



## GOVERNANCE & MANAGEMENT POLICY

### Rationale

- Schools manage a range of functions and activities such as:
  - providing student instruction on designated school days and during school hours
  - developing and implementing a student dress code policy
  - ensuring school-based parent payment policies and processes are compliant
  - employing prescribed emergency and critical incident processes and procedures
  - adhering to copyright protocols
  - changing the school or campus name
  - interacting appropriately with the media
  - school visits by Members of Parliament
  - using approved advertising agencies
  - ensuring appropriate approvals are obtained for research activities to take place at school.
- The Department provides schools with a range of advice so that they can meet various legislative and policy requirements relating to school governance including:
  - School Council arrangements
  - accountability and continuous improvement activity
  - archives and records keeping
  - information management i.e. protecting privacy, abiding by freedom of information requirements
  - home schooling
  - management and maintenance of safe school premises and equipment
  - management of and response to actual or threatened violence at school
  - response to a range of key issues in accordance with the Department's legal position
  - development and implementation of effective risk management strategies
  - meeting obligations and recommended standards of behaviours when using social media tools for personal or professional purposes.

Note: All schools and home schooling providers must be registered and meet minimum standards.

- The policies within the Governance section are:
  - [Archives and Records Management](#)
  - [Home Schooling](#)
  - [Information](#) (Information Privacy & Freedom of Information)
  - [Legal Position](#) (Fraud & Corruption, Gifts, Benefits & Hospitality, Volunteers, Responding to Legal Claims, Writs & Subpoenas, School Property Damage)
  - [Registration of Schools](#)
  - [Risk Management](#) (Dangerous Goods & Hazardous Substances and Smoking Ban, Fireworks, Electrical Equipment Safety, Amusement Rides, Safe Food Handling)
  - [Safety Management](#) (includes the policies under Risk Management)
  - [Safety Response](#) (Security Risk Management, Accident Recording & Reporting, Restraint of a Student is covered under Discipline (Overview), Trespass, Intervention Orders)
  - [School Councils](#) (SC Operations, SC Meetings, SC Legal Position, SC Elections, SC SubCommittees & Working Parties)
  - [School Improvement](#) Performance & Development & Framework for Improving Student Outcomes)

- [Using Social Media](#) (Internet Use & Social Media)

The policies within the Management section are:

- [Advertising](#)
- [Conducting Research](#)
- [Copyright](#)
- [Emergency and Critical Incidents](#)
- [Operations](#)
- [Parent Payments](#)
- [Personal Devices - Parent Payments and Access](#)
- [Protocols for Members of Parliament Visiting Schools](#)
- [Relationship with the Media](#)
- [School Naming](#)
- [Student Dress Code](#)

### **Purpose**

- To ensure Footscray North Primary School is aware of the range of governance related policies developed by DET.
- To ensure the school complies with DET policy and guidelines.

### **Implementation**

- School Council has developed policies in the following areas:
  - School Council Legal Framework, School Council Elections, School Council Operations, School Council Meetings
  - Accountability and Improvement (Performance & Development and Framework for School Improvement)
  - Archives and Records Management
  - Home Schooling
  - Information Privacy
  - Freedom of Information
  - Fraud and Corruption
  - Gifts, Benefits and Hospitality
  - Volunteer Workers
  - Banning, Search and Seizure of Harmful Items
  - Duty of Care
  - Risk Management
  - Dangerous Goods and Hazardous Substances
  - Accident Recording and Reporting
  - Emergency & Critical Incidents
  - Emergency Management Planning
  - Emergency and Incident Reporting
  - Medical Emergencies
  - Security Risk Management
  - Personal Devices – Parent Payments & Access
  - Naming a School
  - Protocols for Members of Parliament Visiting Schools
  - Relationships with the Media
  - Copyright
  - Conducting Research
  - Advertising
  - Asset Management and SEIS
  - Camps and Excursions
  - School Maintenance
  - Smoking Ban
  - Internet/Social Media

- Mobile Phones, Use by Children
  - Parent Payments
  - Uniform/Dress Code
  - Conducting Research
  - Copyright
  - Personal Devices – Parent Payments & Access
  - Protocols for Members of Parliament Visiting Schools
  - School Naming
  - Relations with the Media
  - Framework for Improving School Outcomes
  - Performance & Development
  - Advertising
  - School Hours
- Please refer also to the school's *Policy Development and Review Policy*.

### **Evaluation**

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update mid-January 2019).

This policy was ratified by School Council 25/3/2019

References:

[www.education.vic.gov.au/school/principals/spag/governance/pages/governance.aspx](http://www.education.vic.gov.au/school/principals/spag/governance/pages/governance.aspx)  
[www.education.vic.gov.au/school/principals/spag/management/pages/management.aspx](http://www.education.vic.gov.au/school/principals/spag/management/pages/management.aspx)