

Committee Policy and Guidelines

July 2022

Summary

This policy applies to Community Language Schools SA and all member schools.

Table 1: Document Details

Policy Number	ES13
Related Policies	ES01: Child Safe Environments Policy and Procedures ES02: Risk Management Policy ES03: Teaching Staff Policy Recruitment Policy and Procedures ES04: Grievance and Complaints Policy ES05: School Personnel Code of Conduct Policy ES08: Emergency and Critical Incidence Policy ES10: Personal Information and Photograph Release Policy ES11: Communication Policy and Guidelines ES12: Principal Job Description Policy ES13A: Committee Nomination Form and Agenda Sample ES14: Working with Children Check Policy and Procedures ES15: Sexual Misconduct Policy and Guidelines ES16: Adult Students attending Community Language Schools Policy ES22: School Safety and Security Policy and Procedures ES23: Work Health and Safety Policy ES24: Visitor and Parental Volunteer Policy ES25: Managing Trespass and Misbehaviour Policy and Procedures ES40: Special Needs Policy ES48: Animals in School Policy and Guidelines
Version	2.2
Created By	CLSSA Policy Officer
Reviewed By	CLSSA Executive Officer
Applies to	All Community Language Schools
Key Words	Legal body Committee; Chairperson; Secretary; Treasurer; Contact Person; Annual General Meeting AGM); Management Committee Meeting;
Status	Approved
Approved By	CLSSA Board <i>(Administrative updates approved by Executive Officer)</i>
Approval Date	July 2022
Review Date	December 2023
Notes	Version 2.2- Administrative and specific content update

Table 2: Revision Record

Date	Version	Revision Description
10 th April 2017	1.0	New policy developed
30 th June 2019	2.0	<ul style="list-style-type: none"> Separated nomination form and sample agenda into new document ES13A: Management Committee Nomination Form and Sample Agenda Amend policy to make it generic by replacing individual school details with "Ethnic and Community Language Schools" Changes in 'Created By' and 'Reviewed By' in Table 1; Changed Contents to Table of Contents; Reformatting of table and titles; Formatting of policy
18 th January 2021	2.1	<ul style="list-style-type: none"> Changed policy name from 'Management Committee Guidelines' to 'Management Committee Policy and Guidelines' Changed Contact Person to School Administrator Amend content in Committee Members
December 2021	2.1	<ul style="list-style-type: none"> Added policy in Related Policies (Table 1)
July 2022	2.2	<ul style="list-style-type: none"> Changed policy name from 'Management Committee Guidelines' to 'Committee Policy and Guidelines' Amend content in 'Introduction' Amend content in 'Guidelines; to include requirements for WWCC, SET /RRHAN-EC Amend all roles in 'Role Descriptions' and added the role of 'Principal' Changed title from 'Management Committee and/or Community Language School Committee Members Meetings' to 'Committee Meeting' Amend content of Annual General Meeting (AGM)

Table of Contents

Committee Policy and Guidelines	1
Summary	1
Table 1: Document Details	1
Table 2: Revision Record	2
Committee Policy and Guidelines	3
Introduction	3
Guidelines	3
Responsibilities	4
Role Descriptions.....	4
President/ Chairperson	5
Secretary	5
Treasurer.....	5
School Administrator	6
Principal	6
Annual General Meeting (AGM).....	7
Quorum for meetings.....	7

Committee Policy and Guidelines

Introduction

In order for a community language school to be accredited by the South Australian Government and eligible to receive state government funding, the legal body operating the school (referred to as the *school authority*) must either be an incorporated association or *auspiced* by an incorporated association.

A community language school which is *auspiced* by an incorporated association but operates its own school management committee remains totally answerable in all aspects of its operations to that incorporated association.

In accordance with legislation, the legal body is required to have a committee of management. This committee will be formed through its constitution or rules.

It may then elect or appoint a sub-committee to manage the affairs of the school if its constitution or rules allow for this, otherwise it must manage the affairs of the school itself.

In either model, the accreditation procedure requires the committee managing the school to have representation of parents/caregivers and teachers. The parents/caregivers and teachers filling these roles should be separate persons and not be holding another position within the committee. They should be appointed or elected from amongst the ranks of the parents/caregivers and teachers.

If the legal body itself manages the day-to-day operations of the language school it will have a Treasurer or Financial Officer; if a sub-committee manages the school it may utilise the same Treasurer/Financial Officer or have a different person elected or appointed by the legal body to oversee the school's financial affairs.

Guidelines

It is recommended that the committee operating the school should comprise of at least 5 members.

ALL members of either the legal body Management Committee/Board or a School Management Sub-Committee:

- must be aged 18 years of age or older
- must have a valid Working with Children Check (WWCC)

It is **mandatory** for the President/Chairperson and the Secretary of the legal body Management Committee/Board and all members of the committee directly managing the day-to-day operations of the school to have completed either a RRHAN-EC or the Safe Environments training workshop in each three-year period. Please refer to **ES01**: Child Safe Environments Policy and Procedures and **ES14**: Working with Children Checks for more information regarding this.

Members of the School Management Committee should:

- Act honestly
- Acts in the best interest of the school
- Adhere to the Community Language School **ES05**: School Personnel Code of Conduct
- Respect privacy and confidentiality of information obtained in the course of the operation of the school
- Ensure the organisation carries out activities in accordance with the intended purpose
- Disclose potential conflicts as they arise

Responsibilities

Members of the legal body Management Committee/Board or a School Management Sub-Committee have the following responsibilities:

- **Planning** – establishing and reviewing strategic and operational plans for the Community Language School
- **Policy** – reviewing, updating, communicating, and implementing school policies and procedures to ensure the school meets the requirements of the school's accreditation status and the requirements of any school funding agreements.
- **Compliance** – ensure all compliance responsibilities are met for all personnel involved with the school i.e. Working With Children Checks, Child Safe training, First Aid Training, minimum Teacher training.
- **Financial** – ensure appropriate financial management is maintained including in the areas of record keeping and appropriate use of funds
- **Evaluation** – of curriculum, school programs and activities, accreditation and funding.

Role Descriptions

It is recommended that the following key roles and their responsibilities are addressed by the school committee. The role descriptions for the roles shown are not exhaustive.

President/ Chairperson

The Chairperson or President of the committee is responsible for the overseeing the coordination of the school including:

- attending and chairing all meetings
- signing documents on behalf of the Community Language School (subject to the authority level approved by the legal body)
- ensuring all relevant information is made available to committee members
- ensuring compliance with all Community Language School Policies and Procedures
- ensuring compliance with all conditions of school accreditation and funding agreements
- ensuring a risk management plan is in place at all times and reviewed regularly
- resolving complaints and grievances
- overseeing school activities and projects
- representing the school at formal occasions and meetings

Secretary

The secretary is responsible for the general administration of the committee including:

- ensuring meeting dates and times are advised as early as possible to committee members and providing an agenda for each meeting outlining the business to be discussed.
- assisting the Chairperson to prepare the agenda for the meetings
- distributing the meeting minutes, agenda, and any supporting correspondence
- ensuring accurate minutes are recorded at the meetings
- keeping all records for the Community Language Schools including reports, formal correspondence, minutes
- attending all committee meetings and the Annual General Meeting
- attending to all other secretarial functions
- actively taking part in the discussions about the governance of the Community Language Schools

Treasurer

The Treasurer is responsible for the financial management of the Community Language School including:

- keeping up-to-date records of all financial related matters
- organising the budget planning processes and timelines
- providing budget solving recommendations
- presenting financial reports to the committee

- liaising with designated persons within the school regarding financial matters
- recording all monies received and banking these monies
- making payments and ensuring all supporting documents are retained with the payment records
- reconciling the bank account monthly (at least)
- ensuring that all necessary information and account books are available for the annual audit
- attending all committee meetings

School Administrator

The school must have a designated *School Administrator* who will be responsible for all communication between Community Language Schools SA and the Community Language School.

The School Administrator may be the President/Chairperson or Secretary of the committee but must be appointed by the legal body committee. The School Administrator is responsible for:

- ensuring the major Compliance requirements are met for all persons involved with the school including Working with Children Checks (WWCC) and Child Safe training
- liaising with Community Language Schools SA
- ensuring all student enrolment forms are completed and attendances of students and personnel at the school are recorded within 6 days of a lesson
- ensuring all teacher profiles on the Personnel database are accurate
- attending all committee meetings

Principal

The school must have a designated *Principal* who will be responsible for the program of teaching language and culture at the school.

The principal must be appointed by the legal body committee. It is strongly recommended that this position is **not** an elected position; rather that the legal body committee undertakes a process to appoint the principal for a specific length of tenure.

The principal is responsible for:

- leading and directing the school program including all teaching staff
- ensuring the school maintains a contemporary curriculum

- ensuring the delivery of the curriculum through contemporary pedagogy
- ensuring all teaching personnel are adequately trained – including meeting minimum requirements specified within the accreditation procedure or Community Language Schools SA policies
- ensuring the school presents in an orderly way and that school discipline is maintained including following policies and procedures as required.

Committee Meetings

The school management committee should hold regular meetings.

These meetings will be an opportunity for committee members to:

- raise and discuss issues of concern
- discuss ways to create and maintain a child safe environment within the school community
- resolve complaints or grievances
- identify projects
- develop fundraising ideas
- review policy and procedures including risk management
- identify ways in which parents, caregivers, teachers and volunteers will be informed about school processes, policies and procedures
- identify staff/volunteers who need to attend child safe environments training
- identify cultural events and functions that the school can participate or be involved in
- discuss communication strategies

Annual General Meeting (AGM)

The legal body committee is responsible for conducting an Annual General Meeting at which officers and the committee are elected; and reports (operational and financial) are received and approved by the members of the association.

The rules for conducting the meeting including the notice period will be found in the constitution/rules of the incorporated body.

The minutes of the meeting shall be provided annually to the Community Language Schools SA.

Quorum for meetings

A quorum is the minimum number of members that must be present before a meeting can commence. Quorums are usually found in the legal body's constitution/rules but may be determined by the legal body as a policy.