GOVERNING COUNCIL
HANDBOOK

Revised
March 2008
INTRODUCTION

Welcome to East Para Primary Governing Council. We trust you will find your involvement interesting, challenging and enjoyable. Please don’t hesitate to ask should have any queries / concerns throughout your time in office.

This booklet provides on overview of the operation and functions of Governing Council only. More detail can be obtained by reading the Constitution included at the back of your folder.

It also contains the role statements relevant to each of the subcommittees and a copy of policies appropriate to council for your interest. During your term as a councillor you should ensure this booklet is updated when these role statements and/or policies are changed and I suggest you add any other relevant documentation that becomes available.

HISTORY OF THE SCHOOL

The school was first established as a Junior Primary School and Primary School in 1971. Ms Puckridge was the first Principal of the Junior Primary School and Mr R Wilkins of the Primary School.

During the late 1970’s total numbers between the two schools was well in excess of one thousand students. Like many other schools in the state numbers declined in the eighties to our present level of around 400+ students.

In late 1991 the Education Department moved towards amalgamating the two schools and this came into being on 23rd January, 1992.

One of the unique features of our school is the relatively small size, and the excellent resources available to both students and parents.

In 2005 Para Hills East Primary School become formally known as East Para Primary School.
At East Para Primary School we are on about **LEARNING**!

We believe everyone is a learner and that learning is a pathway through life. As a learning community, we are fostering self-worth through a passion for learning that promotes autonomy and interdependence.

**Learning**
- occurs in a culture of inquiry where there is purpose and relevance for the learner
- is co-constructed in an environment of intellectual rigour
- is enabled by critical and skilled self-reflection
- happens when we respond to feedback
- can be unsettling, messy and fun
- occurs in a futures-oriented environment that stimulates wonder and awe.
- occurs when there is rigorous and relevant assessment processes
- occurs in the context of a sustainable global world

**Learners**
- need to be engaged in authentic and meaningful learning experiences
- can express what they know, understand and do, in diverse ways
- need a supportive environment that challenges thinking through questioning

**We value:**

<table>
<thead>
<tr>
<th>R</th>
<th>Respect</th>
<th>Value yourself and others. Respect differences.</th>
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<tbody>
<tr>
<td>I</td>
<td>Integrity</td>
<td>Be the best person you can be.</td>
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<tr>
<td>T</td>
<td>Trust</td>
<td>Believe positively in others and they will believe in you.</td>
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<tr>
<td>C</td>
<td>Caring</td>
<td>Care for yourself, others and the environment.</td>
</tr>
<tr>
<td>H</td>
<td>Honesty</td>
<td>Be open and honest in all that you say and do.</td>
</tr>
<tr>
<td>R</td>
<td>Responsibility</td>
<td>Be responsible for your actions.</td>
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</table>

**Our motto:** We make our school RITCHR by doing:
The right thing, at the right time, for the right reasons.
Students at East Para Primary describe our values as

**Caring for others**  
Supporting others  
Being sincere with others  
Being the best person you can be  
Not being fooled into doing the wrong thing

**Being confident**  
Being persistent  
Always keep trying  
Being a good learner

**Integrity**  
**Respect**  
**Trust**  
**Honesty**  
**Responsibility**

**Playing by the rules**  
**Following instructions**  
**Doing what you say you will do**  
**Going on the internet without going on inappropriate sites**  
**Being able to work unsupervised**  
**Meaning what you say**  
**Keeping your word**  
**Doing what you are asked to do**  
**Accepting the consequences for what you do**  
**Doing what you need to do on time**  
**Choosing appropriate behaviour**  
**Being a role model and showing others what to do**  
**Getting ready for learning**  
**Being organised**

**Speaking in a friendly voice**  
**Giving everyone a fair turn**  
**Treating people fairly**  
**Using manners**  
**Listening to others’ ideas and opinions**  
**Wearing the correct dress code**  
**Being patient**  
**Giving “build ups”**

**Sharing**  
**Working together and getting along**  
**Reporting harassment or bullying**  
**Looking after equipment & buildings**  
**Thinking about people’s feelings**  
**Slip, Slap, Slap! wearing a hat & caring for your skin**  
**Putting rubbish in the bin**  
**Being kind to people**

**Owning up to something you have done**  
**Telling the truth**  
**Telling the truth when you are a bystander**  
**Giving back other people’s property**  
**Owning up to mistakes**
GOVERNING COUNCIL CONSISTS OF

MEMBERSHIP

- Consists of
  - 9 elected Parent Members
  - 1 Representative from Affiliated Committees
  - 1 Community members
  - 2 Teacher Representatives
  - Principal
- The Finance Manager may be invited to attend nominated Governing Council meetings
  - Reimbursement at current salary level to be paid to Finance Manager.
- Student Voice representatives to attend on a needs basis.
- Governing Council adopts an Executive Committee consisting of: Chairperson, Secretary, Treasurer, Principal

ANNUAL GENERAL MEETING

- The Annual General Meeting will be held early Term 1 followed by the first meeting of the newly elected Governing Council to elect office bearers.
- Elections of parents will be from
  - Nominations before the meeting
  - Nominations from the floor
  - Elections

EXPECTATIONS OF GOVERNING COUNCILLORS

East Para Primary School’s Governing Council will observe the following principles.

- The care and learning needs of all children are paramount in decision making.
- Diversity within the school community is acknowledged and encouraged.
- The Governing Council will develop processes to take into account Student Voice when making decisions.
- A Governing Councillor acts honestly, in good faith and in the best interests of East Para Primary School.
• A Governing Councillor will represent the views of a majority decision of East Para Primary School Governing Council.

• Governing Councillors, while having a personal viewpoint, will develop processes to ascertain the views of all community groups when making decisions.

• The Governing Council will develop a shared sense of purpose, mutual respect and a willingness to negotiate.

• Governing Council members share information, responsibility, decision making and accountability.

• The Governing Council will initiate and support school programs, policies and activities.

• A Governing Councillor will maintain confidentiality at all times.

Our work as a Governing Council is underpinned by the following:

• Constructive thought in the framing of motions and the debate that follows using the skills, knowledge and expertise of individual council members.

• Ensuring the Governing Council is a truly representative body, allowing for all members to have the opportunity to voice their opinions and to be heard.

• Having a genuine interest in advancing the quality of education at East Para Primary School.

• Being prepared to be a member of at least one sub-committee and to do the work involved both during and between meetings.

• By being punctual and regularly attending all meetings.

• Assisting at special days and/or events.

• Working towards the achievement of the School Values.

A Code of Practice for Governing Councils developed by DECS is included as Appendix 2.

POWERS AND FUNCTIONS OF GOVERNING COUNCILS

These are best described on pages 6 and 7 of your Constitution

ROLE OF THE PRINCIPAL ON GOVERNING COUNCIL

Best described on page 8 of your Constitution.
MEETING PROCEDURES

Meetings are at times to be set at the first meeting or on a meeting by meeting basis. Meetings commence at 7.30pm and are convened in the Discovery Centre. Correspondence is available to read from 7.00pm. Interested members of the school community, who are not elected members of Council, are welcome to attend but do not have voting rights.

The Governing Council Executive group present agenda items based on input from members of the School Community, as well as oversee the implementation of Governing Council decisions. The agenda, reports from Principal and teachers, minutes of all sub-committees and any relevant attachments are issued in the week prior to the meeting.

Please ensure these reports are with the Governing Council Secretary or nominated person by Friday, one week before the meeting.

To hold a meeting, we must have a quorum that consists of one half plus one of the total number of Governing Councillors.

When making decisions, it is important to remember a motion is carried where the majority of members present agree. As a consequence, an abstaining vote on a particular motion it is in effect a NO vote.

The Chairperson has a deliberative vote only. In the event of an equality of votes, the Chairperson does not have a second or casting vote and the motion must be taken to be defeated.

The secret of a good meeting is adequate preparation, teamwork and co-operation before and during the meeting and the effective follow up.

Our usual agenda is as follows:

- Open and Welcome
- Apologies
- Adoption of Minutes
- Correspondence
- Questions invited from Reports
- General Business
- Any Other Business
- Close of Meeting

More detail on available on page 18 of your constitution.
Sub-Committees

To aid Governing Council in its role, Sub-committees, Portfolios and Facilitators have been established. It is imperative Governing Council and Sub-committees, Portfolios and Facilitators develop mutual trust and respect to enable an effective and efficient working relationship to be developed.

A standard Role and Responsibility Statement for Governing Council Sub-Committees has been developed and is included in this booklet. Specific role statements for each committee are also included. These statements are to be reviewed annually.

Sub-Committees currently operating at East Para Primary School include:
- Finance
- Grounds
- Out of School Hours Care
- Fundraising

Portfolios

Portfolios consist of a group of interested people who come together to work on a specific project/policy. These are formed on an as needs basis and are generally of a short duration.

Possible Portfolios could include:
- Review of Dress Code, Grievance Procedures etc.
- Plan a special event ie. Fair, Farewells etc
- Advise Council on new information/policies being issued by DECS

Facilitators

A Facilitator is one person who will take on the responsibility for a specific program. This person will be approved by Council and provide reports of the programs/events progress to Council. Proposed Facilitators include:
- Computer Courses
- Advertising – Kindergartens, local area etc

Affiliated committees
- Sporting Committees
GOVERNING COUNCIL STRUCTURE 2008

Governing Council
14 Members

Executive Committee
- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Principal

Subcommittees
- Finance
- Grounds
- Out of School Hours Care
- Fundraising

Portfolios
- On an as needs basis

Program Facilitators
- Computer Courses
- Kindergarten Advertising

Affiliated Committees
- Sporting
TALKING TO THE COMMUNITY

Governing Councillors have ideas and opinions of their own but also represent the School Community. It is imperative we remember this when discussing issues with members of the community.

It is also imperative Councillors do not discuss school staff or other councillors with a parent requesting an opinion or lodging a complaint. Councillors should refer the person to the appropriate contact as per the Sharing Successes and Grievance Procedure Policy - Parents / Caregivers

(included in the Policy Section of this booklet)

GUIDELINES FOR GOVERNING COUNCIL CONTINGENCY FUND

- Reimburse out of pocket expenses of Governing Councillors
- Supply tea/coffee and eats for Council meetings as required.
- Support various sub-committees in showing appreciation for their voluntary efforts.
- Provide Insurance for Volunteer Workers.
- Reimburse for postage and consumables
- Provide Professional Development for Councillors.
- Affiliation fee for S.A.A.S.S.O.
- Purchase of S.A.A.S.S.O. Handbooks and other relevant texts.
- Support Creche and child minding subsidy where applicable.
- Supply special morning teas for visiting dignitaries.
CHILD MINDING SUBSIDY

This is to enable attendance of councillors through subsidising child care.

FRAMEWORK:

- The subsidy will be made available to Governing Councillors, Sub-Committee Members, Portfolio Members and/or Facilitators attending organised events.
- The subsidy will cover the cost of paid childcare.
- The subsidy will be applied for using the form and envelope supplied and handed to the Bursar for payment.

S.A.A.S.S.O.

S.A.A.S.S.O. stands for the South Australian Association of State Schools Organisation.

This group aims to provide very factual and reliable information to schools, councillors, parents and community members in the important role they play in their local school. It supplies very competitive insurance for our Canteen and another policy for volunteers working within the school. Members of the S.A.A.S.S.O. Management Committee are often asked to sit on DECS committees giving you the parent a voice within the department. We receive a copy of ‘School Post’, an informative newspaper produced by the organisation, several times throughout the year.

S.A.A.S.S.O. makes available a Governing Councillor Training Program that is conducted at various schools across the State. Information regarding any courses being held in our vicinity is always made available through Governing Council correspondence.

For more detailed information, a copy of the S.A.A.S.S.O; “Handbook for Governing Councillors” is available from the Principal or Governing Council Secretary.
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>AEU</td>
<td>Australian Education Union</td>
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<tr>
<td>AST</td>
<td>Advanced Skills Teacher</td>
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<tr>
<td>BURSAR</td>
<td>Finance Manger</td>
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<td>DECS</td>
<td>Department of Education &amp; Children's Services</td>
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<td>D.D.</td>
<td>District Director</td>
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<tr>
<td>EDSAS</td>
<td>Education Department School Administration System</td>
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<td>EPPS</td>
<td>East Para Primary School</td>
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<tr>
<td>ESL</td>
<td>English as a second language</td>
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<tr>
<td>FIR</td>
<td>Flexible Initiative Resourcing</td>
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<tr>
<td>Funtastics</td>
<td>Co-ordination Program</td>
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<tr>
<td>I.C.T's</td>
<td>Information Communication Technology</td>
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<tr>
<td>LAP</td>
<td>Learning Assistance Program</td>
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<tr>
<td>Ministerial</td>
<td>The request for information or an explanation from the Minister usually arising from a parent complaint</td>
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<tr>
<td>NIT</td>
<td>Non Instructional Time. All full time staff are given pupil free time during the week, students are doing lessons within our three specialist areas during this time.</td>
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<tr>
<td>OSHC</td>
<td>Out of School Hours Care</td>
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<tr>
<td>PAC</td>
<td>Personnel Advisory Committee Role is to advise the Principal on matters of staffing, class make up, resolve disputes. Made up of Principal, Equal Opportunity Representative and AEU Representative.</td>
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<tr>
<td>PALS</td>
<td>Partners Assisting Learner's</td>
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<td>PAT</td>
<td>Permanently Employed Teacher placed against a temporary vacancy.</td>
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SAASSO  South Australian Association of State School Organisation
SAASPC  South Australian Association of School Parents Club Inc.
SACSA  South Australian Curriculum Standards and Accountability
SAPSASA  South Australian Primary School Amateur Sports Association
SHIP  Students with High Intellectual Potential
SI  Social Inclusion
Site Learning Plan  A one / three year plan of School Priorities.
SSO  School Services Officer
TPT  A permanent teacher who does not have a position.
TRT  Temporary Relieving Teacher
SPONSORSHIP & PROMOTION POLICY

Policy Statement
In its educational, business and sponsorship interactions with the school community, East Para Primary School will ensure a high standard of ethical conduct, consistent with school’s core values.

Rationale
The educational program of East Para Primary School is resourced through the government grants, materials and services charges and some fundraising. Primary School offers a range of curriculum offerings that meet the requirements of DECS and the National Standards in the 8 curriculum areas of learning. The Governing Council believes that well managed and responsible sponsorship and promotional activities can provide legitimate additional resources to the school.

Definitions
Sponsorship is defined as ‘the negotiated provision of funds, goods, or services … in exchange for advertising, publicity or other benefits’.

Promotion is a ‘scheme or arrangement…. Intended for commercial or other benefit, and which involves and rewards students, teachers, or schools for participating…’.

Purpose of the Policy
This policy outlines the code of conduct that will underpin the school’s interactions with the wider community, and in it’s dealing with suppliers, customers and business partners, including school sponsorship and promotion.

Principles Guiding Sponsorship Agreements
• All sponsorship agreements should be reached through negotiation. The agreement must then be signed by the parties concerned and must clearly specify the roles and responsibilities of individual parties and the nature and level of acknowledgment to be given to the sponsor.

• Sponsorship and promotion should not involve endorsement of products or service by the school.

• Acceptance of a sponsor’s product or service should not be a condition of an individual student’s participation in sponsored activities.

• Any sponsorship or promotional agreement should have an agreed period of time for its currency.

• Any sponsorship or promotional agreement that involves resources to the value of more than $5000 should be reviewed by the Finance Committee for approval. Any lesser amounts can be approved by the Principal within the guidelines specified and reported to the Finance Committee at a subsequent meeting. Any sponsorship or promotional agreement that raises significant ethical questions should be referred to the Governing Council for final approval.
• Sponsorship agreements should only be negotiated with organisations whose public image, products or services are consistent with the ethos and values of public education and East Para Primary School.

• Sponsorship and promotional activities should be compatible with good educational practice. Time and resources allocated to these activities should be consistent with school priorities and the overall educational program of the school.

• Participation in sponsorship and promotions should not generate undue pressure on children, parents or schools to purchase particular products or services, or to adopt particular beliefs, attitudes or courses of action. As far as possible elements of choice by parents or children should be preserved in any sponsorship agreement.

Sponsorship at East Para Primary School

The Governing Council agrees that East Para Primary School will ‘actively pursue sponsorship possibilities and that the Governing Council, Sub-Committees, Portfolio Committees and Facilitators of the Governing Council, the Student Voice Representatives and the staff, each pursue possibilities as appropriate within their area of responsibility”.

All money raised by sponsorship belongs to the school, and must go through the school accounts.

Governing Council recognise instances of autonomous control of in kind sponsorship for all groups within the school community. These groups are required to provide written reports of such sponsorship in their minutes to the Governing Council.

Sporting Committees and other groups seeking sponsorship should include sponsorship in their Roles and Responsibility Statement in line with the school policy.

Process of sponsorship approval at East Para Primary

The following details must be provided to the Finance Committee in order that a full analysis of the proposed sponsorship or promotions can be conducted, and to allow a recommendation to be made to the Governing Council.

• Details of the company providing sponsorship.

• Any related companies that may prejudice application (eg company issues).

• Full details of benefit to the sponsor.

• The time period of the sponsorship.

• Explanation of how the sponsorship meets the requirements of the Code of Practice.

• Contact name of person presenting Sponsorship to the Committee.

• Any other details that will support a favourable approval.

Sponsorship needs to add value by:

• Supporting students in achieving their best possible learning outcomes.

• Promoting a school ethos that is focussed on maximising student learning opportunities.

• Promoting a framework that provides best practice for students.
• Supporting a learner centred community.
• Supporting students in maximising their learning pathways.
• Supporting the development of students as autonomous learners.

**FUNDRAISING POLICY**

All subcommittees, formal and informal groups, affiliated bodies and / or individuals who wish to embark on fundraising activities at East Para Primary School are to

- make an application to the Fundraising Committee who will consider the proposal and make a recommendation to the Governing Council.

Applications to include

- the purpose of the event
- where the funds will be spent
- the involvement of staff, students and the community

Exemptions are valid for

- Football Club for match day fundraisers
- Civies Day organised by the Student Voice Committee
- one event for each class to support a community/overseas charity.
- one event across the whole school, managed by S.R.C., to support a charity usually

**SHARING SUCCESSES AND GRIEVANCE PROCEDURE - PARENTS CAREGIVERS**

At East Para Primary School all students, staff and parents/caregivers have the right to a safe and happy environment.

Good relationships between our school and its community give our children a greater chance of success.

Parents want the best for their children, so it is only natural that there will be times when they will want to share things they feel are going well or to raise concerns. These ideas or concerns may relate to classroom issues, yard behaviour, curriculum, grounds or school policies and practices. They may involve their own child, other children at the school, a teacher, a member of staff, other parents or the Principal.

It is important that we deal with these in ways that ensure problems can be resolved and that good ideas can be used to improve our school. We need to show respect for all parties, emphasise listening and sharing information, and handle issues in a quiet and calm manner. It is particularly important that our students see adults modelling respect for one another and showing confidence in our ability as a school community to work things through.

Be reassured that no parent, student or staff member will be penalised for raising an issue.
The following Guidelines may assist you to take up your suggestions or concerns.

My concern is about:

<table>
<thead>
<tr>
<th>Classroom Based Issue</th>
<th>School Policies</th>
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<tbody>
<tr>
<td>Whole School Issue</td>
<td></td>
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<tr>
<td>Specific Incident</td>
<td>General School Issue</td>
</tr>
</tbody>
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- Contact the teacher concerned to arrange a mutually convenient time to discuss the issue and find a workable solution to the problem.
- Allow a reasonable timeframe for the issue to be addressed.
- If the issue is unresolved or you are not happy with the outcome arrange a meeting with the Principal or Assistant Principal.
- If you are still unhappy please arrange another appointment with the Principal or a time to speak with the District Director.

AND / OR

- Contact a member of Governing Council or have the issue placed on the Governing Council agenda.
- Allow a reasonable timeframe for the issue to be addressed.
- If you are still unhappy please arrange another appointment with the Principal or a time to speak with the District Director.

Principal: Bob Greaves 8264 3944
Assistant Principal: Deb Gustainis 8264 3944
Assistant Principal: Mary Wills 8264 3944
District Director: Richard Costi 8366 8846 0401 121 344
DRESS CODE POLICY

It is the policy of the school community that students attending East Para Primary School follow the Dress Code. It is important that students wear comfortable, hard wearing, easy to move in clothing so they are able to participate fully in the activities provided at the school.

**Navy Blue, White and Maroon are the designated school colours.** However, maroon is only to be worn as a solid colour (unless wearing the tricolour windcheater and polo shirt available for sale from school only). The maroon is the shade of maroon available through local stores in the standard school range. A sample can be seen in the school office.

**THE SCHOOL DRESS CODE IS DEFINED BY ITEMS CHOSEN FROM:**

- **Tri-colour** windcheater/rugby top and polo shirt in navy, white & maroon **only available for purchase through the school by pre-order.**
- Plain Navy Blue or White or Maroon Long/short sleeved polo shirt, T shirt, cotton shirt or skivvy.
- Plain Navy Blue, or Maroon for Windcheaters, Jumpers, or Jackets.
- Plain Navy Blue Trousers, Pants/Track Pants or Shorts **Not Denim.** A maximum of two white stripes, up to 1cm in width are acceptable on track pants.
- Plain Navy Blue Skirts or Pinafores **Not Denim**
- Navy Blue & White check Gingham dresses.
- Sports briefs are encouraged when girls are wearing skirts and dresses.
- **No Jewellery,** except Sleepers, Studs and Watches are allowed.
- **No Makeup** is permitted.

**School Logos** are to be sewn onto fabric. Lorraine Munro (Bursar) will organise batches of embroidered logos on garments. Please refer to the Newsletter for opportunities to use this service. Please see the Bursar for details. Small commercial logos **NOT EXCEEDING 6 square centimetres are permissible.**

**HAT POLICY**

**Wide brimmed, Bucket or Legionnaire hats** as approved by the Anti-Cancer Foundation are to be worn:

- In Term 1 of each school year for play times and outside lessons
- From the 1st September until the end of Term 4 for play times and outside lessons.

Hats are **NOT** required in:

- Term 2
- July and August Term 3
This advice was a result of studies which clearly demonstrated that large numbers of children were low in Vitamin D.

Of course if children want to wear hats all year round that is fine, and if there are hot days in Term 2 July/August the wearing of an appropriate hat is advisable.

**Footwear** – Strong firm fitting shoes suitable for physical activities.

**Students on school excursions/camps** will comply with the School Dress Code unless alternative arrangements have been made, between the **Teacher and the Principal**, because of the nature of the activity.

**TRANSFERRING STUDENTS**

Students transferring from another school may wear that school's uniform until able to purchase clothing in line with the E.P.P.S. Dress Code Policy.

**PLEASE NOTE** Parkas and hats are the only items accepted in non school colours.

**EXEMPTIONS**

Written requests for exemption can be submitted on the following grounds:
- Religious
- Cultural or Ethnic
- New Students (time to purchase, wear previous uniform)
- Itinerant students
- Financial hardship
- Genuine medical or family sickness reasons

**YEAR 7’S** are given the opportunity each year to order a specific top either a windcheater and/or polo shirt using a student agreed design incorporating blue white and maroon or a combination of one or more of these colours.

**The School Dress Code will be reviewed as the need arises.**
It is the policy of East Para Primary School that all sporting teams in the first instance will consist of members presently attending the school.

It is expected that coaches/team managers will strongly promote the sports and encourage all students to participate regardless of their ability.

If we are short of players after this process has been implemented, players can be involved from other schools on the understanding that should more students from EPPS become available, they will receive priority.

When nominating student representatives for SAPSASA or Zone matches, we will nominate the allowed number from EPPS students and then extras from students who attend other schools but play for EPPS provided they have the necessary ability/skills. Where extra students are nominated, this will be negotiated by the EPPS coach and the SAPSASA/Zone coach.
East Para Primary School recognises organised sport as a legitimate and significant activity within the school environment, and it is positively supported.

All children are encouraged to participate in a variety of sporting activities.

As an over-riding influence, the significance and influence of the Junior Sports Policy is recognised, and the school's sporting programme will be conducted and organised in accordance with this policy.

OBJECTIVE 1: Teachers, coaches and supervising adults with knowledge and skills to provide an appropriate, structured sporting programme.

Policy 1.1 All coaches should have at least a Level '1' Coaching Certificate or take a coaching course during the season.

Actions The school will fund relevant coaching courses.

The school will encourage team managers and prospective coaches to undertake Level '1' Courses by publicising dates that they are held.

Policy 1.2 Sport in the school will be conducted in accordance with the Junior Sports Policy and in accordance with the Codes of Behaviour for students, coaches, parents, spectators, umpires and officials.

Actions The school will provide to each club, copies of this Sports Policy and the relevant pages from the Junior Sports Policy relevant to their sport.

Each club, when seeking and selecting coaches, should make them aware of the implications of the School Sports Policy and the Junior Sports Policy.

The school will inform coaches of the Australian School Sports Council and SAPSASA Codes of Behaviour and the school's approach to behaviour management, in order to assist in the management of children at practices and matches.

The school will provide a copy of the School Sports Policy, on request, to parents of children playing organised sport.

Only children who are eight during the year of competition may play competitive sport.
All team medical records are to travel with either the coach or Team Manager. The School will call for an ambulance whenever the need arises. Parents are expected to have their own private Ambulance Insurance cover. If families do not have Ambulance Insurance, the Education Department will meet the Ambulance cost provided parents sign a statutory declaration that they are unable to pay. All coaches and managers should make themselves aware of the basic medical skills relating to sporting injuries.

**Policy 1.3**  *The nomination of coaches is the responsibility of the clubs, but each coach must be ratified by the Governing Council.*

**Actions**  The clubs will notify the Governing Council of its selected coach(s).

**OBJECTIVE 2**  Involved and informed parents.

**Policy 2.1**  *Parents are strongly encouraged to support their child's participation in their selected sports(s).*

**Actions**  Consent forms for participation in the particular sport will include a list of the duties involved with that sport and a clear indication that by agreeing for the child to play, there is a commitment on the part of the parent to assist in performing some of those duties.

Team managers and organisers need to establish rosters for the various duties associated with that sport.

**Policy 2.2**  *Each club should establish a clear administrative structure and hold regular meetings to ensure that as many people as possible are aware of what is happening.*

**Actions**  Each club should have an initial meeting with coaches and team managers to establish the season's programme, determine associated costs, outline their responsibilities and provide information regarding codes of behaviour and appropriate coaching techniques.

Minutes to be presented at each Governing Council Meeting.

**Policy 2.3**  *Each club should publish results of games in the school newsletter, and may include a short report, eg Best Players, highlights. All results from teams should be collated by one nominated member for each club, on the proforma provided.*

**OBJECTIVE 3**  The provision of quality equipment and safety of all children.
Policy 3.1  
Each club is responsible for its equipment during the season.

**Actions**

Equipment is to be stored where it is safe from theft and deterioration by the weather.

At the end of each season, the equipment is to be stored at the school.

Each club will assess its equipment needs annually and submit its budget application to the Finance Committee by the end of November or in the case of new teams, when the team is established.

To assist with budget applications, each club should

- keep a list of current uniforms, the year of purchase, life expectancy and approximate replacement cost,
- the running costs of the club, including affiliation and registration fees, umpires' fees, equipment replacement, first aid and entrance fees,
- the number of children playing the sport and the approximate cost per child.

Policy 3.2  
Equipment of an appropriate quality and size shall be available for all children, so that it can be safely worn. Protective equipment shall be worn, as agreed by the club.

Children engaged in outdoor sports or when out in the sun for long periods, are to wear approved caps / hats as per school policy, and put on sunscreen at training and matches.

School Policy - Each team will have a maintained first aid kit and asthma kit, which is to be on hand at training / practice and games. This kit should be checked, supplemented and returned to school at the end of each season.

Transport - All coaches, parents and managers must conform with the "Road Traffic Act" in transporting children to and from sport (in particular the seat belt regulation) and no "P" or "L" plate drivers to transport children.

Only registered, insured, roadworthy vehicles are to be used.
OBJECTIVE 4  The provision of quality programs for both sexes.

Policy 4.1  *Children of all skill levels should be provided the opportunity to participate in a wide range of sports.*

Actions
The school will take advantage of the introductory coaching offered by the different sporting bodies in school time.

The school will encourage the attendance at skills clinics for those children who are not eligible to compete in regular competition.

Children should generally play in their year level unless there are special exemptions granted by the zone.

To ensure that there are enough players for teams throughout the season, clubs should set a minimum number of confirmed players before entering a team or teams. The inclusion of children from other schools should always be considered an option. However, these children and their parents need to be aware of the School Sports Policy.

OBJECTIVE 5  A high level of participation.

Policy 5.1  *Each child shall be given equal opportunity to participate in sport and improve their skills.*

Actions
Coaches must ensure that all players, including players from other schools who are representing East Para Primary, are given reasonable amount of playing time and the opportunity to play in a variety of positions, with varying degrees of responsibility.

Policy 5.2  *All children at the school should be provided the opportunity to compete in SAPSASA competitions, both team and individual events.*

Actions
The school will nominate a SAPSASA representative. They will be responsible for publicising the SAPSASA program by forwarding a copy of the program to each committee and assisting with school-based selection process and highlighting selection / achievement of participants in the newsletter and at Assembly.

Generally, preference for SAPSASA selection will be given to Year 7 students who show ability and appropriate behaviour.

The school should support all SAPSASA sports offered during the year. It will be up to parents to decide how many sports they wish their child to participate in.
As from 2001 a shield, to be kept in the Trophy cabinet in the Primary School foyer, will include the names of all students who have, while at East Para Primary School, been selected to represent South Australia or Australia at a recognised SAPSASA National event.

OBJECTIVE 6  A clear administrative structure.

Policy 6.1  Each Sports Committee needs to review their role statement at their first meeting each year and adhere to the specific guidelines. (Ref attachment)

Actions  The Governing Council will
• monitor and discuss development in junior sport

Policy 6.2  Grievances should be settled by the particular club.

Actions  Any matters relating to the running of each club or team should first be raised with the particular sub-committee.

Where the problem remains unresolved, it should be brought to the Principal and / or Governing Council. If the Principal has dealt with an issue, he/she should advise the Governing Council.

Policy 6.3  The establishment of a new sport in the school needs the approval of the Governing Council.

Actions  When introducing a new sport, the following needs to be considered.
• The canvassing of interest
• Awareness of Sports Policy
• Age levels
• Gender of teams
• Affiliation with established community clubs / associations
• Funding support

A request is then to be made to the Governing Council outlining support needed and structures already available (eg coaches, transport, interested numbers etc.)

OBJECTIVE 7  Fundraising is the responsibility of the Governing Council and is used to provide resources for all students.

Policy 7.1  Sporting Committees are required to seek 'exemptions' and approval for all other fundraising.

Action  The Governing Council provides exemptions for fundraising during sporting events (eg barbecue).
The Sports Sub-committees are to submit 'exemption' requests to the Governing Council after their first meeting and at any other relevant times.

Sub-committees are to seek approval, through the Fundraising Committee, for all other fundraising events.

The Canteen can be approached to support purchases.

All monies raised to be used for the benefit of the club and managed by the Bursar.

OBJECTIVE 8  Social Events & Celebrations.

Policy 8.1  A range of activities are to be organised to celebrate participation in sport.

Action  The Sports Committees are to seek approval on all incursion, excursions or camps. Sports Committees are to conduct all such events in line with the school and DECS policies. (Guidelines for Approval, Adventure Activities, Camps and Excursions).

A trophy/medallion is awarded to children who play for the team.

Individual Awards can be given for, Best Team Player, Coaches Award, Most Improved.

Gifts for volunteers to be paid for by monies collected for that purpose.

MOBILITY POLICY

CAROONA AVENUE CAR PARK
CAR PARKING FOR PARENTS/CAREGIVERS WITH SHORT/LONG TERM MOBILITY PROBLEMS

- Parent/Caregiver is to contact the Principal who will need to sight an appropriate medical certificate outlining the disability.

The Parent/Caregiver will be issued with a CAR PARK PASS that allows access for the duration of the medical certificate.
POLICY FOR HIRE OF SCHOOL HALL / FACILITIES

GENERAL MATTERS

• The school facilities will be offered for hire to the school community and persons guaranteed by school community members.
• School use has priority and so the Facilities will only be available when not required by the school community.
• Hiring may be approved by the Principal, through the Bursar in accordance with this policy.

CONDITIONS OF HIRE

• These are as per the ‘Use of School Premises - Agreement Form’

CAR PARKING

• During the day available spaces in the Visitors Car Park can be used. All other cars will need to use neighbouring streets.
• For evening events, not involving staff, the Staff Car Park is available.
• Where agreement has been reached with the Bursar the asphalt area of the yard can be used for events beginning after 6.00pm.
• Parking on the oval is prohibited but the oval can be used (in dry weather) for unloading equipment if prior arrangement is made with the Finance Manager (Lorraine).

HALL FACILITIES

• Handicapped Toilet
• Toilets
• 150 Chairs
• 20 Trestle Tables
• Cutlery / Crockery for 150 people
• Stove
• Wall Oven
• Trays
• PA System - CD Player, Tape Player
• Cordless Microphone
• Air Conditioning / Gas Heating
• Glasses
• Kitchen Area
• Bain Marie

APPLICATIONS FOR USE

All applications are to be forwarded to the Bursar on the form ‘Application to Hire School Hall / Facility’

CLEANING

• Two broom mops, one bucket, one mop and banister brush and dustpan will be supplied.
• Clean the floor with dry mops provided. Use a rag with water for cleaning spills. **Do not wash the whole floor area.**
• Users are to supply all cleaning equipment eg: dishwashing detergents, dish
cloths, tea towels, table cloths, hand towels, extra bins and sponges.

- **The user is responsible for the removal of all rubbish.** The school’s large waste bin may be utilised.

**SECURITY**

- The security sensor is to be engaged when locking up the hall at the end of the session. In all other rooms - doors and windows to be locked.
- The cost of $80 for a security call out will be deducted from the bond if the above security measures are not taken.
- Security patrols can be contacted on 8226 0888
- Education Department Policy states that people are not permitted on school grounds between the hours of midnight and 7.00am unless carrying authorisation.

The signed ‘Use of School Premises - Agreement Form’ will provide this authorisation so it must be carried at all times the facility is being used.

This authorisation must be presented upon request to:
- Security Patrols
- Members of Staff
- Members of Governing Council
- The Police

**HIRING RATES**

**A. HALL**

- Casual use  $15 + GST per hour or part thereof $100 bond
- Weekend use after 4.00pm for Social Functions  $200 + GST per night $150 bond
- Long Term Hirer - 6 months - 1 year  $15 + GST per hour or part thereof $200 bond

**NOTE: THE HALL IS NOT AVAILABLE FOR HIRE FOR 18TH AND 21ST BIRTHDAYS EVEN IF IT IS SIBLINGS OF SCHOOL COMMUNITY MEMBERS**

**B. MISCELLANEOUS**

- No hirer may in any circular or advertisement, state or imply that their activity is supported by the school, unless written Governing Council approval has been received.
- No advertising is permitted on the school property, except within the hired space, for the duration of the hired times.
ROLE AND RESPONSIBILITY STATEMENT
for GOVERNING COUNCIL SUB-COMMITTEES

MEMBERSHIP OF COMMITTEE:

• Representative(s) of Governing Council
• Representative(s) of the Parent Community (Optional)
• Representative(s) of Staff
• Representative(s) of other affiliated bodies (Optional)
• The School Principal or their nominee
• Any person co-opted by the Sub-Committee (Optional)

ROLES AND RESPONSIBILITIES

• Review the existing Role Statement within the first two meetings, so that it is relevant to the skills, ideas and direction that the committee wishes to follow.

• Elect or agree to rotate a Co-ordinator and Minute Taker.

• Consult with students, parent community and staff to ensure ownership of programs.

• Provide information to the School Community through a variety of forms including reports in the School Newsletter.

• Provide a report for the Annual General Meeting.

ORGANISATION AND MANAGEMENT

• Set meeting dates and publish on the two whiteboards, one in the Staff Room one outside the Bursar's Office.

• Maintain minutes of meetings and provide copies for each member of the sub-committee.

• Provide a copy of the minutes to the Governing Council secretary within one week of the committee meeting. All motions are to be part of the sub group minutes and noted in bold print at the end of the minutes.
EXECUTIVE GROUP - GOVERNING COUNCIL

MEMBERSHIP OF THE COMMITTEE

- Chairperson of Governing Council
- Vice Chairperson of Governing Council
- Secretary of Governing Council
- Treasurer of Governing Council
- Principal or their nominee

ROLE STATEMENT

- To set the agenda for the forthcoming Governing Council meeting
- To monitor that business from the last meeting has been attended to
- To review correspondence and decide if copies of any incoming mail needs to be sent to Governing Council members with the agenda/minutes
- To receive minutes from Sub-Committees/Portfolio groups and present with the agenda.
- Through consultation with other members represent the Council if an opinion is sought by the Principal on an urgent matter
- To oversee the effective management of all Sub-Committees, Portfolio Committees and Facilitators.
- To be represented on Special/Short Term committees where appropriate
- To support school projects and work towards developing a high profile for the school
- To initiate and support Professional Development programs for Governing Council members, staff and the Parent Community
- To facilitate the distribution of information to parents/caregivers from Governing Council, Sub-Committees, Portfolio Committees and Facilitators.
- To be fully informed on systemic Issues to be addressed by Governing Council
FINANCE COMMITTEE

The Finance Committee is responsible to the Governing Council for the overall Management of Finance and the Canteen.

MEMBERSHIP

- The School Finance Manager/Bursar
- Representatives of the Governing Council
- Representatives of staff
- Representatives of the Student Body (where applicable)
- Representative of the Parent Community (where possible)
- School Principal or nominee

ROLE STATEMENT

- Present the Budget to the Governing Council for ratification.
- Consider additional requests for financial assistance.
- Review income and expenditure from the reports provided by the Bursar.
- Oversee the Management of the Canteen through a delegation of daily responsibilities to the Manager.
- Provide a copy of the minutes to the Governing Council secretary within one week of the committee meeting. All motions are to be part of the sub group minutes and noted in bold print at the end of the meeting.

GROUNDСOMMITTEE

MEMBERSHIP

- Interested community members (Optional)
- Governing Council Representative
- Member of Staff
- Principal or their nominee

MEETINGS - As needed

ROLE STATEMENT

- To oversee facility maintenance and improvement through the Asset Management Plan.
- To initiate, implement, evaluate school based projects.
- To oversee through the Principal day to day maintenance of the grounds.
- To apply for funding where grants are available.
- Through the Principal (or nominee) oversee projects involving the 'Work for the Dole' program.
- Provide a copy of the minutes to the Governing Council secretary within one week of the committee meeting. All motions are to be part of the sub group minutes and noted in bold print at the end of the meeting.
FUNDRAISING COMMITTEE

The Fundraising Committee is responsible to the Governing Council for co-ordinating school fundraising to meet Budget targets.

MEMBERSHIP OF THE COMMITTEE
- School Principal or nominee
- Representative(s) of the Governing Council
- Representative(s) of other affiliated bodies
- Representative(s) of Staff
- Any seconded person deemed necessary by the committee
- Representative(s) of the parent community (Optional)

ROLE STATEMENT
- Make recommendations to Finance Committee regarding possible budget targets
- Co-ordinate fundraising across the school, including all affiliated and non affiliated bodies
- Timeline fundraising activities on at least a yearly basis
- Following each fundraising activity, highlight successes, problems and list ideas for next year
- Yearly evaluate all fundraising activities and make recommendations for fundraising for the following year
- Provide a copy of the minutes to the Governing Council secretary within one week of the committee meeting. All motions are to be part of the sub group minutes and noted in bold print at the end of the meeting.

OUT OF SCHOOL HOURS CARE MANAGEMENT COMMITTEE

The Out of School Hours Care Management Committee is a sub-committee of the Governing Council and is responsible for the management of the OSHC Program, its policies, staffing and financial management.

MEMBERSHIP OF COMMITTEE
- School Principal or nominee
- Director of OSHC Program
- Representative(s) from the OSHC Staff (voluntary)
- Representative of School Staff
- Representative(s) of Governing Council
- User Parent/caregiver representative(s)
Non OSHC staff members must make up more than 50% of the voting members when any decision is voted upon. Staff members entitled to vote are the Director and then subsequent permanent staff members nominated by the Management Committee.

ROLE STATEMENT

- To consider, discuss and if required take action on reports submitted by the Director
- To have input into the development of broad policies on how the centre will operate.
- Provide support to the Director for the provision of a program that is interesting, instructive, balanced, fun, and is relevant to children participating.
- Promote the usage of the OSHC Program within the community.
- Review the budget generated by the Director presenting the final version to the Governing Council for ratification.
- Participate as per policy in resolving Grievances.
- Promote a supportive atmosphere and working environment for all staff.
- When a vacancy occurs
  
  a) at Director Level, be responsible for the preparation of a Job and Specification, advertisement, the selection and nomination of a replacement and submitting a recommendation to the Governing Council for ratification.
  
  b) at Child Care Worker Level, participate in the preparation of a Job and Person Specification, advertisement the selection and nomination of a replacement and submitting a recommendation to the Governing Council for ratification.
  
- Annually review the OSHC Management Booklet and pamphlet and ensure the School Website actively promotes the OSHC program.
- Provide appropriate reports to Governing Council and Parent/Caregivers and the Finance Committee as requested.
- Provide a copy of the minutes to the Governing Council secretary within one week of the committee meeting. All motions are to be part of the sub group minutes and noted in bold print at the end of the minutes.
Each Sport Committee is responsible to the Governing Council for the overall management of their sport.

**MEMBERSHIP OF COMMITTEE**
- School Principal or nominee
- Representative of the Governing Council
- Representatives of the school community
- Any seconded person deemed necessary by the subcommittee.

**ROLE STATEMENT**
- Elect or agree to rotate a Secretary and Chairperson.
- Consider the option of a parent and student evening, before the season, to provide information on the sport.
- Provide a representative from the committee, as required, to the various officiating body/zone meetings and abide by their code of conduct.
- Be totally familiar and abide by guidelines as defined in the Sports Policy.
- Where relevant maintain a record of games played to acknowledge milestones for each child's achievement.
- Nominate a person to provide results for the Newsletter on the proforma provided.
- Review this role statement at the first meeting each year.
- Provide a copy of the minutes to the Governing Council secretary within one week of the committee meeting. All motions are to be part of the sub group minutes and noted in bold print at the end of the meeting.