Westgarth Primary School is a community of students, staff, friends and family working together to create a diverse, engaging and respectful learning environment.

Rationale

School councils in Victoria are public entities as defined by the Public Administration Act 2004. School councillors must abide by the Directors’ Code of Conduct issued by the Public Sector Standards Commissioner.

Aims

The Westgarth Primary School Code of Conduct aims to ensure that School Council members abide by the Directors’ Code of Conduct as issued by the Public Sector Standards Commissioner. Further to this, Westgarth Primary School Councillors aim to ensure that they model exemplary standards of conduct in the pursuit of achieving the best interest of Westgarth School students, staff, families and wider community.

Code of Conduct

The code of conduct requires School Councillors to:
• act with honesty and integrity (be truthful, open and clear about their motives and declare any conflict of interest should it arise)
• act in good faith in the best interests of the school (work cooperatively with other councillors and the school community, be reasonable, and make all decisions with the best interests of students foremost in their minds)
• act fairly and impartially (consider all sides of an issue before making a decision, seek to have a balanced view, never give special treatment to a person or group and never act from self interest)
• use information appropriately (respect confidentiality and use information for the purpose for which it was made available)
• use their position appropriately (not use their position as a councillor to gain an advantage)
• act in a financially responsible manner (observe all the above principles when making financial decisions)
• exercise due care, diligence and skill (accept responsibility for decisions and do what is best for the school)
• comply with relevant legislation (know what legislation is relevant for which decisions and obey the law)
• demonstrate leadership and stewardship (set a good example, exercise care and responsibility to keep the school strong and sustainable)

Related documents
Public Administration Act of Victoria, 2004
Directors’ Code of Conduct issued by the Public Sector Standards Commissioner.
Education and Training Reform Act of Victoria, 2006
Improving School Governance: Induction
School Council Sub – Committees

Westgarth Primary School is a community of students, friends and family working together to create a diverse, engaging and respectful learning environment.

Rationale

Sub – Committees are encouraged by the Department of Education and Early Childhood Development to support the effective operation of School Councils. At Westgarth Primary School, Sub – Committees are a significant component in the effective operation of the Westgarth School Council. Therefore, it is essential that a relevant policy be adopted to reflect the work undertaken by Sub – Committees under the powers conferred to the Westgarth School council.

Aims

This policy document aims to clarify the role of the Sub – Committees in relation to the Westgarth Primary School Council. Further to this, the School Council Sub – Committees Policy aims to outline the structure of a Sub – Committee as well as the role of the Convenor within all Sub – Committees. Finally, the aim of this document is to clarify the distinct functions of the Sub – Committees that exist at Westgarth Primary School.

Role of the Sub – Committees

- Sub – Committees assist the School Council in the work that needs to be done.
- Sub – Committees cannot make decisions for School Council, but they make recommendations to council.
- However, council cannot delegate any of its functions or powers in relation to the approval of the school’s budget and yearly financial statements to the finance sub – committee – this stays the responsibility of school council.
- Sub – Committees are open to non-school council members and therefore provide opportunities to involve people in the school who are not members of school council.
- Sub – Committees may create working parties that are set up for a specific task for a set period of time. An example of a working party might be related to the development of a policy – for example a ‘healthy eating’ working party or a ‘sun smart’ working party. Working parties are covered by the same rules as Sub – Committees. They cannot make decisions but instead make recommendations to the Sub – Committees who can then make recommendations to the School Council.
Structure of Sub - Committees

- Each Sub – Committee has a nominated convenor who is usually a school council member.
- All school councillors should be involved in at least one sub – committee
- Sub – Committees are open to non – school council members.
- Sub – Committees should meet between regular school council meetings. This gives them time to look at what has been happening in their particular area of responsibility and consider any action or follow-up that needs to be taken.

Role of Sub – Committee Convenor

The role of the Sub – Committee Convenor is to:

- Be the chairperson for that Sub – Committee and report to the full school council at the next scheduled meeting
- Ensure a report with recommendations is provided to the principal to be included in the school council notes prior to the next school council meeting
- Ensure implementation of approved recommendations are monitored
- Encourage participation from the school community and co-opt parent members or local community members when required

Sub – Committees Terms of Reference at Westgarth Primary School

Finance Sub – Committee will:

- Develop the school’s annual budget with the help of the Principal
- Ensure that the annual budget supports the school strategic plan
- Present the recommended budget to council for approval and adoption
- Regularly monitor and report to council on progress against the budget
- Ensure there is an adequate internal control system to promote operational efficiency and to minimise financial risk
- Ensure that the school has an appropriate investment policy and that this policy is approved by council annually
School Council Code of Conduct

- Monitor the status of investments
- Assist in the completion of the Summary of Financial Commitments which is required by DEECD annually, and in determining the level of uncommitted reserves
- Make recommendations to council on fund-raising activities and liaise with the school groups concerned with these activities
- Where required, assist in the completion of school tenders e.g. cleaning contract, waste removal contracts, school council building contracts
- Review the annual audited financial statement and the auditor's report and assist with follow-up where appropriate
- Assist the Principal in ensuring that the school operates to a balanced budget and that all liabilities and financial commitments are brought to account in the relevant year

Policy Sub – Committee will:

- Develop the educational policy for school council including camps and excursions, student welfare, student leadership and professional development
- Develop school wide policies such as occupation health and safety, anti-discrimination and integration policies
- Strive to create dynamic policy that adheres to DEECD requirements and drives best practice across W.P.S.

Out of School Hours Care (OSHC) Sub – Committee will:

- Ensure the OSHC program is operating effectively
- Ensure that OSHC meets standards and regulations
- Ensure that OSHC continually meets the needs of W.P.S children and their families

Environment Sub – Committee will:

- Plan and develop the school’s facilities such as the buildings and grounds with the best interest of W.P.S students and the environment in mind
- Ensure that W.P.S is a leader in the area of reducing negative impact upon the environment

<table>
<thead>
<tr>
<th>Approval date:</th>
<th>Approved by:</th>
<th>Next Review</th>
<th>Page:</th>
</tr>
</thead>
</table>
School Council Code of Conduct

- Organise working bees and other actions to maintain or improve the appearance of the school
- Provide advice to school council on external groups who may be using the school’s facilities

Kindergarten Representative on School Council will:
- Support Westgarth Kindergarten to operate effectively
- Assist Westgarth Kindergarten meets standards and regulations
- Ensure that Westgarth Kindergarten complies with agreement established between the kindergarten and W.P.S.

Parents and Friends Representative on School Council will:
- Ensure the School Council is communicating effectively with parents and friends of W.P.S
- Ensure that the views and opinions of parents and friends of W.P.S are represented at School Council

Related documents
Westgarth Primary School Council Roles and Responsibilities Policy
Department of Education and Early Childhood Development ‘School Council Sub-Committees
Education and Training Reform Act (2006), Victoria

<table>
<thead>
<tr>
<th>Approval date:</th>
<th>Approved by</th>
<th>Next Review</th>
<th>Page:</th>
</tr>
</thead>
</table>