ELWOOD COLLEGE
TOGETHER WE GROW

COLLEGE MANAGEMENT AND GOVERNANCE INTRODUCTION

School Council1

All school councils in Victoria operate under the Education and Training Reform Act 2006. Each school council is established by an Order of the Minister for Education, which specifies:

- membership
- size and configuration
- objectives and powers
- functions and accountabilities
- role of the executive officer who is the principal.

1.1. Key functions

The school council has particular functions in setting and monitoring the school's direction.

School councils have three main responsibilities:

- finance: overseeing the development of the school's annual budget and ensuring proper records are kept of the school's financial operation
- strategic planning: participating in the development and monitoring of the school strategic plan
- policy development and review: developing, reviewing and updating policies that reflect a school's values and support the school's broad direction outlined in its strategic plan.

Other key functions of school councils include:

- raising funds for school related purposes
- maintaining school grounds and facilities
- entering into contracts
- reporting annually to the school community and the Department
- creating interest in the school in the wider community
- representing and taking the views of the community into account
- regulating and facilitating after-hours use of school premises and grounds
- operating a children's service at the school.

1.2. Finance

The school council is responsible for overseeing the school's financial performance. It is a legal and Department requirement that councils make sure that monies coming into schools are properly expended and authorised.

Most schools have a finance sub-committee which handles many of council's routine financial responsibilities including the development of the annual budget.

https://www.education.vic.gov.au/school/teachers/management/community/Pages/schoolcouncilsfunction.asp x#link1

School councils help develop the annual budget and are responsible for ensuring that schools have a functioning and effective system of internal controls. The subcommittee presents the annual budget to the school council for discussion and approval.

Council monitors the school's financial performance against the budget in conjunction with the principal. The convenor of the finance committee, as elected from council members, is preferably a non-Department parent member or a community member. The business manager/bursar should not hold this position. The convenor may be appointed as treasurer by council.

1.3. Annual budget

The school council works to get the best results for the money spent through a carefully planned annual budget. The finance subcommittee and the principal develop the annual school budget. The annual budget outlines the total revenue for the school year, the distribution of funds and how the budget will support the goals set out in the school's strategic plan.

School funds usually come from three sources:

- Funding from the Victorian Government through the Student Resource Package (SRP). The SRP is the school's major source of funding and is provided to support improvement in learning outcomes for students
- Funds in school bank accounts and associated interest
- Locally raised funds, for example, fund-raising activities. Schools may receive other state or commonwealth government funding for specific projects or purposes

Distinctions in roles and responsibilities of school council.

Understanding the functional split between the principal of the school and the school council is critical for the effective functioning of the council.

The school council has a limited governance and oversight role whereas the principal manages the day to day activities of the school and is responsible for ensuring the delivery of a comprehensive education to every student. The principal also holds a duty of care for, and is responsible for the care, safety and welfare of the students at the school.

The following table shows a range of activities that school councils may be involved in:

Area of activity	The school council …	The principal …
Strategic direction of the school	• develops the broad direction and vision for the school, using guidelines provided by the Department	• leads development of curriculum – teaching and learning programs • determines teacher, subject and time allocations; timetable; class sizes; and structures
Student dress code policy	• develops student dress code policy in close consultation with the wider school community • consults with the school community before adopting changes to this policy	• implements the student dress code developed by school council in consultation with the wider community • considers and, where appropriate, grants exemptions to dress code guidelines for individual students • enforces the student dress code in line with DET policy
Staff employment and management	• approves employment of some staff e.g. casual replacement teachers, canteen or maintenance staff, however, **not** on-going staff • recommends to the Secretary of the Department the appointment of a principal in accordance with principal selection	• is responsible (as delegate of the Secretary of the Department) for the employment and management of persons in the Teaching Service (including non-teaching staff) • manages the performance, development and

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	processes	conduct of DET and school council staff

Area of activity	The school council …	The principal …
Camps and excursions	• is responsible for approving interstate and international visits, excursions requiring sea or air travel, excursions involving weekends or vacations, and adventure activities. All relevant school councils are responsible for approving listed joint activities involving another school	• is responsible for approving day excursions. All relevant principals are responsible for approving day excursions involving another school
Buildings and grounds	• oversees school cleaning, and in regional schools only, enters into contracts for school cleaning • enters into contracts for building and grounds improvements •makes decisions about the hiring and shared use of school facilities in accordance with Department policy requirements	• is responsible for maintenance of school buildings and grounds • monitors implementation of contracts • exercises a general oversight of school buildings and grounds to ensure they are kept in good condition and order
Child Safe Standards	• approves policies and procedures to ensure compliance with the Child Safe Standards • reviews existing contracts in consultation with the principal and ensures future contracts address the requirements of the Child Safe Standards	• implements Child Safe Standards policies and procedures • with staff, develops strategies to embed a culture of child safety at the school and allocates roles and responsibilities for achieving the strategies • informs the school community about the

		strategies and roles and responsibilities • with staff, periodically reviews the effectiveness of the strategies and revises them if appropriate • with staff, ensures the school implements practices for a child-safe environment
School review	• participates in the Pre-review Self-evaluation • value-adds to the review as defined in the terms of reference (e.g. participation in focus groups etc.) • is presented with the findings of the report and accepts the report The school council president: • is a member of the core School Review Panel	• keeps the whole school community and council informed about the school review • leads the Pre-review Self-evaluation in consultation with the whole school community • is a member of the core School Review Panel • presents the findings of the review report to the school staff and school council

Source:
https://www.education.vic.gov.au/school/teachers/management/community/Pages/schoolcouncilsfunction.asp x#link29 More Information

Area of activity	The school council …	The principal …
Strategic and Annual Planning	• contributes to the finalisation of the School Strategic Plan following the school review • contributes to the development of the Annual Implementation Plan • president endorses the School Strategic Plan and Annual Implementation Plan in SPOT • ensures regular monitoring of the Annual Implementation Plan, including key risks to achievement	• engages the staff and school community in development of the School Strategic Plan following review • engages the staff and school community in the development of the Annual Implementation Plan • engages the staff and school community in the monitoring of progress against annual targets • endorses the School Strategic Plan and Annual Implementation Plan in SPOT
Annual report to the school community	• endorses the Annual Report by April 30 • president attests to the contents of the Annual Report in SPOT by April 30	• prepares, with the school council, the Annual Report • endorses the Annual Report • attests to the contents of the Annual Report

Area of activity	The school council …	The principal …
Outside school hours care or kindergarten service	• decides whether to establish a service or change operating models or service provider • is the legal entity under the National Law of a school council managed operating model, and therefore has the role of approved provider. As approved provider, the council nominates people with management or control, noting this does not take away from the approved providers' legal responsibilities • in a third-party-provider operating model, selects, engages and contract-manages the preferred provider, and endorses the licence agreement negotiated with a third party • receives regular program reports from the OSHC or kindergarten provider • regularly monitors the provider's compliance with the requirements of the National Law • should be consulted on the development of the service's Quality Improvement Plan and be provided with a copy of the service's Assessment and Rating report	• engages the school community in the decision-making process to establish or change operating models or service provider • informs the school community and school council about the service on a regular basis • may be nominated by school council as the person with management or control for a school council managed operating model

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School Council induction and training

Improving school governance, a training package for school councils, has been developed to improve the knowledge, understanding and skills of school council members, school council presidents and school principals.

The package consists of five modules:

- Governance (pdf - 6.2mb)
- Strategic planning (pdf - 3.66mb)
- Finance (pdf - 546.76kb)
- Policy and review (pdf - 1.72mb)
- President (pdf - 378.55kb)

Comprehensive training for school councillors is offered in two formats; Virtual Live Training (formerly face-to-face) and as Interactive Online Modules.

School councillors are strongly encouraged to attend Virtual Live Training or access the Interactive Online Training.

Both formats use information from the Improving School Governance (ISG) package and cover the four ISG modules for:

- governance
- finance
- strategic planning
- school council president.

The online training also covers the policy and review modules. The link to this training is:

https://www.education.vic.gov.au/school/teachers/management/community/Pages/schoolcou ncils.aspx

2. School Council and sub-committee meeting conduct[2]

School councillors must abide by the Code of Conduct and locally agreed etiquette. In the

conduct of meetings, the following etiquette will be observed by members:

- only one person talks at a time
- all requests to speak are directed
- to the presiding member
- all speakers are listened to in respectful silence
- no 'side conversations' are held
- members will listen to the discussion carefully in order to avoid making points that have already been made or asking questions which have already been answered
- when the presiding member indicates that the topic of discussion is closed, no further comments are made
- members will not use jargon
- members will ensure that all electronic devices, such as mobile phones, are silenced and no calls are taken during the meeting
- members will stay calm regardless of how difficult or challenging the topic.

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[2] Improving school governance - reference documents for all school councillors and a key training package for councils – *Module 1: Improving School Governance.*
https://www.education.vic.gov.au/Documents/school/principals/governance/governanceph.pdf

School council subcommittees3

Subcommittees 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. Subcommittees regularly report at school council meetings providing advice and making recommendations to the council.

The school council has the final responsibility for decisions. As subcommittees are open to non-school council members, members of the school community have a opportunity to be involved in school planning and council matters.

The school council decides the purpose and terms of reference of a subcommittee. Subcommittees are generally developed to support school council in specific areas.

All school councils are encouraged to have a finance subcommittee. Some examples of other subcommittees are buildings and grounds (facilities), information technology, community relations, student leadership and education policy. Most schools have a finance subcommittee.

4.1. Structure of subcommittees

All school councillors should be involved in at least one subcommittee. A subcommittee must consist of at least three members. Each subcommittee has a nominated convenor who is usually a school council member. Subcommittees are open to non-school council members.

The subcommittee convenor is responsible for:

- reporting back to school council and the principal about the subcommittee's recommendations
- ensuring the implementation and monitoring of approved recommendations
- encouraging participation in the subcommittee from members in the school community.

Subcommittees 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.

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3 https://www.education.vic.gov.au/school/teachers/management/community/Pages/schoolcouncilsfunction.asp x#link1

Subcommittees and Working Parties

5.1. Purpose of this policy

To enable school councils form subcommittees to assist the council.

5.2. Prerequisite legislation

School councils are governed by:

- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2017

5.3. Policy

School councils may form subcommittees to assist the council. School councils must decide the purpose and terms of reference of subcommittees.

Subcommittees must:

- consist of at least
- 1 member of the school council
- 3 members overall
- meet as directed by the school council
- report in writing to school council.
- Subcommittees cannot make decisions on behalf of the school council.

Short term working parties:

- can oversee the implementation of short-term tasks
- allow school councils to:
    - keep the number of subcommittees to a practical size
    - use expertise or interest from the school or wider community.

4 https://www.education.vic.gov.au/school/principals/spag/governance/Pages/subcommittees.aspx

ELWOOD COLLEGE SCHOOL COUNCIL SUB-COMMITTEES TERMS OF REFERENCE

Overview

All council sub-committees must:

- consist of at least:
  - 1 member of the school council
  - 3 members overall
- meet as directed by the school council
- report in writing to school council
- have a Terms of Reference approved by council in their area of responsibility
- recommend courses of action to the council
- not make decisions on behalf of the school council
- prepare submissions for programs to be considered when budgets are prepared.

The School Council sub-committee convener will be a school council member but non-school council members may be invited to be members of the sub-committee for a one-year period.

The convener must:

- Call all meetings and provide all subcommittee members with an agenda prior to the meeting. Meetings should generally occur between regular school council meetings.
- In the event of his/her absence, nominate another member of the sub-committee to act as chairperson of that meeting
- While all members should attend sub-committee meetings in person, however where on occasion this is not possible, provision should be made to allow for participation of all sub-committee members via video/teleconferencing.
- Provide the School Council Executive Officer with a written report of the minutes and recommendations within one week, after each subcommittee meeting. If time disallows this, a written report must be tabled at the school council meeting. (A standard format for reporting to council will be provided)
- Ensure that the Elwood School Council sub-committee terms of reference are followed

Terms of reference

All subcommittees and working parties (will) have published terms of reference that have been adopted by Elwood College School Council.

Every sub-committee member should familiarise themselves with the terms of reference and understand role of the subcommittee and the limitations on its authority.

Purpose

The purpose of the Finance sub-committee is to assist the School Council in fulfilling its financial management responsibilities including:

- Expending all moneys received for proper purposes
- Keeping records explaining their financial operations and position
- Following financial processes and procedures that are:
  - effective
  - regularly audited
  - designed and managed to reduce risk with a separation of duties.
- Identifying, evaluating, reporting and recommending items related to the school finances
- Oversight of financial controls, budget and the school's finances

Membership and responsibilities

The sub-committee will consist of at least three but not more than five members, plus the Business Manager and Principal (or their nominee).

The school council will appoint the convenor of the sub-committee from its parent or community members. The sub-committee may elect an acting convenor if required.

Non-school council members may be invited to be members of the sub-committee for a one- year period.

The Finance sub-committee convenor must:

- Not be an employee of DET
- Be a parent or community member of School Council
- Ensure that the school finances are in accordance with DET guidelines
- Ensure that relevant internal control procedures and policies are maintained
- Work with the Principal and the Business Manager to approve budget recommendations for submission to School Council
- Present financial reports and finance subcommittee recommendations to School Council.

School council will review the membership of the sub-committee each year, following the election of new councillors.

2.1. Quorum

A quorum will consist of more than 50% of the sub-committee.

2.2. Meetings

The sub-committee will meet at least eight times a year. The Business Manager, in conjunction with the convenor, will prepare an agenda to be circulated with supporting papers at least one week prior to each meeting to the members of the sub- committee.

2.3. Conflict of interest

Sub-committee members are trusted by school council and the school community to behave in an ethical and impartial manner and to recognise and declare where they may have a conflict of interest with any matter being discussed and/or determined. Sub-committee members must declare where they have a conflict of interest in relation to any matter before the sub-committee.

If a member has conflict of interest, that member must not be present during the relevant discussion unless invited to do so by the sub-committee convenor and must not be present when a vote is taken on the matter.

The declaration of interest must be included in the minutes of the meeting.

A conflict of interest can occur when a members personal interests may influence, or may be seen to influence, their public duty. A personal interest may arise from a member's personal preference, relationship, business connections, bias, property, hobby, or a desire to help family and friends. Personal interests can also be pecuniary (financial) or non-pecuniary.

Terms of Reference

The Finance the subcommittee will:

- Consider budget submissions in the light of council policies and strategic plan goals and priorities and make budget recommendations to School Council for approval
- Monitor council income and expenditure including:
    - DET allocations
    - International School fees
    - Local fund raising
    - Voluntary contributions
    - Trusts and Co-operatives
- Make recommendations to School Council for short and long-term financial planning in line with the School Strategic Plan goals and priorities
- Make recommendation to Council on fundraising strategies
- Evaluation of the performance and effectiveness of operation of the sub-committee.

3.1. Authority to act

The sub-committee is authorised to:

- Monitor the school's finances
- Recommend to school council the approval of:
    - Account signatories
    - Budgets
    - Credit card expenses
    - Expenditure
    - Fundraising targets in any given year

The sub-committee operates under powers delegated to it by the school council and has no other executive powers.

3.2. Reporting

The Finance sub-committee will:

- Report the findings and recommendations of the sub-committee to the school council after each meeting
- Circulate the minutes of sub-committee meetings to the school council.

3.3. Terms of Reference Review

The sub-committee will review its Terms of Reference in line with the school's review process (four yearly), and make recommendations to school council regarding edits and/or alterations.

Should the sub-committee wish to alter its terms of reference at other times, a recommendation must be made to the school council, including the reasons for the proposed adjustment.

Education & Policy Sub-Committee Terms of Reference

Purpose:

The purpose of the Education and Policy Sub-committee is to assist the school council in fulfilling its responsibilities in relation to:

- Reviewing and reporting on progress towards the achievement of the school's Strategic Plan with the consideration of the Annual Report and the Annual Implementation Plan
- Oversight of the school review process
- Oversight of policies related to the school's registration with VRQA
- Oversight of DET required policies and compliance
- Identifying, evaluating, reporting and recommending items related to the school policies

Membership and responsibilities

The sub-committee will consist of at least three and no more than six members.

The school council will appoint the convenor of the sub-committee from its parent or community members. The sub-committee may elect an acting convenor if required.

At least one but up to two DET/staff representative will be appointed as a member/s on the sub-committee.

Up to two non-school council members and two student representatives may be invited to be members of the sub-committee for a one-year period.

School council will review the membership of the sub-committee each year, following the election of new councillors.

2.1. Quorum

A quorum will consist of more than 50% of the sub-committee.

2.2. Meetings

The sub-committee will meet at least eight times a year or as required during a year. The convenor, in conjunction with the council president and principal, where relevant, will draw up an agenda to be circulated at least one week prior to a meeting to the members of the sub-committee.

2.3. Conflict of interest

Sub-committee members are trusted by school council and the school community to behave in an ethical and impartial manner and to recognise and declare where they may have a conflict of interest with any matter being discussed and/or determined. Sub-committee members must declare where they have a conflict of interest in relation to any matter before the sub-committee.

If a member has conflict of interest, that member must not be present during the relevant discussion unless invited to do so by the sub-committee convenor and must not be present when a vote is taken on the matter.

The declaration of interest must be included in the minutes of the meeting.

A conflict of interest can occur when a members personal interests may influence, or may be seen to influence, their public duty. A personal interest may arise from a member's personal preference, relationship, business connections, bias, property, hobby, or a desire to help family and friends. Personal interests can also be pecuniary (financial) or non-pecuniary.

Terms of Reference

The Education sub-committee will review and make recommendations to the school council regarding:

- Policy review – following the review schedule
- Policy creation – as required by DET, VRQA and local circumstances
- Progress against the Annual Implementation Plan (AIP)
- Involvement in the school's self-assessment – every four years as part of the process of designing and implementing the school's Strategic Plan
- Involvement in supporting the school in the development of its Strategic Plan (4 yearly)
- Evaluation of the performance, and effectiveness of operation of the sub-committee.

3.1. Authority to act

The sub-committee is authorised to:

- Review and design policies, ensuring alignment with DET policies and those of other required authorities, and,
- Make recommendations to school council regarding:
    - The approval of policies as reviewed

The sub-committee operates under powers delegated to it by the school council and has no other executive powers.

3.2. Reporting

The sub-committee will:

- Report the findings and recommendations of the sub-committee to the school council after each meeting
- Circulate the minutes of sub-committee meetings to the school council
- Ensure that relevant, approved policies are published onto the web site and accessible to the school and broader community.

3.3. Terms of Reference Review

The sub-committee will review its Terms of Reference in line with the school's review process (four yearly), and make recommendations to school council regarding edits and/or alterations.

Should the sub-committee wish alter its terms of reference at other times, a recommendation must be made to the school council, including the reasons for the proposed adjustment.

Buildings & Grounds Sub-Committee Terms of Reference

Purpose

The purpose of the Buildings and Grounds sub-committee is to assist the school council in fulfilling its responsibilities in relation to:

- Identifying, evaluating, reporting and recommending items related to the College's Buildings and Grounds
- Maintenance, update and ongoing implementation of the College's design and development strategy/masterplan
- Oversight of the College's buildings and grounds to ensure effective management and maintenance and that educational purpose is at the forefront
- Fundraising strategy for development of significant buildings and groundsprojects (e.g. The Phoenix Centre)

Membership and responsibilities

The sub-committee will consist of at least three but not more than six members.

The school council will appoint the convenor of the sub-committee from its parent or community members. The sub-committee may elect an acting convenor if required.

At least one but up to two DET/staff representative will be appointed as a member/s on the sub-committee.

Up to two non-school council members and two student representatives may be invited to be members of the sub-committee for a one-year period.

School council will review the membership of the sub-committee each year, following the election of new councillors.

2.1. Quorum

A quorum will consist of more than 50% of the sub-committee. The school council president and principal are ex officio members of the sub-committees although all school councillors are entitled to attend meetings.

2.2. Meetings

The sub-committee will usually meet prior to council meetings or as required. The convenor, in conjunction with the council president and principal, where relevant, will prepare an agenda to be circulated at least one week prior to a meeting to the members of the sub- committee.

2.3. Conflict of interest

Sub-committee members are trusted by school council and the school community to behave in an ethical and impartial manner and to recognise and declare where they may have a conflict of interest with any matter being discussed and/or determined. Sub-committee members must declare where they have a conflict of interest in relation to any matter before the sub-committee.

If a member has conflict of interest, that member must not be present during the relevant discussion unless invited to do so by the sub-committee convenor and must not be present when a vote is taken on the matter.

The declaration of interest must be included in the minutes of the meeting.

A conflict of interest can occur when a members personal interests may influence, or may be seen to influence, their public duty. A personal interest may arise from a member's personal preference, relationship, business connections, bias, property, hobby, or a desire to help family and friends. Personal interests can also be pecuniary (financial) or non-pecuniary.

Terms of Reference

The Buildings and Grounds sub-committee will review and make recommendations to the school council regarding:

- Preparation, maintenance, update and ongoing implementation of the College's design and development strategy and masterplan
- The condition and requirements of the school's built environment
- The condition and requirements of the school's outdoor (natural) environment.
- Fundraising strategy for development of significant buildings and grounds projects (e.g. The Phoenix Centre)
- Projects including, but not limited to, parent working bees, local (handyman) and contractor- completed tasks, master planning and student accommodation needs, if required
- Management after-hours and community use of school premises and grounds
- Evaluation of the performance, and effectiveness of operation of the sub-committee.

3.1. Authority to act

The sub-committee is authorised to:

- Make recommendations to Council regarding the approval of
  - Projects related to the built environment
  - Projects related to the natural environment
  - Desirable or required facilities repairs
  - Working Bees

The sub-committee operates under powers delegated to it by the school council and has no other executive powers.

3.2. Reporting

The sub-committee will:

- Report the findings and recommendations of the sub-committee to the school council after each meeting
- Circulate the minutes of sub-committee meetings to the school council.

3.3. Terms of Reference Review

The sub-committee will review its Terms of Reference in line with the school's review process (four yearly), and make recommendations to school council regarding edits and/or alterations.

Should the sub-committee wish alter its terms of reference at other times, a recommendation must be made to the school council, including the reasons for the proposed adjustment.

Elwood College Parents of Elwood College Sub-Committee
Terms of Reference

Purpose

The purpose of the Parents of Elwood College sub-committee is to assist the school council in fulfilling its responsibilities in relation to:

- Collaborating, connecting and communicating with the College community's parents and carers
- Building and fostering a strong sense of College community
- Provision of school events throughout the year, including the school production, student talent night and parent get togethers
- Fundraising

Membership and responsibilities

The sub-committee will consist of the sub-committee convenor and a minimum of 3 registered members but up to 8 registered parent members, a minimum of 1 DET/staff representative will be appointed to the sub-committee to support and advise in matters of education and policy. DET/staff representatives are non-voting members of the sub- committee.

The school council will appoint the convenor of the sub-committee from its parent or community members. The convenor is automatically one of the 8 registered parent members. The sub-committee may elect an acting convenor if required.

Non-school council members will be invited to be registered members of the sub-committee for a one-year period. This will occur via the membership annual registration process described in section 2.1

Parents and caregivers who are not registered sub-committee members can be invited to attend meetings but do not have voting rights.

School Council will review the membership of the sub-committee each year, following the election of new councillors.

2.1. Parent Membership Annual Registration

Sub-committee membership will be open to any parent or guardian of a child attending the school or any other interested individual of the immediate school community.

Members are required to attend all eight meetings throughout the year.

If a member is unable to attend a meeting, an apology should be submitted to the convenor in advance of the meeting and it should be recorded in the minutes of the meeting.

Members will be elected through a voting process. Parents can be nominated or self- nominate and all applications will need to be submitted by the end of the first sub-committee meeting at the start of the school year.

Parents and/or guardians will be asked to vote to elect a minimum of 2 but no more than 7 registered members. The members elected will have voting rights within the sub-committee.

Once elected, all members must sign and complete the Registration Form and submit to the sub-committee convenor.

2.2. Quorum

A quorum will consist more than 50% of the sub-committee parent members.

2.3. Meetings

The sub-committee will usually meet prior to council meetings (at least eight times a year) or as required. The convenor, in conjunction with the DET school council representative member, will prepare an agenda to be circulated at least one week prior to a meeting to the members of the sub-committee.

2.4. Conflict of interest

Sub-committee members are trusted by school council and the school community to behave in an ethical and impartial manner and to recognise and declare where they may have a conflict of interest with any matter being discussed and/or determined. Sub-committee members must declare where they have a conflict of interest in relation to any matter before the sub-committee.

If a member has conflict of interest, that member must not be present during the relevant discussion unless invited to do so by the sub-committee convenor and must not be present when a vote is taken on the matter.

The declaration of interest must be included in the minutes of the meeting.

A conflict of interest can occur when a members personal interests may influence, or may be seen to influence, their public duty. A personal interest may arise from a member's personal preference, relationship, business connections, bias, property, hobby, or a desire to help family and friends. Personal interests can also be pecuniary (financial) or non-pecuniary.

Terms of Reference

The Parents of Elwood College sub-committee will review and make recommendations to the school council regarding:

- College community social activities that the sub-committee wishes to coordinate/undertake
- Community-building activities that the sub-committee wishes to undertake
- Fundraising activities of a nature that the sub-committee wishes to undertake
- Parent education/information requests
- Evaluation of the performance, and effectiveness of operation of the sub-committee.

3.1. Authority to act

The sub-committee is authorised to:

- Submit a calendar of proposed events and activities to School Council
- Liaise with the principal, assistant principal, delegated staff member and/or business manager in a timely manner, being mindful and considerate of the other impacts on their time and resource
- Make recommendations to school council regarding the approval of:
    - Proposed fundraising activities or programs
    - Pre-spending of advised amounts to secure venues, or fund activities of a fundraising nature, providing that there is an anticipated break-even or profit margin at the end of the activity
    - Seek school council approval if an event is not expected to cover its costs

- Liaise widely within the school community and beyond to secure support (cash and kind) for fundraising activities
- Propose and promote activities intended to build the social capital of the school community
- Propose and promote activities intended to build the sense of community within the school community.

The sub-committee operates under powers delegated to it by the school council and has no other executive powers.

3.2. Reporting

The sub-committee will:

- Report the findings and recommendations of the sub-committee to the school council after each meeting
- Circulate the minutes of sub-committee meetings to the school council.

3.3. Terms of Reference Review

The sub-committee will review its Terms of Reference in line with the school's review process (four yearly), and make recommendations to school council regarding edits and/or alterations.

Should the sub-committee wish to alter its terms of reference at other times, a recommendation must be made to the school council, including the reasons for the proposed adjustment.

Finance

All revenue and expenditure (including reimbursements) in relation to the Parents of Elwood College must be approved by a meeting of school council in accordance with the school's financial procedures.

The Parents of Elwood College will have a sub-program within the school's official account on CASES21. All revenue and expenses relating to the Parents of Elwood College must be recorded within this sub-program in accordance with Department of Education and Training policy as per the Department's website.

A separate sub-program must be maintained for the purpose of:

- the administrative functions of the Parents of Elwood College; and
- the raising of funds by the Parents of Elwood College for the benefit of the school.

All funds raised by the Parents of Elwood College by fundraising activities must be held in the Parents of Elwood College sub-program by the School Council in trust for the general or particular purpose for which the funds were raised.

The Parents of Elwood College finances will be audited along with those of the school as part of the Department's audit process. It is the responsibility of the School and the Parents of Elwood College to provide relevant financial documentation and ensure records are up to date.

The Parents of Elwood College shall not operate for profit or undertake activities for the private gain of individual members.