



## ***'Governing Councillors might be voluntary, but they should not be regarded as amateurs'.*** (DECS Website)

As a Governing Council member, you provide a vital service to your school – and you do it as a volunteer.

You are responsible for the:

- School Budget
- School Policies
- Site Learning Plan

You are also the legal operator and employer of your:

- Out Of School Hours Care (OSHC)
- School Canteen

- Each role involves specific procedures, rules and legislation. Also, as an employer, you must comply with more than a dozen state and federal acts.

- Good Governance in your school will deliver your children with the best education possible, in an environment that ensures their well-being. Good Governance also ensures the long term viability of your school – for the next generation.

- Serving on a Governing Council is vital and demanding work - and to do it well, you need training; and you are entitled to training!

- DECS recommends that, when preparing your school budget, you create a Governing Council line; to fund such things as your SAASSO Affiliation and training for your Governing Council.

- SAASSO's Governing Council Training Sessions are specifically developed to help you do your job on your Governing Council. Sessions are developed in consultation with DECS and are delivered by experts with years of experience in education and local governance.

SAASSO delivers training in two ways:

- One of our expert trainers can come to your school
- You can come to a training session at our city office

To enquire about training, call Frankie on (08) 8223 2266 or email [info@saasso.asn.au](mailto:info@saasso.asn.au)



# Training Sessions

<p><b><u>Introduction To Governance</u></b></p> <p>As a Governing Councillor, you determine the strategic direction of your school. You develop its policies, approve and monitor its budget and run its OSHC and Canteen.</p> <p>This session provides a comprehensive overview of the role of your Governing Council.</p> <p><b>Session covers:</b></p> <ul style="list-style-type: none"> <li>- What is Governance?</li> <li>- Role of councillors</li> <li>- Council Membership</li> <li>- Legislated requirements</li> <li>- Roles of the Governing Council</li> <li>- Policy</li> <li>- Site Learning Plan</li> <li>- Police checks</li> <li>- Committees</li> <li>- Responsibilities as an employer</li> <li>- Role of the Principal</li> </ul> <p><b><u>At Your School</u></b>  Date: Up to you  Time: Up to you  Duration: 2 ½ hours  Rate: \$495 – flat rate (plus gst)**</p> <p><b><u>At SAASSO</u></b>  (Unit 2, 124 Carrington Street, Adelaide)  Date: May 12  Time: 6pm – 8:30pm  Rate: \$71.50 per person (plus gst)*</p>	<p><b><u>School Budget</u></b></p> <p>In South Australia’s state schools, the Governing Council is responsible to the Minister for Education, for the School Budget.</p> <p>The Governing Council develops, approves, monitors and reports on the school budget to both the Minister and the school community.</p> <p><b>Session Covers:</b></p> <ul style="list-style-type: none"> <li>- Funding Model</li> <li>- Revenue</li> <li>- Expenditure</li> <li>- Budget Development Process</li> <li>- Materials &amp; Services Charge</li> <li>- Salaries</li> <li>- SASIF</li> <li>- Role of Treasurer</li> <li>- Role of Finance Advisory Committee</li> <li>- Governing Council Report</li> <li>- Annual Reporting</li> </ul> <p><b><u>At Your School</u></b>  Date: Up to you  Time: Up to you  Duration: 2 ½ hours  Rate: \$495 – flat rate (plus gst)**</p> <p><b><u>At SAASSO</u></b>  (Unit 2, 124 Carrington Street, Adelaide)  Date: May 19  Time: 6pm – 8:30pm  Rate: \$71.50 per person (plus gst)*</p>	<p><b><u>OSHC</u></b></p> <p>Out of School Hours Care has been the fastest growing form of childcare for the last decade. It is vital to meet the needs of our modern society.</p> <p>Under SA law, the Governing Council is the legal operator of an OSHC service in a state school.</p> <p>As such, you are also the employer of all staff at your OSHC.</p> <p>You must also satisfy the national Quality Assurance system.</p> <p>Whether you are considering starting and OSHC or already have one in your school, this session will help you deliver a service that meets the needs of your community.</p> <p><b>Session Covers:</b></p> <ul style="list-style-type: none"> <li>- Role of the Governing Council</li> <li>- Role of the Principal</li> <li>- Role of the OSHC Director</li> <li>- OSHC Committee</li> <li>- Financial Management</li> <li>- Quality Assurance Program</li> <li>- National Standards</li> <li>- Child Care Benefit Funding</li> <li>- Employment &amp; Contracts</li> <li>- Employment Selection Process</li> <li>- Priority Access</li> <li>- OHS&amp;W</li> <li>- Police Checks</li> </ul> <p><b><u>At Your School</u></b>  Date: Up to you  Time: Up to you  Duration: 2 ½ hours  Rate: \$495 – flat rate (plus gst)**</p>
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# Training Sessions

<b><u>Canteen</u></b>	<b><u>Meeting Procedures</u></b>	<b><u>Aboriginal Participation</u></b>
<p>In State Schools, Governing Councils are responsible for the operation of the school canteen.</p> <p>The council must ensure the canteen complies with all relevant legislation including the Food Act 2001, awards and the Long Service Leave Act 1987.</p> <p>You must also comply with the new DECS Healthy Eating Guidelines.</p> <p>This session will help your council operate a viable service, providing healthy and appealing food.</p> <p><b><u>Session Covers:</u></b></p> <ul style="list-style-type: none"> <li>- Role of the Governing Council</li> <li>- Canteen Committee</li> <li>- Role of Canteen Manager</li> <li>- Canteen Policy</li> <li>- DECS Healthy Eating Guidelines</li> <li>- Finances</li> <li>- Budget</li> <li>- Employment Contracts</li> <li>- Superannuation</li> <li>- Responsibilities as an Employer</li> <li>- Police Checks</li> </ul> <p><b><u>At Your School</u></b>            Date: Up to you            Time: Up to you            Duration: 2 ½ Hours            Rate: \$495 – flat rate (plus gst)**</p>	<p>Do you know when to call a “point of order”, or the difference between substantive and procedural motions? If not, this program is for you.</p> <p>Regardless of how informal or formal your meetings, the information in this session will help your meetings run smoothly, deal with the business at hand, satisfy legislative requirements and guarantee every voice is heard.</p> <p>The session also covers your Annual General Meeting and Code of Conduct.</p> <p><b><u>At Your School</u></b>            Date: Up to you            Time: Up to you            Duration: 2 Hours            Rate: \$345 – flat rate (plus gst)**</p> <p><b><u>At SAASSO</u></b>            Date: May 26            Time: 6pm –8pm            Rate: \$55.00 per person (plus gst)*</p>	<p>This session examines Aboriginal decision making in governance for schools.</p> <p>It details the need for partnerships between the school and local community, to gain the maximum benefit for students.</p> <p>It details the Yurrekaityarindi and its relationship with the Governing Council and covers the basics of local governance.</p> <p><b><u>At Your School</u></b>            Date: Up to you            Time: Up to you            Duration: 2 Hours            Rate: \$345 –flat rate (plus gst)**</p> <hr/> <p>Terms &amp; Conditions</p> <p>*A 25% surcharge applies to Governing Councils which are not SAASSO affiliates.</p> <p>*Fees are based on metropolitan area. Negotiated fees may apply for some regional areas.</p> <p>All training is subject to availability.</p> <p>Fees and programs are subject to change, without notice.</p>