

TERMS OF REFERENCE FOR GOVERNING COUNCIL SUB COMMITTEES

CANTEEN

- Develop a canteen policy in line with the AIG's Section 5, Division 3.
- Consult with the school community about the operation and service standards of the canteen.
- Oversee the financial operation of the canteen.
- Ensure that the needs of Blackwood Primary School are addressed.

LINCS

- Develop a plan to improve the image of the school
- Review and develop school communications with the school community
- Develop strategic partnerships with local community groups to enhance the learning opportunities for students
- Develop close links with the relevant Mitcham Hills primary school Governing Council

FACILITIES

- Provide advice to the GC about the development and maintenance of the grounds, building and equipment.
- Develop a program for working bees.
- Seek partnerships with the local community groups regarding the use and development of the facility.
- Develop policies and procedures to guide the development of the assets of the school.

FINANCE

Finance Advisory Committee will advise the Council on budgetary and financial matters, including the preparation of the preliminary budget showing:

- the anticipated income available for the ensuing twelve months (both from normal transactions and from fund-raising activities);
- the proposed expenditure to be made;
- details of any funds held for special purposes.

The membership must be determined by the Council and must include:

- the Treasurer;
- the Principal or nominee;
- representatives of each affiliated committee; and

The membership may include student representation and persons co-opted by the Council.

The School Finance Advisory Committee must meet at least once each school term to examine receipts and payments and review the school budget.