



## Governing Council Training

“ Superb instructor! ”

“ Very knowledgeable  
and helpful. ”

“ The session was fun and  
interesting, well done! ”

“ Well worth attending.  
Thank you for coming. ”

“ Very happy to have been involved,  
very easy to understand. ”

“ Everyone should have to  
do this session. ”

“ Good to be able to get all  
our Governing Council  
Reps on the same page. ”

“ Session was very useful in  
clarifying aspects. Very  
relevant. Well presented! ”

“ Very happy to have I found the  
session very helpful, as a new  
Governing Councillor. ”

“ So easy to follow. ”

**SAASSO Training sessions are returning! Enquire today.**

Call SAASSO on 8223 2266 or email [admin@saasso.asn.au](mailto:admin@saasso.asn.au) to discuss your council's training needs.

## Introduction to Governance

As a governing councillor, you determine the strategic direction of your school, develop policies, approve and monitor its budget and run its OSHC and Canteen.

This session provides an introduction of the role of your Governing Council.

Session covers:

- Governance vs. management
- Council members
- Meeting rules
- Governing Council roles
- Policies
- Site Learning Plan
- Police checks
- Committees



## OSHC

The Governing Council is the legal operator of an OSHC service in a public school. As such you are also the employer of all staff at your OSHC.

Whether you are considering starting an 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
- National Standards
- Employment
- OHS&W
- Police Checks



## 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, 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.

## School Budget

The Governing Council sets the School Budget.

Session covers:

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

\*Fees apply.