

TERMS OF REFERENCE FOR GOVERNING COUNCIL SUB COMMITTEES

CANTEEN

- Develop a canteen policy in line with Department for Education Guidelines.
- 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 our Mitcham Hills Partnership Primary Schools are addressed.

FINANCE and FACILITIES

Finance Advisory Committee will advise the Governing 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;
- detail of any funds held for special purposes.
- Provide advice to the Governing Council about the development and maintenance of the grounds, building and equipment.
- Develop a program for working bees if required.
- 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.

The membership is determined by the Governing Council and must include:

- the Treasurer;
- the Principal or nominee and a Staff Representative;
- may have representatives of each affiliated committee; and
- the membership may include student representation and persons co-opted by the Governing Council.

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

UNIFORM

- Provide advice to the Governing Council on all aspects of the uniform policy.
- Provide advice to the Staff on procedures for ensuring student compliance with the uniform policy.
- Assist in ensuring the uniform is available to all students and parents/caregivers at a reasonable cost.
- Monitor and review Uniform Policy and procedures.
- Liaise with the supplier of the BHS uniform.
- The membership comprises of the Principal, staff, student representatives and parents/caregivers.