



## Governing Council Training

### **Not just your right - It's your responsibility.**

There are 11 steps to developing a Site Learning Plan - which ones are the responsibility of the Governing Council?

Aside from your Annual Report, are there any other circumstances where the Governing Council can have school accounts audited?

Is there a quorum for your Annual General Meeting?

How many members can an Aboriginal Committee have on the Governing Council?

How many signatories must the Governing Council appoint for the Consolidated Account?

How many people must vote 'yes' for a Special Resolution to be passed?

There are 5 stages to developing a school budget – which stages are the responsibility of the Governing Council?

Who appoints financial delegations at your school?

Can Governing Councils purchase real estate?

How many staff must you have, per child, at your OSHC service?

**If you aren't sure of the answers to all of these questions - you need SAASSO's Governing Council Training.**

**It's AGM season and now is the perfect time to have training for your new Governing Council. Spaces for Term 1 are filling up fast - book now so you don't miss out!**

## Introduction to Governance

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.

This session provides a comprehensive overview of the role of your Governing Council.

### Session covers:

- What is Governance?
- Role of councillors
- Council Membership
- Legislated requirements
- Roles of the Governing Council
- Policy
- Site Learning Plan
- Police checks
- Committees
- Responsibilities as an employer
- Role of the Principal

### At Your School

**Date: Up to you**

**Time: Up to you**

**Duration: 2 ½ hours**

**Rate: \$495 – flat rate (plus gst)\*\***

## School Budget

In South Australia's state schools, the Governing Council is responsible to the Minister for Education, for the School Budget.

The Governing Council develops, approves, monitors and reports on the school budget to both the Minister and the school community.

### Session Covers:

- Funding Model
- Revenue
- Expenditure
- Budget Development Process
- Materials & Services Charge
- Salaries
- SASIF
- Role of Treasurer
- Role of Finance Advisory Committee
- Governing Council Report
- Annual Reporting

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## OSHC

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.

Under SA law, the Governing Council is the legal operator of an OSHC service in a state school.

As such, you are also the employer of all staff at your OSHC.

You must also satisfy the national Quality Assurance system.

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.

### Session Covers:

- Role of the Governing Council
- Role of the Principal
- Role of the OSHC Director
- OSHC Committee
- Financial Management
- Quality Assurance Program
- National Standards
- Child Care Benefit Funding
- Employment & Contracts
- Employment Selection Process
- Priority Access
- OHS&W
- Police Checks

### At Your School

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**Time: Up to you**

**Duration: 2 ½ hours**

**Rate: \$495 – flat rate (plus gst)\*\***

## Meeting Procedures

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.

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.

The session also covers your Annual General Meeting and Code of Conduct.

### At Your School

**Date: Up to you**

**Time: Up to you**

**Duration: 2 Hours**

**Rate: \$345 – flat rate (plus gst)\*\***

## Canteen

In State Schools, Governing Councils are responsible for the operation of the school canteen.

The council must ensure the canteen complies with all relevant legislation including the Food Act 2001, awards and the Long Service Leave Act 1987.

You must also comply with the new DECS Healthy Eating Guidelines.

This session will help your council operate a viable service, providing healthy and appealing food.

### Session Covers:

- Role of the Governing Council
- Canteen Committee
- Role of Canteen Manager
- Canteen Policy
- DECS Healthy Eating Guidelines
- Finances
- Budget
- Employment Contracts
- Superannuation
- Responsibilities as an Employer
- Police Checks

### At Your School

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**Time: Up to you**

**Duration: 2 ½ Hours**

**Rate: \$495 – flat rate (plus gst)\*\***

## Aboriginal Participation

This session examines Aboriginal decision making in governance for schools.

It details the need for partnerships between the school and local community, to gain the maximum benefit for students.

It details the Yurrekaiyarindi and its relationship with the Governing Council and covers the basics of local governance.

### At Your School

**Date: Up to you**

**Time: Up to you**

**Duration: 2 Hours**

**Rate: \$345 –flat rate (plus gst)\*\***

### Terms & Conditions

\*A 25% surcharge applies to Governing Councils which are not SAASSO affiliates.

\*Fees are based on metropolitan area. Negotiated fees may apply for some regional areas.

All training is subject to availability.

Fees and programs are subject to change, without notice.