Rationale

* School Councils may form Sub-Committees to assist the Council.
* School Councils must decide the purpose and terms of reference of its Sub-Committees.

Purpose

* To ensure Charles La Trobe College complies with DET guidelines and legislation in relation to School Council Subcommittees.

DEFINITIONS

* Subcommittees are advisory bodies to the School Council and assist Council with work that needs to be done.
* They meet as directed by the Council and report, in writing, to the Council. Subcommittees regularly report at School Council meetings providing advice and making recommendations to the Council.
* The School Council has the final responsibility for decisions. As Subcommittees are open to non-school council members, members of the school community have an opportunity to be involved in school planning and council matters.
* The School Council decides the purpose and terms of reference of a Subcommittee. Subcommittees are generally developed to support School Council in specific areas.
* All School Councils are encouraged to have a Finance Subcommittee. Some examples of other Subcommittees are buildings and grounds (facilities), information technology, community relations, student leadership and education policy.

Implementation

* School Council will determine the number of Subcommittees that are required for the efficient operation of the Council.
* Subcommittees will consist of at least one member of the Council and three members overall.
* All School Councillors should be involved in at least one Subcommittee.
* Each Subcommittee will have a nominated Convenor who is usually a School Council member. Subcommittees are open to non-school council members.
* The Subcommittee Convenor is responsible for:
* reporting back to School Council and the Principal about the Subcommittee’s recommendations
* ensuring the implementation and monitoring of approved recommendations
* encouraging participation in the Subcommittee from members in the school community.
* Subcommittees usually meet between regular School Council meetings. This allows time for consideration of their particular area of responsibility and to decide on any necessary action or follow up. For a sample School Council Subcommittee report see: [http://www.education.vic.gov.au/_layouts/images/icdocx.pngSample subcommittee report (docx - 215.07kb)](http://www.education.vic.gov.au/Documents/school/principals/governance/subcommreportsample.docx)
* Subcommittees can make recommendations to Council; they cannot make decisions on behalf of the Council.
* If required, School Council, utilising expertise or interest from the school or wider community, can appoint short term working parties to oversee the implementation of specific tasks.

Evaluation

* This policy will be reviewed as part of the school’s three-year review cycle or if guidelines change (latest DET update late October 2017).

Ratification

This policy was ratified by the College Council on 15th February, 2018.

Reference

[www.education.vic.gov.au/school/principals/spag/governance/pages/subcomittees.aspx](http://www.education.vic.gov.au/school/principals/spag/governance/pages/subcomittees.aspx)