



## ***Governing Council Information 2021***

Have you considered being on the Clapham Primary School Governing Council? Governing Councils are jointly responsible with the Principal for the governance of the school, with the council fulfilling roles specified in the constitution, including: strategic planning for the school, determining broad policy direction for the school, determining application of finances, presenting operational plans and reporting on its operations to the school community and the Minister, and complying with a code of practise approved by the Minister. Governing Council meets twice per term regularly to talk about the direction for the school.

### **Benefits of being on Governing Council include:**

- You hear different perspectives, what other people think
- You become well informed about what is happening in our school
- You get to know other parents
- You get to understand how the school works
- You learn how things "fit together" at school

You don't work alone when you are on a Governing Council. You and the Principal have shared responsibilities, but your day-to-day involvement is different.

### **Some differences between governance and day-to-day management**

In your role on a governing council, you work with the site leader to:

- Involve local community
- Develop and approve local policies
- Set the broad direction and vision of the site
- Monitor and review the Site Improvement Plan (which steers the education outcomes/priorities)
- Be the employing authority of some services such as the canteen (please note there are currently no governing council employees at Clapham Primary)

### **Site Leaders work with governing councils to:**

- Give educational leadership
- Carry out the site's policies
- Carry out the Site Improvement Plan

*Further examples of different responsibilities – councils and site leaders*

Area of responsibility	Site Leader (Principal)	Governing Council
Curriculum	Lead the development of teaching and learning programs, and set up timetables and teacher/class allocations.	Provide advice to the site leader to make sure the curriculum offered meets local community needs. For example, a specialist program.
Student achievement	Monitor individual student achievement against the department's standards.	-
Student management	Manage all areas of student wellbeing and discipline.	Consult with the site's community to assist when policies are made or reviewed.
Staff management (example 1)	Manage all department staff. For example, teaching performance, discipline and complaints.	-
Staff management (example 2)	Day-to-day management of staff employed by the council, including performance management. Performance management covers dealing with allegations of misconduct or negligence.	Overall responsibility and management of council employees.
Staff employment (example 1)	Employ the department's teaching and non-teaching staff.	Employ some staff. For example, canteen (if operating).
Staff employment (example 2)	-	Take part in an interview panel to employ the principal.
Big picture planning	Carry out the initiatives and work towards achieving the goals in the site improvement plan e.g. education outcomes/teaching and learning priorities etc.	Work on the site improvement plan and set strategic directions.
Finance	Prepare and supply financial reports to the council via the finance advisory committee.	Review, approve and keep a check on the site budget.
Reporting	Draft the annual report and share the information.	Endorse the annual report and report to the site's community – and the minister – at least once a year.

Our Governing Council has a number of sub-committees which meet and discuss certain aspects in detail, these sub-committees are where you can really get involved. **This is where the action is.** Sub-committees are usually convened by a Governing Council member; however, parents and interested community members are welcome to join a sub-committee without being on the Governing Council. Sub-committees report back to Governing Council and any recommendations from sub-committees are discussed and decided upon at Governing Council. Our sub-committees include **Education and Communication (Parent Reps), Facilities, Finance, After School Sports, Events and OSHC Advisory.**

Governing Council members need to be positive, respectful, confidential, and be part of a team to work proactively with other Governing Council members, school leadership, staff and students to ensure our school continues to be a quality education facility which maximises opportunities for all our young people. Training/induction will be provided.

If you are interested, please see the attached nomination form. If you would like more information about the role and responsibilities of the Governing Council please talk to our current Chairperson, Mr Brad Hocking or any Council member, the Assistant Principal, Deputy Principal or myself. We will be more than happy to explain the important part you play as a council member in your child's life and the life of the school. Please also encourage each other to join. More information can also be found on the Departments Governing Council portal <https://www.decd.sa.gov.au/sites-and-facilities/governing-councils>

Jodie Kingham  
Principal

## ***Governing Council Nomination for Election Form 2021***

**Nominations close: Thursday 4<sup>th</sup> of February at 3pm**

Email applications to: [dl.0952.info@schools.sa.edu.au](mailto:dl.0952.info@schools.sa.edu.au) or return to the front office by the above time and date.

I.....(full name) would like to nominate to be elected as a member of Clapham Primary School Governing Council.

Signed: \_\_\_\_\_

***In the space provided below, please let us know why you would like to nominate for Governing Council and what skills and abilities you may be able to offer. This will be displayed in the front office and put on the app prior to the Annual General Meeting.***