified operator / staff member overseeing use:**

Date: _____ / _____ / _____

Signed (Organisation Representative)

We use the following as a guideline when considering a request for use of school equipment.

The hirer has arranged that:

1. Major equipment is covered by an insurance policy for the period of time it is out of the school.
2. The equipment is only available for community functions/events, not personal or private use.
3. A qualified operator or staff member who is familiar with the operation of the gear agrees to oversee use.
4. Requests must be submitted in time for consideration by Governing Council representatives.

• **APPROVAL:** **YES** **NO** **CONDITIONAL**

Comment:

Please forward to Governing Council Secretary (marked Hire of School Equipment)
12 East Tce
Port Broughton SA 5522 *for consideration by Governing Council at its next meeting.*

FUNCTIONS OF THE GOVERNING COUNCIL

A modified statement taken from the PBAS Governing Council Constitution

The Governing Council has a joint responsibility with the Principal for the governance of the school. It must:

Involve the school community in the governance of the school by:

- providing a forum for the involvement of parents and the school community;
- ascertaining the educational needs of the local community and the attitude of the local community to educational developments within the school; and
- ensuring that the cultural and social diversity of the community is considered and particular needs are appropriately identified.

Set the broad direction and vision of the school.

Participate in strategic planning for the school including:

- developing, monitoring and reviewing the school strategic plan;
- considering, approving and monitoring staffing and asset management;
- determining policies for the school including policies for the safety, welfare and discipline of students;
- determining the application of the total financial resources available to the school including the regular review of the budget;
- reporting to the school community and the Education Minister as required.

In addition the Council

- must be responsible for the proper care and maintenance of any property owned by the Council.
- may work on facilities and services to enhance the education, development, care, safety, health or welfare of children and students;
- may raise money for school related purposes