

Facilities Sub Committee

Purpose of Sub Committee

The Facilities Sub-Committee's role is to oversee the maintenance and usage of school Buildings, Grounds and facilities which includes, but is not limited to development and maintenance.

It should:

- support the buildings and grounds maintenance of the school
- make recommendations on policy of use school facilities and communicate these to the Finance Committee and/or School Council
- recommends to school council changes required to the buildings and grounds and any funding that will be needed for these improvements
- where relevant, ensure parents are aware of developments and initiatives related to the committee's role, via the newsletter and school website
- maximise the outcomes from the funds allocated to buildings and grounds development and maintenance.

Finance Sub Committee

Purpose of Sub Committee

The Committee should:

- be involved in the development of the school's annual budget with the help of the Executive Principal.
- ensure that the annual budget supports the school strategic plan and annual implementation plan
- present the recommended budget to council for approval and adoption regularly
- monitor the budget against revenue and expenditure and report significant variances to council
- ensure there is an adequate internal control system to promote operational efficiency and to minimise financial risk
- ensure that the school has an appropriate investment policy and that this policy is approved by council
- annually monitor the status of investments
- assist in the completion of the Summary of Financial Commitments which is required by DET annually, and in determining the level of uncommitted reserves make recommendations to council on fund-raising activities and liaise with the school groups concerned with these activities
- where required, assist in the completion of school tenders e.g. cleaning contracts, waste removal contracts, school council building contracts
- review the annual audited financial statement and the auditor's report and assist with follow-up where appropriate
- assist the principal in ensuring that the school operates within the annual budget and that all liabilities and financial commitments are brought to account in the relevant year.

The Finance Committee will:

- consider budget submissions in the light of School Council policies and priorities and make recommendations to School Council for budget approval;
- monitor School income and expenditure including local fundraising, school fees and trusts;
- monitor the financial performance of the school's Trading Operations, and Canteen;
- oversee the operation of the out of school hours program conducted at the school;
- provide strategic direction for the operations of the school canteen and to act as a liaison between the Canteen and the School Council;
- make recommendations to School Council for short and long term financial planning in line with Strategic Plan goals and priorities.