

## 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, Bellevue Heights Primary School, Hawthorndene Primary School and Eden Hills Primary School are addressed.

### FINANCE AND FACILITIES

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 fundraising activities);
- The proposed expenditure to be made;
- Details of any funds help 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.

With respect to facilities:

- Provide advice to the Governing Council about the development and maintenance of the ground, 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.