

**ARDTORNISH
PRIMARY
SCHOOL**

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**GOVERNING COUNCIL
ROLES AND RESPONSIBILITIES**

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1. INTRODUCTION

The purpose of this document is to define the roles of the Governing Council and the management portfolios at the Ardtornish Primary School and the responsibilities of the incumbents filling the positions.

2. ROLES AND RESPONSIBILITIES

2.1 Governing Council

The Governing Council is:

- * Accountable to the Minister for developing, negotiating and meeting the objectives and targets of the Partnership Plan and Partnership Agreement by:
 - strategic planning and the allocation of resources
 - monitoring key indicators and levels of parent satisfaction
 - reporting to the department and the school community.
- * Is responsible for local policy development within the broad Department of Education and Children's Services frameworks (eg curriculum and program initiatives).
- * Participates in the appointment of leadership positions.
- * Has employer responsibility for staff employed by the Governing Council.

2.1.1 Chairperson

The responsibilities of the Chairperson are to:

- * Chair the Governing Council meetings.
- * To keep order and enforce the rules and procedures, and rule on contentious matters.
- * To determine a quorum is present, throughout the entire meeting (ie the next integer past halfway is a quorum ie 7 out of 12).
- * To keep the meeting informed, particularly if the action proposed is contrary to the policy or previous decision of Governing Council, or the Education Act, regulations or Administration Guidelines of the Department of Education and Children's Services.
- * To keep the meeting moving, the object is to help the meeting make decisions and proceed as quickly as possible without undue haste through the agenda.
- * To follow the agenda, to rule out of order members who want to discuss a matter which appears later in the agenda, unless the meeting approves otherwise.
- * To confirm the minutes of the previous meeting, the minutes of that meeting are not an official record until confirmed at a subsequent meeting and when confirmed can never be changed, so every attempt must be made to ensure their accuracy when confirmed.
- * To control the debate, the object is to lead to a conclusion and the Chairperson should seek to avoid disorderly and irrelevant discussion by leading the debate towards a decision.
- * To ensure clarity and relevance of the motions and amendments, ambiguous motions and irrelevant amendments should not be accepted by the Chairperson.
- * To keep speakers to the allotted time and point, unnecessary discussion and straying from the point should be stopped by the Chairperson, even if there are no guidelines relating to how long a speaker should speak.
- * To ensure all questions are addressed to the chair and arguments between members particularly whilst another speaker is speaking should be stopped.
- * To sum up the debate, the Chairperson has the right to sum up the debate prior to any vote, but great care must be taken to ensure that no personal bias is introduced.
- * To ensure motions or amendments are clearly understood before proceeding to the vote, the motion or amendment should be read before voting takes place.
- * To declare the result of any vote the vote may be on the voices, by show of hands, a division or by ballot, but the Chairperson must announce the result.
- * To vote only if the vote is tied. Generally the Chairperson votes to maintain the status quo.

2.1.2 Secretary

The responsibilities of the Secretary are to:

- Arrange the meeting, distribute the notice of the meeting, arrange the time, the place and assists with the preparation of the agenda. At Ardtornish the school office assists with the distribution of the notice of the meeting and minutes.
- Assist the Chairperson during the conduct of the meeting by guiding the Chairperson on the progress of the debate eg noting speakers who have spoken, assist in procedural motions, and to bring to the attention of the Chairperson members who have spoken twice, or the mover speaking and closing the debate, by recording the mover and seconder of motions and amendments, and noting foreshadowed amendments, by assisting with the counting of votes, and by watching to see that a quorum is present at all times.
- Record the minutes of the meeting.
- Arrange for follow up, to see that all decisions made by the meeting are subsequently implemented.
- Present the correspondence to the meeting, both inward and outward, and attends to outgoing correspondence unless Council specifically requests the Chairperson or Principal to do so.

2.1.3 School Principal

The responsibilities of the school Principal in relation to the Governing Council are to:

- Implement the Partnerships Plan and Services Agreement.
- Implement local policy.
- Provide accurate and timely information and advice.
- Supervise and provide professional support for staff employed by the Governing Council (as delegated).

2.1.4 Junior Primary Staff Representative

The responsibilities of the Junior Primary Staff Representative are to:

- Represent the views and perspectives of the junior primary staff.
- Report to the staff and to the Governing Council on meeting business.

2.1.5 Primary Staff Representative

The responsibilities of the Primary Staff Representative are to:

- Represent the views and perspectives of the primary staff.
- Report to the staff and to the Governing Council on meeting business.

2.2 Portfolios

Each portfolio will have a coordinator who will be elected at the Annual General Meeting.

The coordinator has voting rights on Governing Council as a representative of their portfolio, or in the event of their absence the deputy coordinator (proxy) would have the voting rights. The task of the coordinator is to represent their individual portfolio.

2.2.1 Finance

The portfolio will:

- Organise procedures for the collection of budget data, including proposals for recurrent and capital expenditure.
- Prepare draft budget, for approval by the Governing Council.
- Implement school financial policy with regard to approval of expenditure.
- Monitor expenditure and income and arrange for periodical budget versus actual reports to be presented to the Governing Council. Variations will always occur in both income and expenditure. The Finance Portfolio will periodically prepare a report to establish variations and as provided in the financial management policy, report exceptions to the Governing Council.
- May assist with financial management by advising on and arranging investment, and by monitoring insurance cover to see all insurable risks are insured.

2.2.2 Parent Representative Group

The Parent Representative Group will:

- Provide a link between parents and teachers
- Provide a representative group of parents for SRC, Governing Council, the school principal or other parties to seek feedback from a parent perspective
- Make recommendations to Governing Council
- Provide services to the school community
- Provide support at school functions as appropriate
- Conduct minor fundraising activities either to support charity(ies) and/or contribute to school needs.
- To welcome new parents to the school
- Provide a means by which parents or teachers can raise issues or ideas they see as relevant to PRG.

2.2.2.a

F.A.C.E. (Fundraising And Community Events)

FACE will operate independently of the PRG and have responsibility for overseeing fundraising at Ardtornish. The FACE leader will ensure regular reporting to the PRG either through attendance at meetings or briefing of the PRG Chairperson. Written reports of any major fundraisers organized by FACE will be provided to the PRG representative on Governing Council for presentation to PRG and Council. FACE may also approach PRG where they need parental support for fundraising or other community events.

2.2.3 Grounds and Facilities

The Grounds and Facilities portfolio will:-

- Arrange voluntary working rosters.
- Develop proposals for grounds maintenance and development for submission to finance portfolio.
- Administer funds allocated by Governing Council for grounds maintenance and development.
- Administer the procedures for School Watch.
- Monitor security issues and procedures at the school especially out of hours care.

2.2.4 Sports

The Sports portfolio will:

- Administer funds allocated by the Governing Council for extra-curricula sport.

- Implement school policy on sport, and monitor it against the State Junior Sports Policy.
- Develop proposals for resources for extra-curricula sport for submission to the Finance portfolio.
- Ensure safeguards are implemented relating to legal liabilities associated with transport of children, supervision of sporting activities and the provision of appropriate first aid requirements.
- Report regularly to the Governing Council on proposed activities and persons responsible for them.
- Coordinate and represent sporting groups at the school.

2.2.5 Canteen

The Canteen portfolio will:-

- Implement the school policy on nutrition and dental hygiene.
- Establish menu and pricing policy.
- Undertake financial management of the canteen.
- Obtain required personnel, both paid and voluntary in consultation with the Governing Council.
- Implement superannuation cover for eligible paid personnel.
- Prepare financial statements each term, and at the end of the year, have them audited and presented to the Governing Council for adoption in consultation with the Governing Council.
- Discuss and implement changes to the menu.

2.2.6 Education

The Education portfolio will:-

- Discuss changes being introduced by the Department of Children's Services and Education. The school principal will keep the portfolio abreast of these changes and seek discussion for the group on how to best implement the changes at Ardtornish and on the best manner for informing the school community when rolling out the changes.
- Discuss any issues that the portfolio members have or have been approached about by other members of the school community.
- Discuss general issues that arise that the school principal or staff would like to seek input and advice from the portfolio as representatives of the general school community (eg decisions about the appropriateness of new books for the library)
- Make recommendations to the Governing Council for improvements to the education agenda at Ardtornish.
- Report on and conduct awareness sessions to the general school community in regard to decisions made by the portfolio.
- Consist of 2 staff representatives, one from each of the primary and junior primary sections of the school. Representation will be on a rotational basis to encourage input and discussion on a wide spectrum of the school activities.
- Encourage staff to bring issues for discussion to the portfolio, and to attend portfolio meetings when topics of interest are scheduled for discussion.
- Hold meetings twice a term, the date and time of the meetings being decided by agreement at each meeting. If required extraordinary meetings can be called by the coordinator of the portfolio.

2.2.7 School Community Service

The School Community Service portfolio will:-

- Provide out of school hours care for primary school aged children, whilst their parents work, study or fulfill other commitments. Out of School Hours Care (OSHC) includes before school, after school, and vacation activities.
- Include representation from the management committee of the OSHC program to provide cover for legal liability, and facility for financial management.
- Use the details contained in the South Australian of State School Organisation (SAASSO) Inc publication "Handbook for School Councillors".
- Include representation from the playgroup that provides the opportunity for children to interact with other children and take part in group activities. It also gives parents/caregivers the chance to socialise, share their experiences, ideas or concerns with other people.

The committee responsible for playgroup consists of a president, secretary, treasurer and a minimum of five committee members, who are also generally the group leaders for their respective sessions. The group leaders are responsible for greeting new members, helping with all inquiries, recording attendance and ensuring that the session runs smoothly.

- Liaise and interact with the JF Clark Kindergarten to insure that common issues are managed cooperatively and to ensure that the smooth transition of students moving between the kindergarten and the school is maintained and extended.