



CAS GOVERNING COUNCIL

ROLES & RESPONSIBILITIES



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Role Description

Governing Council Chairperson

Works closely with

- The principal/preschool director, other members of council, and the wider school community
- The council's office holders including the deputy chairperson, who takes on the chairperson's additional duties when the chairperson is not available.

Located at

- Cummins Area School

Minimum time commitments

- Two General Meetings per Term
- One AGM at the beginning of the school year
- Meeting with Site Leader and Secretary prior to meetings to set Agenda

Key duties

- prepares the agenda with the principal or preschool director and secretary
- chairs the meeting and makes sure it runs smoothly
- ensures meetings are properly organised and the quorum is met
- makes sure there is full and balanced participation of members in meetings
- facilitates voting on motions at the meetings
- ensures resolutions of council are acted on
- reports to the community at the annual general meeting (AGM).
- presents report at the end of year assembly

General duties

- attends council meetings and lets an office holder know if they can't make it (i.e. put in apologies)
- represents the views of the wider school/preschool community
- offers advice on a range of topics about the school/preschool
- actively takes part in discussions about the governance of the school/preschool.
- attend other school/preschool functions and meetings, like general meetings, fundraising activities, end of year assemblies (as needed or appropriate).
- Provides update on Governing Council meetings for school newsletters

General responsibilities and requirements

The chairperson has the same responsibilities as a general member of the governing council. This means you agree to:

- comply with the council's constitution, School Governance Administrative Instruction and legislative requirements
- comply with the council's standing orders
- comply with the council's code of practice
- meet the department's requirements for screening, training, and induction (your site leader will guide you through what's required)
- keep up-to-date and informed about your work on the council by referring to the School Governance Administrative Instruction and regularly checking the <https://www.education.sa.gov.au/working-us/governing-councils>.

Desirable experience, skills, and personal characteristics

- experience leading a diverse group of people
- has a positive attitude
- interested in seeing children and young people do well at preschool and school.
- willing to work together with other parents, staff, students, and the school/preschool staff
- able to understand and respect different points of view and cultures
- can lead and participate in conversations in a balanced and fair way

Benefits to you

When you volunteer to be the chairperson for a governing council at your child's school/preschool you may:

- experience a close working relationship with staff and leaders on the council
- be involved in a shared strategy and vision
- have an opportunity to meet parents, staff, students and other school community members
- gaining a better understanding of how decisions are made within the school
- direct contact with the site leader
- improving your own knowledge on the education system and department
- learn about the history of your school



Role Description

Governing Council Secretary

Works closely with

The council's office holders, principal/preschool director, other members of council, and the wider school community.

Located at

- Cummins Area School

Minimum time commitments

- Two General meetings per term
- One AGM at the start of the year
- Time taken to create agendas and confirm minutes taken at meetings
- Meet with Site leader and Chairperson to confirm agenda
- Respond to and generate correspondence as required

KEY DUTIES**Secretary**

- Makes sure people are notified about the meeting ahead of time.
- Assists the chair to prepare the agenda.
- Distributes the meeting minutes, agenda, and any supporting correspondence.
- Makes sure that minutes are taken at the meetings and distributed to members.
- Keeps all records of council, with help from the site leader – this includes the Constitution, vacancies, standing orders, reports, minutes, contracts, code of practice and any other formal correspondence.
- Makes sure the common seal is kept in a safe place (for example, the school safe).

General duties

- attends council meetings and lets an office holder know if they can't make it (i.e. put in apologies)
- represents the views of the wider school/preschool community
- offers advice on a range of topics about the school/preschool
- actively takes part in discussions about the governance of the school/preschool.
- attend other school/preschool functions and meetings, like general meetings, fundraising activities, end of year assemblies (as needed or appropriate).

General responsibilities and requirements

The secretary has the same responsibilities as a general member of the governing council. This means you agree to:

- comply with the council's constitution, School Governance Administrative Instruction and legislative requirements
- comply with the council's standing orders
- comply with the council's code of practice
- meet the department's requirements for screening, training, and induction (your site leader will guide you through what's required)
- keep up-to-date and informed about your work on the council by referring to the School Governance Administrative Instruction and regularly checking the <https://www.education.sa.gov.au/working-us/governing-councils>.

Desirable experience, skills, and personal characteristics

- experience leading a diverse group of people
- has a positive attitude
- interested in seeing children and young people do well at preschool and school.
- willing to work together with other parents, staff, students, and the school/preschool staff
- able to understand and respect different points of view and cultures
- can lead and participate in conversations in a balanced and fair way

Benefits to you

When you volunteer to be the secretary for a governing council at your child's school/preschool you may:

- experience a close working relationship with staff and leadership
- be involved in a shared strategy and vision
- have an opportunity to meet parents, staff, students and other school community members



Role Description

Governing Council Treasurer

Works closely with

- The council's office holders, principal/preschool director, other members of council, and the wider school community
- Members of the council's finance advisory committee, including the finance officer and/or business manager of the school/preschool.

Located at

- Cummins Area School

Minimum time commitments

- Two General meetings per term
- One AGM at the start of the school year
- Meetings with the Site Leader and Finance Officer once per term

KEY DUTIES**Treasurer**

- chairs the finance advisory committee
- sets the agenda for the finance advisory committee with the principal
- works with the principal and other members of the finance advisory committee to:
- keep up-to-date records of all finance-related matters
- organise the budget planning processes and timelines
- help analyse and review the budget
- provide budget problem solving recommendations
- presents finance information and potential budget adjustments to the council

General duties

- attends council meetings and lets an office holder know if they can't make it (i.e. put in apologies)
- represents the views of the wider school/preschool community
- offers advice on a range of topics about the school/preschool
- actively takes part in discussions about the governance of the school/preschool.
- attend other school/preschool functions and meetings, like general meetings, fundraising activities, end of year assemblies (as needed or appropriate).

General responsibilities and requirements

The treasurer has the same responsibilities as a general member of the governing council. This means you agree to:

- comply with the council's constitution, School Governance Administrative Instruction and legislative requirements
- comply with the council's standing orders
- comply with the council's code of practice
- meet the department's requirements for screening, training, and induction (your site leader will guide you through what's required)
- keep up-to-date and informed about your work on the council by referring to the School Governance Administrative Instruction and regularly checking the <https://www.education.sa.gov.au/working-us/governing-councils>.

Desirable experience, skills, and personal characteristics

- background or an interest in finance or dealing with and understanding budgets
- experience leading a diverse group of people
- has a positive attitude
- interested in seeing children and young people do well at preschool and school
- willing to work together with parents, staff, students, and the school community
- able to understand and respect different points of view and cultures
- can lead and participate in conversations in a balanced and fair way

Benefits to you

When you volunteer to be the treasurer for a governing council at your child's school you may:

- experience a close working relationship with staff and leadership
- be involved in a shared strategy and vision
- have an opportunity to meet parents, staff, students and other school community members



Role Description
Governing Council Member

Works closely with

- The council's office holders, principal/preschool director, other members of council, and the wider school community.

Located at

- Cummins Area School

Minimum time commitments

- Two General Meeting per term
- One AGM at the start of the school year
- Any subcommittee meetings or working groups you might volunteer for.

Key duties on council

- attends council meetings and lets an office holder know if they can't make it (i.e. put in apologies)
- represents the views of the wider school/preschool community
- offers advice on a range of topics about the school/preschool
- actively takes part in discussions about the governance of the school/preschool.
- attend other school/preschool functions and meetings, like general meetings, fundraising activities, end of year assemblies (as needed or appropriate).

General responsibilities and requirements

As a member of a governing council, you agree to:

- comply with the council's constitution, School Governance Administrative Instruction and legislative requirements
- comply with the council's standing orders
- comply with the council's code of practice
- meet the department's requirements for screening, training, and induction (your site leader will guide you through what's required)
- keep up-to-date and informed about your work on the council by referring to the School Governance Administrative Instruction and regularly checking the <https://www.education.sa.gov.au/working-us/governing-councils>.

Desirable experience, skills, and personal characteristics

- has a positive attitude
- interested in seeing children and young people do well at preschool and school
- willing to work together with other parents, the community, students and school/preschool staff
- able to understand and respect different points of view and cultures
- can participate in conversations in a balanced and fair way

Benefits to you

When you volunteer to be on a governing council at your child's school/ preschool you may:

- experience a close working relationship with staff and leadership
- be involved in a shared strategy and vision
- have an opportunity to meet parents, staff, students and other community members



Terms of Reference

Bus Committee

1. Title of committee

- CUMMINS AREA SCHOOL BUS COMMITTEE

2. Purpose of Committee

- Reviews and makes suggestions about bus routes, manages the bus policies and responds to other issues concerning the school buses as they arise.

3. Membership

Membership must be determined by the Council.

- Site leader (principal/director) or their delegate
- 1 Governing Council Member
- 1 or 2 staff members
- Any interested Governing Council members
- Any interested parents or community members
- Minimum of three people

4. Meetings

- Meetings to be chaired by the site leader or site leader's delegate
- Meetings to be held once a term or as required.
- Meeting agendas and minutes to be provided by the Chair and/or Secretary, this includes.
- Preparing agendas and supporting documents
- Preparing meeting notes and other information
- A quorum will be half the regular membership plus one
- Members of the committee can submit a written proxy vote if a member is unable to attend a meeting.

5. Sharing information

- Submissions to the committee must be addressed to the chairperson.
- Remember that information discussed at committee meetings could be confidential.
- Committee matters must only be disclosed to members of the governing council or site staff, including the site leader, unless a child is being harmed or is at risk.
- Where relevant and appropriate, make sure parents are aware of developments and initiatives related to the committee's role and practices through the newsletter, school website and/or Daymap (whatever is appropriate).

6. Reporting

- The committee reports directly to the governing council chair and site leader.
- An overview/report of each committee meeting is presented at the governing council meeting.
- Minutes of each meeting are provided to the members of the governing council (if required).
- A report of the committee's activities is presented to the governing council annually

7. Review

- The effectiveness and membership of this committee will be reviewed after three years.



Terms of Reference
CAS Canteen Committee

1. Title of committee

CUMMINS AREA SCHOOL CANTEEN COMMITTEE

2. Purpose of committee

The committee helps the canteen by advising on issues like food lines, menus and price setting, etc regardless of canteen service type (outsourced, contracted or school run). The committee:

- makes sure there's a good supply of reasonably priced and healthy food
- helps organise and encourage volunteer assistants for the canteen
- gives advice about any facilities needed in the canteen
- reviews and updates the canteen policy, guided by the department's Right Bite Standards and inclusive of relevant legislative obligations
- helps to make sure the canteen complies with all relevant legislation, including the Work Health and Safety Act 2012, the Food Act 2001, Single- use and Other Plastic Products (Waste Avoidance) Act 2020 and the Australia New Zealand Food Standards Code.

3. Membership

- Site leader (principal/director) or their delegate
- Canteen manager/s
- 1 governing council member
- 1 or 2 staff members
- Any other interested governing council members
- Minimum of three people

4. Meetings

- All meetings will be chaired by Governing Council representative or volunteer within the committee.
- Meetings will be held once a term or as required.
- Meeting agendas and minutes will be provided by Chairperson and/or, Secretary, this includes:
 - preparing agendas and supporting papers
 - preparing meeting notes and other information.
- A quorum will be half the regular membership plus one (50% plus one).
- Members of the committee can submit a written proxy vote if a member is unable to attend a meeting.

5. Sharing information

- Remember that information discussed at committee meetings could be confidential.
- Committee matters must only be disclosed to members of the governing council or site staff, including the site leader, unless a child is being harmed or is at risk.
- Where relevant and appropriate, make sure parents are aware of developments and initiatives related to the committee's role and canteen practices through the newsletter, school website and/or Daymap (whatever is appropriate).

6. Reporting

- The committee reports directly to the governing council chair and site leader.
- An overview/report of each committee meeting is presented at the governing council meeting.
- Minutes of each meeting are provided to the members of the governing council (if required).
- A report of the committee's activities is presented to the governing council annually.

7. Review

- The effectiveness and membership of this committee will be reviewed after three years.



Terms of Reference
CAS Chaplaincy Committee

1. Title of committee

- *CUMMINS AREA SCHOOL CHAPLAINCY COMMITTEE*

2. Purpose of committee

- Support the role of the Pastoral Care Workers within the school and oversee the Chaplaincy Program in cooperation with School Representatives. The business/contract/workings including financial requirements for this group, together with dates for school based programs are discussed. The committee help support programs run within the school and also provides a means of communication between the school, chaplaincy group and Schools Ministry Group.

3. Membership

- Site leader (principal/director) or their delegate
- 1 governing council member
- Staff members
- Any other interested governing council members
- Any interested parents or community members
- Minimum of three people

4. Meetings

- All meetings will be chaired by Governing Council representative or volunteer within the committee.
- Meetings will be held once a term or as required.
- Meeting agendas and minutes will be provided by Chairperson and/or, Secretary, this includes:
 - preparing agendas and supporting papers
 - preparing meeting notes and other information.
- A quorum will be half the regular membership plus one (50% plus one).
- Members of the committee can submit a written proxy vote if a member is unable to attend a meeting.

5. Sharing information

- Remember that information discussed at committee meetings could be confidential.
- Committee matters must only be disclosed to members of the governing council or site staff, including the site leader, unless a child is being harmed or is at risk.
- Where relevant and appropriate, make sure parents are aware of developments and initiatives related to the committee's role through the newsletter, school website and/or Daymap (whatever is appropriate).

6. Reporting

- The committee reports directly to the site leader and governing council chairperson.
- An overview/report of each committee meeting is presented at the governing council meeting.
- Minutes of each meeting are provided to the members of the governing council (if required).
- A report of the committee's activities is presented to the governing council annually (if required).

7. Review

- The effectiveness and membership of this committee will be reviewed after three years.



Terms of Reference
CAS Finance Advisory Committee

1. Title of Committee

CUMMINS AREA SCHOOL FINANCE ADVISORY COMMITTEE

2. Purpose of committee

The committee advises the governing council about budgetary and financial matters. The committee:

- reviews the preliminary budget prepared by the site leader, including:
 - the anticipated income for the next 12 months (from normal transactions and fundraising)
 - proposed expenditure
 - details of funds held for any special purpose
- examines and monitors receipts and payments
- reviews the school budget regularly
- manages consolidated funds (income, investment, cash flow)
- makes recommendations about the:
 - materials and services charge
 - extent of fundraising and, if relevant, works with the fundraising committee
 - investments and cash return
- makes sure an accurate register of assets is maintained
- checks on the payment of salaries and other entitlements to people employed by council
- makes sure that funds are only used for school-related purposes.

3. Membership

Membership must be determined by the council:

- site leader (principal/director) or their delegate (must be on the committee)
- Governing Council's Treasurer
 - the governing council's treasurer must be the committee's chairperson
- Site Finance officer
- Representatives of any affiliated committees, eg fundraising
- 1 or 2 staff members
- any interested governing council members.
- Minimum of three people

4. Meetings

- All meetings will be chaired by the Treasurer.
- Meetings will be held once per term.
- Meeting agendas and minutes will be provided by chairperson or secretary this includes:
 - preparing agendas and supporting papers
 - preparing meeting notes and other information.
- A quorum will be half the regular membership plus one.
- Members of the committee can submit a written proxy vote if a member is unable to attend a meeting.

5. Sharing information

- Submissions to the committee must be addressed to the chairperson.
- Remember that information discussed at committee meetings could be confidential.
- Committee matters must only be disclosed to members of the governing council or site staff, including the site leader, unless a child is being harmed or is at risk.
- Where relevant and appropriate, make sure parents are aware of developments and initiatives related to the committee's role through the newsletter, Daymap and/or school website.

6. Reporting

The committee reports directly to the governing council chair and site leader.

- An overview/report of each committee meeting is presented by the chairperson at the governing council meeting.
- Minutes of each meeting are provided to the members of the governing council (if required).
- A report of the committee's activities is presented to the governing council by annually.

7. Review

- The effectiveness and membership of this committee will be reviewed after three years.



Terms of Reference
CAS Preschool/Rural Care Committee

1. Title of committee

CUMMINS AREA SCHOOL PRESCHOOL/RURAL CARE COMMITTEE

2. Purpose of committee

- The committee are responsible for fundraising, as well as providing feedback and acting as a voice for families on their pre-school and rural care experience.

3. Membership

- Site leader (principal/director) or their delegate
- 1 governing council member
- 1 or 2 staff members
- Any other interested governing council members
- Any interested parents
- Minimum of three people

4. Meetings

- All meetings will be chaired by Governing Council representative or volunteer within the committee.
- Meetings will be held once a term or more frequently if required.
- Meeting agendas and minutes will be provided by Chairperson and/or, Secretary, this includes:
 - preparing agendas and supporting papers
 - preparing meeting notes and other information.
- Treasurer to provide financial updates
- A quorum will be half the regular membership plus one (50% plus one).
- Members of the committee can submit a written proxy vote if a member is unable to attend a meeting.

5. Sharing information

- Remember that information discussed at committee meetings could be confidential.
- Committee matters must only be disclosed to members of the governing council or site staff, including the site leader, unless a child is being harmed or is at risk.
- Where relevant and appropriate, make sure parents are aware of developments and initiatives related to the committee's role and practices through the newsletter, school website, Facebook and/or Daymap (whichever is appropriate).

6. Reporting

- The committee reports directly to the governing council chair and site leader.
- An overview/report of each committee meeting is presented at the governing council meeting.
- Minutes of each meeting are provided to the members of the governing council (if required).
- A report of the committee's activities is presented to the governing council annually.

7. Review

- The effectiveness and membership of this committee will be reviewed after three years.

