



SCHOOL COUNCIL SUBCOMMITTEES POLICY

Policy & Guidance

- School Councils may form Subcommittees to assist the Council in performing their duties and functions.
- School Councils decide the purpose and terms of reference of Subcommittees.
- There must be at least one School Council member on any Subcommittee.
- Subcommittees are advisory bodies to the School Council:
 - they assist council with performing their duties and functions, and
 - are generally established to support School Council in specific areas
- Subcommittees cannot make decisions on behalf of the School Council.
- Subcommittee membership is open to non-School-Council members, providing the opportunity for the school community to be involved in School Council matters
- The School Council:
 - decides the purpose and terms of reference of a Subcommittee
 - has the final responsibility for decisions
- The terms of reference can provide guidance on:
 - size and configuration of the committee
 - confidentiality
 - visitors
 - frequency of meetings
 - key purpose of the group
- Subcommittees regularly report at School Council meetings:
 - providing advice
 - making recommendations to the Council

Finance Subcommittees

School Councils are encouraged to have a Finance Subcommittee which handles many of School Council's routine financial responsibilities each month.

The Finance Subcommittee also can assist in:

- the development of the annual budget
- providing school finance information
- recommendations to School Council
- The [Finance Manual for Victorian Government Schools](#) provides policy, advice and guidance to School Councils, to meet mandatory requirements regarding financial compliance, control and accountability.

Some examples of other Subcommittees are:

- Buildings and Grounds (Facilities)
- Information Technology
- Community Engagement
- Policy Development

Purpose

- The purpose of this policy is to enable Footscray North Primary School Council to form Subcommittees to assist Council.

Implementation

- School Council will appoint a number of Subcommittees to facilitate the work of Council.
- As a minimum, a Finance Subcommittee will be appointed.
- Subcommittees will:
 - consist of at least:
 - one member of the School Council
 - three members overall
 - meet as directed by the School Council
 - report in writing to School Council
- Each Subcommittee will have a nominated Convener who is usually a School Council member.
- The Subcommittee Convener is responsible for:
 - reporting back to School Council and the Principal about the Subcommittee's recommendations
 - supporting the implementation and monitoring of approved recommendations
 - encouraging participation in the Subcommittee from members in the school community
- Subcommittees usually will meet between regular School Council meetings. This allows time for:
 - consideration of their particular area of responsibility, and
 - decisions on any necessary action or follow up
- Members of Subcommittees must:
 - maintain confidentiality over matters discussed at the meetings, and
 - recommendations put forward to the School Council
- Please refer also to the school's *School Council Liability & Legal Proceedings Policy* and the *School Council Meetings*.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late July 2020).

Not a mandatory policy

School Council Approval No Longer Required

The Principal may wish to ensure School Council is informed about its contents

Reference:

<https://www2.education.vic.gov.au/school/pal/school-council-subcommittees>