

## **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.