

Croydon Community School & OPTIONS

School Council Sub Committees and Working Parties Policy



PURPOSE

To ensure Croydon Community School & OPTIONS complies with DET guidelines and legislation in relation to School Council Sub-Committees.

SCOPE

School Councils may form Sub Committees to assist the Council.

School Councils must decide the purpose and terms of reference of its Sub Committees.

DEFINITION

Sub Committees are advisory bodies to the School Council and assist Council with work that needs to be done.

They meet as directed by the Council and report, in writing, to the Council. Sub-Committees regularly report at School Council meetings providing advice and making recommendations to the Council.

The School Council has the final responsibility for decisions.

As Sub Committees are open to non-School Council members, members of the school community have an opportunity to be involved in school planning and council matters.

The School Council decides the purpose and terms of reference of a Sub-Committee. Sub-Committees are generally developed to support School Council in specific areas.

All School Councils are encouraged to have a Finance Sub Committee. Some examples of other Sub-Committees are buildings and grounds (facilities), information technology, community relations, student leadership and education policy.

POLICY

School Council will determine the number of Sub-Committees that are required for the efficient operation of the Council.

Sub Committees will consist of at least one member of the Council and three members overall.

All School Councillors should be involved in at least one Sub-Committee.

Each Sub Committee will have a nominated Convenor who is usually a School Council member.

The Sub Committee Convenor is responsible for reporting back to School Council and the Principal about the Sub-Committee's recommendations and ensuring the implementation and monitoring of approved recommendations.

Sub Committees are open to non-School Council members and the participation of community members is encouraged.

Sub Committees usually meet between regular School Council meetings. This allows time for consideration of their particular area of responsibility and to decide on any necessary action or follow up.

For a sample School Council Subcommittee report see: [Sample subcommittee report \(docx - 215.07kb\)](#)

Sub-Committees can make recommendations to Council; they cannot make decisions on behalf of the Council.

If required, School Council, utilising expertise or interest from the school or wider community, can appoint short term working parties to oversee the implementation of specific tasks.

FURTHER INFORMATION AND RESOURCES

Reference:

www.education.vic.gov.au/school/principals/spag/governance/pages/subcommittees.aspx

Please refer also to the school's:

- School Council Legal Framework Policy

REVIEW CYCLE

This policy, first developed in this format in May 2019 and will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late January 2018). This policy will be reviewed in February 2022.