

## Buildings and Grounds - Terms of Reference

The purpose of the sub-committee is to make recommendations to Council on matters relating to school buildings, grounds, landscaping, gardens and play areas. The sub-committee's aim is to ensure enhancement and maintenance of the school grounds and facilities to inspire the joy of learning and sense of community.

With this focus, the sub-committee will:

1. Provide overall guidance and direction to the School Council in relation to the school buildings and grounds in the areas of:
  - i. general maintenance and future works, including budget recommendations
  - ii. safety and building regulation requirements
  - iii. enhancements to the learning environment of the school building and grounds
  - iv. creating diverse learning spaces
2. Make decisions which:
  - i. take account of the broader community perspective
  - ii. encourage respect for school surroundings
  - iii. enhance the role of the school as a place for connection, support and well being
3. Ensure the Sub-Committee objectives are defined, and that the outcome and performance of these objectives are the focus of the Sub-Committee's work.
4. Contribute to the dissemination and promotion of the Sub-Committee objectives and outcomes within the school community.
5. Approve the recommendations being produced by the Sub-Committee for School Council.
6. Ensure that relevant risks are identified and are managed by the school.
7. Ensure compliance to all relevant regulatory requirements, School Council strategies and policies.
8. Decide action required on any issues that are escalated to the Sub-Committee level, where these do not relate to the operational management of the school.
9. Continually ensure that the Sub-Committee continues to support the strategic direction / objective / initiatives of the school.

## Community Events and Fundraising - Terms of Reference

The purpose of the Community Events and Fundraising sub-committee is to make recommendations to Council on school community or fundraising activities.

10. The key objectives are to provide overall guidance and direction to the School Council in the areas of:
  - i. Manage and oversee fundraising and events (excluding those organised by the teaching teams-Special Events Team)
  - ii. Continue to build and engage school community
  - iii. Communication of priority projects supported by funds raised by the sub committee
  - iv. Point of contact/liaison for School Council
  - v. Oversee Class Representatives
  - vi. Provide funds to support school families
11. Ensure the Sub-Committee objectives are defined, and that the outcome and performance of these objectives are the focus of the Sub-Committee's work.
12. Contribute to the dissemination and promotion of the Sub-Committee objectives and outcomes within the school community.
13. Approve the recommendations being produced by the Sub-Committee for School Council.
14. Ensure that relevant risks are identified and are managed by the school.
15. Ensure compliance to all relevant regulatory requirements, School Council strategies and policies.
16. Decide action required on any issues that are escalated to the Sub-Committee level, where these do not relate to the operational management of the school.

17. Continually ensure that the Sub-Committee continues to support the strategic direction / objective / initiatives of the school.

### Policy Review and Development - Terms of Reference

The purpose of the Policy Review and Development sub-committee is to make recommendations to Council on school policies, and to maintain oversight of the policy review timelines.

18. The key objectives are to provide overall guidance and direction to the School Council in the areas of:
  - i. review of current policies in accordance with the agreed schedule;
  - ii. development of new policies as required by Department of Education and Training (DET);
  - iii. retirement of policies where those policies are no longer required; and
  - iv. ratification of new and reviewed policies.
19. Ensure the Sub-Committee objectives are defined, and that the outcome and performance of these objectives are the focus of the Sub-Committee's work.
20. Contribute to the dissemination and promotion of the Sub-Committee objectives and outcomes within the school community.
21. Approve the recommendations being produced by the Sub-Committee for School Council.
22. Ensure that relevant risks are identified and are managed by the school.
23. Ensure compliance to all relevant regulatory requirements, School Council strategies and policies.
24. Decide action required on any issues that are escalated to the Sub-Committee level, where these do not relate to the operational management of the school.
25. Continually ensure that the Sub-Committee continues to support the strategic direction / objective / initiatives of the school.

### Publicity and Marketing - Terms of Reference

The purpose of the Publicity and Marketing sub-committee is to make recommendations to Council on publicity and marketing strategies for the school.

26. The key objectives are to provide overall guidance and direction to the School Council in the areas of:
  - i. Promoting the School to external stake holders
  - ii. Promoting the School to internal stake holders
  - iii. Help engage the community
  - iv. Help the communication process
  - v. Help with Publicity & Marketing requirements of specific events; School Musical, Year Book
27. Ensure the Sub-Committee objectives are defined, and that the outcome and performance of these objectives are the focus of the Sub-Committee's work.
28. Contribute to the dissemination and promotion of the Sub-Committee objectives and outcomes within the school community.
29. Approve the recommendations being produced by the Sub-Committee for School Council.
30. Ensure that relevant risks are identified and are managed by the school.
31. Ensure compliance to all relevant regulatory requirements, School Council strategies and policies.
32. Decide action required on any issues that are escalated to the Sub-Committee level, where these do not relate to the operational management of the school.
33. Continually ensure that the Sub-Committee continues to support the strategic direction / objective / initiatives of the school.

### Student Learning and Wellbeing - Terms of Reference

The purpose of the Student Learning and Wellbeing sub-committee is to make recommendations to Council on overall policy matters relating to the school's curriculum.

1. The key objectives are to provide overall guidance and direction to the School Council in the areas of:
  - i. **Recommend camps, excursions and incursions;**

**ii. Assessment and data;**

**iii. Programs and Resources that support wellbeing;**

**iv. Communication about student learning purposes and celebrations (for community).**

2. Ensure the Sub-Committee objectives are defined, and that the outcome and performance of these objectives are the focus of the Sub-Committee's work.
3. Contribute to the dissemination and promotion of the Sub-Committee objectives and outcomes within the school community.
4. Approve the recommendations being produced by the Sub-Committee for School Council.
5. Ensure that relevant risks are identified and are managed by the school.
6. Ensure compliance to all relevant regulatory requirements, School Council strategies and policies.
7. Decide action required on any issues that are escalated to the Sub-Committee level, where these do not relate to the operational management of the school.
8. Continually ensure that the Sub-Committee continues to support the strategic direction / objective / initiatives of the school.

### Finance - Terms of Reference

The purpose of the Finance sub-committee is to make recommendations to Council on school financial matters, including the school budget.

1. The key objectives are to provide overall guidance and direction to the School Council in the areas of:
  - i. Financial reports from CASES21, including the bank account summary, the Balance Sheet, the Operating Statement, Payments, Journals, Bank Account reconciliations, End of Year Reports and the school Budget.
  - ii. Investment of school funds, including interest rates, movement of funds,
  - iii. Purchasing Cards, including card holders and card limits.
  - iv. GST – with particular reference to fundraising activities
  - v. Bank Accounts. Includes signatories and the banking institution
  - vi. Financial delegation
  - vii. Profit and Loss statements for trading operations
2. Ensure the Sub-Committee objectives are defined, and that the outcome and performance of these objectives are the focus of the Sub-Committee's work.
3. Contribute to the dissemination and promotion of the Sub-Committee objectives and outcomes within the school community.
4. Approve the recommendations being produced by the Sub-Committee for School Council.
5. Ensure that relevant risks are identified and are managed by the school.
6. Ensure compliance to all relevant regulatory requirements, School Council strategies and policies.
7. Decide action required on any issues that are escalated to the Sub-Committee level, where these do not relate to the operational management of the school.
8. Continually ensure that the Sub-Committee continues to support the strategic direction / objective / initiatives of the school.