

School Council sub-committee information

Roles and responsibilities of school council sub-committees:

Sub-committees assist council in the work that needs to be done and report regularly at school council meetings. They provide advice and make recommendations to school council, which has the final responsibility for making decisions. The decision-making responsibilities of the council should not be compromised by the work of any sub-committee. The membership, purpose and terms of reference of sub-committees are determined by the council. Members of a sub-committee may be school council and non-school council members. Sub-committees must have at least three members including at least one school council member. Sub-committees should have procedures for agendas, minutes and reporting to the council.

Sub committees at Flemington PS include:

- Finance (members of school council)
- Facilities
- Policy development and review
- Out of Hours School Care
- Instrumental Music – Finance related (coordinator of music program and members of school council).
- Education Policy (when required)

Role of subcommittee conveners includes:

- Organise meeting dates and times for members of committee
- Establish agenda for the meeting based on the role and responsibility of the sub committee
- To present a report of the meeting to members of school council. Written report to be provided one week prior to meeting to allow document to be sent home with other school council information. Oral reports tabled on the night.
- To present recommendations to school council based on the role and responsibilities of the committee and/or share key discussion points to keep council informed of works currently being undertaken.

Parents and staff that are not a member of school council are more than welcome to join a subcommittee to support the work of school council. Below are details of the subcommittees open to parents and staff that are not members of school council. If you are interested in joining one of these subcommittees please contact the office and inform them of your name, contact details and committee that you would like to join. Your details will be passed on to the convener of the subcommittee.

Sub-committees	Meeting date and times	Key actions and role of the committee
Facilities	Tuesday 12th July 8:00am Sandra's office Tuesday 9th August 8:00am Sandra's office Tuesday 11th October 8:00am Sandra's office Tuesday 15th November 8:00am Sandra's office	<ul style="list-style-type: none"> ▪ Develop a 3 year maintenance schedule. ▪ Develop a 'Working Bee' plan and process in regards to seeking approval from school council. Plan to include works to occur and dates.
Policy development and review	Tuesday 9th August 8:00am Principal's office Tuesday 15th November 8:00am Principal's office December meeting TBA	<ul style="list-style-type: none"> ▪ Identify all required policies. This includes dates to be reviewed. ▪ Policies to be reviewed in 2017 so far include: Issues Resolution, Student Engagement and Inclusion (Anti Bullying Policy) and Sponsorship.
Out of School Hours Care	Friday 12th August 9:10am in staffroom Friday 18th November 9:10am in staffroom	<ul style="list-style-type: none"> ▪ Meeting to involve Melanie from Camp Australia presenting a termly report about the program.