

Community Sub-Committee Terms of reference 2015

Community Sub-Committee

Purpose

The role of the Community Sub-Committee is to assist the School Council in relation to developing a thriving, connected school community. A key goal is to increase the active participation of students, parents/carers, staff and other local community members in a range of activities that support the school.

Membership

The sub-committee will consist of at least four members, but will ideally have six or more. Teachers, students, parents/carers and local community members are welcome to join.

The School Council will appoint the convenor of the sub-committee, who will be a member of Council. The sub-committee may elect an acting convenor if required.

A quorum will consist of three members of the sub-committee.

Any School Councillor may attend a meeting of the sub-committee. School Council President and the Principal are invited to attend all meetings by the convenor.

The School Council will review the membership from time to time.

Meetings

The sub-committee will meet at least six times a year. The convenor in conjunction with the President will draw up an agenda with supporting papers that will be circulated to sub-committee members at least three days prior to sub-committee meetings.

Responsibilities

The Community Sub-Committee will review and provide recommendations to the School Council regarding:

- communications to and across the school community
- marketing of the school to potential students and their families/carers
- public relations to build community partnerships
- the canteen and its delivery of healthy food

Authority to act

The Community Sub-Committee is authorised to plan, promote and organise:

- special events to celebrate the school and its students and staff
- special events promoting health and wellbeing for students, their families/carers and other school community members
- fundraising and volunteer activities

The sub-committee operates under powers delegated to it by the School Council and has no other executive powers.

Reporting

The sub-committee will:

- Report findings and recommendations of the sub-committee to the School Council after each meeting
- Circulate minutes of sub-committee meetings to School Council and sub-committee members

Performance

The performance of the sub-committee is to be assessed annually against its terms of reference by School Council