

## **Terms of Reference - Education Committee**

### **Mission Statement**

To oversee the development, implementation and on-going evaluation of school policies at Ivanhoe Primary School.

### **Purpose**

To develop and review the school policies

To respond to policy issues arising from the School Council and the school community

To present draft policies to School Council for ratification

### **Operating Guidelines**

1. Membership of the Education Committee is open to all parents and teachers.
2. It is preferable to have participation from both parents and teachers.
3. The committee will include a member of School Council.
4. The committee may co-opt members from the school community as required.
5. Meetings will be held on a regular basis, as a pre-cursor to school council meetings and when necessary.
6. Education Committee minutes will be presented to School Council members.
7. Meetings will be advertised in the school newsletter and Compass to allow maximum community participation.
8. An action plan will be established each year to identify policies to be reviewed / developed.
9. Policies will be reviewed / developed following the policy development guidelines by DET and according to the 'Communication of School Policies, Procedures and Schedule Policy'. Where appropriate and available, templates from the DET Policy Template Portal will be used to guide policy development.
10. Working party topics may be advertised in the newsletter beforehand to enable interested parents and teachers to participate.
11. The school community will be informed as policies are updated via the newsletter.
12. Policies to be used by parents will be published on the school website and Compass.

### **Outcome measures**

Yearly action plan for policy development / review

School Council reports

Minutes tabled at School Council

Draft policies circulated to community, including teachers for comment, as part of random survey process

Parental involvement on the committee

### **Related groups and individuals**

School Staff

Strategic Plan Teams

Parents

Reviewed April 2019

# IVANHOE PRIMARY SCHOOL FACILITIES COMMITTEE

## TERMS OF REFERENCE

### Purpose:

- Maintain the school grounds and buildings in good, safe order
- Identify and complete Improvement Projects

### It achieves this goal through:

- A Committee consisting of DETE and parents and coopting school community members with specialist expertise when required

### Maintenance:

- Organise 7 working bees
- Develop a 5 year maintenance schedule
  - for areas that require regular maintenance (e.g. annual or biannual)
  - requests from teachers or parents,
- Submit a Maintenance Budget to the Finance Committee for approval

### Improvement Projects

- Identify Areas for Improvement
- Scope the effort involved, priority, budget, resources, gain approval from School Council
- Plan and Implement the project

### Operating Guidelines

- The Facilities Committee will consist of DETE staff and parents, and will choose a convener. At least one member shall be a school councilor and at least 1 member DETE staff.
- Regular meetings will be held, with minutes taken and report presented to school council.
- An annual budget will be presented to the Finance Committee
- Opinions of parents and students are to be valued.

## **OSHC TERMS OF REFERENCE 2019 (AMMENDED)**

Ivanhoe Primary OSHC provides a Before School Care Program from 7.00 a.m. to 8.45 a.m. and an After School Care Program from 3.30 p.m. to 6.00 p.m. daily during school terms. Both programs are **partially** funded by the Commonwealth Government to provide Child Care benefit to families. In addition, a care program operates **on some** Curriculum Days from 7.30 a.m. to 6 p.m. Ivanhoe Primary OSHC was established in 1987. The School Council is the sponsor of the Program.

### **Purpose**

The purpose of the OSHC Committee is to assist School Council in ensuring that Ivanhoe Primary School children are provided with a high-quality program which meets their care and recreational needs and which operates in accordance with the National Quality Framework (NQF).

The OSHC Committee will:

- take responsibility for the everyday operation of the program
- oversee the work of the Coordinator and staff employed to operate the two programs
- implement school policy in relation to OSHC
- encourage participation and suggestions from parents and staff in the decisions regarding the OSHC operation , its policies and the fulfilment of its philosophy and goals
- regularly review parent and staff needs in relation to the OSHC operation and, where appropriate, to lobby groups to ensure that these needs are met
- foster a positive work environment
- continue to incorporate the principles of gender equity and equal opportunity for students from all ethnic socio-economic and cultural backgrounds
- report regularly to the School Council
- make available a handbook, consistent with NQF, for all users of the program

### **Operating Guidelines**

#### OSHC Committee

The approved provider, Principal or Principal nominee will be the convenor of the OSHC Committee. The OSHC Committee will consist of at least four people:

- Principal and/or nominee
- OSHC Coordinator
- Parent or other member of staff
- School Council member or person/s co-opted by School Council to serve on the OSHC Committee

A quorum of **four** of the above listed people must be present when the OSHC Committee meets.

The OSHC Coordinator will present a report at each meeting. The report and the minutes of the meeting will be available to School Council.

The OSHC Committee will meet twice each term as per the School Council committee-meeting schedule.

#### Coordinator

The Coordinator is responsible, in conjunction with the Principal and Committee for the day- to-day management of the service. Some of these responsibilities include:

- collection of fees
- supervision of staff
- record keeping
- program planning
- marketing and promotion
- evaluation of program
- liaison with families
- preparation of coordinator's report
- employing staff

Reviewed **March 2019**

## **IVANHOE PRIMARY SCHOOL**

### **FINANCE COMMITTEE**

#### **RATIONALE**

Effective financial management provides the school with enhanced educational opportunity.

#### **AIM**

To provide a financially well managed school in accordance with current Departmental guidelines that grasps financial opportunities and makes decisions that are based on the best educational interests of the students. The Committee will make relevant recommendations to the School Council, and provide oversight to the management of the financial affairs of the School.

#### **GUIDELINES**

- At its first meeting each year, School Council will appoint a Finance sub-committee which will meet prior to each subsequent School Council meeting, and shall report on issues and present recommendations relating to all financial matters at each Council meeting. The Treasurer shall be the convener of the Finance sub-committee. Each member of the sub-committee shall retire on the day prior to the first Council meeting of the succeeding year.
- The sub-committee shall consist of no fewer than 4 members, including the Treasurer, School Principal, President of School Council and at least one other person who may be a School Councillor or a person co-opted by the Council to serve on the sub-committee. The Business Manager shall attend the sub-committee as a non-voting member.
- A quorum of 3 members which must include at least one of the Treasurer or Principal is required in order to commence or continue a meeting. Meetings shall otherwise be conducted consistent with the Standing Orders of the Council.
- Meetings of the sub-committee must be advertised and open to members of the school community (which includes teachers and parents/guardians of enrolled students).
- All revenue and expenditure budgets will be based on the CASES21 chart of accounts, the school will use the CASES21 Finance module, and all financial reports to School Council will be CASES21 generated.
- The Principal, Business Manager and Treasurer may meet more frequently if required to ensure the timely management of the financial performance of the School. Such meetings shall include a review of the General Journal, Trial Balance, and any other matter related to the CASES21 reports deemed necessary to review. The Treasurer shall report on these meetings to the next meeting of the sub-committee.
- The Business Manager shall ensure that all necessary reports as requested by the sub-committee are circulated at least 2 days prior to any scheduled meeting or adjournment thereof.
- Finance sub-committee members will declare any pecuniary or conflict of interest matters prior to partaking in any recommendation (and if relevant accept exclusion from discussion in accordance with the Standing Orders of the Council), and will be vigilant in providing robust and thorough internal control procedures.
- A written and verbal report from the sub-committee shall be presented at each meeting of the School Council. Each report shall contain a listing of attendees at the meeting, and shall

clearly state action items (if any) and recommendations to the Council.

## **RESPONSIBILITIES**

- The sub-committee shall ensure all relevant internal controls and other management of the School's financial affairs are consistent with good governance principles and current Departmental guidelines and requirements. This shall include confirmation of bank account signatories, internet banking access control rights, and other statutory requirements at least annually.
- The sub-committee will liaise with all appropriate school groups to formulate and present both individual program budgets and annual budgets for Council approval (in draft during Term 4 of each year, and in final form at the March meeting of the School Council), and monitor and report to Council on all receipts, expenditure and commitments against approved budgets, unpaid accounts, investments, and balances held in school accounts.
- The sub-committee will monitor and report on Student Resource Package reports including current surplus or deficit amounts and anticipated reconciliation balances.
- The sub-committee will be responsible for advising School Council on all matters associated with centrally and locally raised funds including the levels of voluntary contributions and levies, hiring of school facilities, Department of Education grants, and any donations made or received, and the allocation of proceeds from fund-raising activities.
- The sub-committee will be responsible for managing any investment accounts consistent with School Council's Investment Policy, which shall be reviewed annually.
- Any applications for grants or subsidies that are lodged by the School, or prepared on behalf of the School, shall be reviewed in advance of submission by the sub-committee, and may be required to be approved by the Council in advance of submission at the discretion of the sub-committee,
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## **REVIEW**

- These terms of reference shall be reviewed and confirmed annually, or as required by the School Council.

Reviewed March 2019.

# **TERMS OF REFERENCE**

## **FAIR AND PUBLIC EVENTS COMMITTEE**

Ivanhoe Primary School

### **Purpose**

The purpose of the Fair Committee is to develop and deliver a biennial community event, which is inclusive, engaging and will be the primary fundraising event for the school in the year it is held.

### **Operating Guidelines**

Membership of the Fair Committee is open to all parents and teachers.

The Fair Committee will consist of at least four members of the school community and at least one DE&T employee.

A nominated representative will be the Convenor of the Committee.

At the commencement of a Fair year, a business plan will be presented to School Council, which will outline the proposed budget and operational management of the Fair.

Fair Committee roles will be designated at the first Fair meeting for the year.

Meetings will be convened at least once per term to plan, prepare and manage the event delivery.

### **Quorum**

A minimum of four Fair Committee members must be present at a meeting in order for it to proceed.

### **Accountability and Authority**

The Fair Committee will report to School Council and the School Principal.

The Fair Committee will implement the event within an allocated budget.

The Fair Committee will work closely with the Principal, Business Office Manager and Finance Committee on matters involving financial management and attracting and maintaining relationships with Fair supporters/donations.

All supporter funding and donations will follow DE&T legal guidelines as well as Ivanhoe Primary School's Fundraising Policy and Supporters Policy.

Supporter funding in excess of \$5,000 must seek endorsement by School Council.

**Evaluation**

An event debrief will be scheduled within two weeks of the Fair presentation.

The Fair Committee will provide a written report of activity, outcomes and financial reconciliation to School Council following the Fair presentation.

Recommendations by the school community will be motioned by the Fair Committee, who will seek School Council endorsement if required.

**Review cycle**

The Fair Committee will review its responsibilities and Terms of Reference biennially, or in a Fair year, and any actions or changes will be made at the first committee meeting.