

COMMITTEES

ESTABLISHING AND RESPONSIBILITIES



Establishing Committees is an option for the School Representative Body (SRB) to share workloads and involve parents, families, and the broader school community.

Committees may be established to undertake specific areas of responsibility, with the name and number of Committees optionally outlined in the SRB's Constitution. Each Committee should adopt Terms of Reference to clearly define its purpose, responsibilities, and reporting requirements. A member of the SRB must be appointed as the Chair of each Committee, responsible for providing regular reports on Committee activities to the full SRB.

Committees do not have the authority to direct or manage the delivery of services for which the SRB is responsible. All Committee recommendations must be presented to the SRB for endorsement or approval. Decisions made by the SRB in response to these recommendations are final and cannot be overturned by the Committee.

COMMITTEE EXAMPLES

- Finance Committee.
- Policy Committee.
- Grounds and Maintenance Committee.
- Engagement Committee.

IMPORTANT POINTS

- A Committee does not have authority to direct or manage the delivery of services for which the SRB is responsible.
- A Committee may only report to and make recommendations to the SRB. It may not make decisions or determine any matter referred to it.
- The SRB may establish Committees of its members for any purpose it considers necessary.
- Committees may consider matters referred to them by the SRB, in accordance with any terms set by the SRB.
- The SRB may invite individuals from the school community to participate in a Committee for a period it considers appropriate.
- Any person invited to participate in a Committee is not necessarily a member of the SRB and does not hold SRB decision-making authority.
- Invitations to participate on a Committee should be based on the individual's interest, knowledge, or expertise relevant to the Committee's focus.
- Where the SRB seeks to invite community members to participate in a Committee, expressions of interest must be called from the school community.
- The SRB may, at its absolute discretion, end the participation of any invited person in a Committee at any time.

This document should be read in conjunction with:

- Education Act 2015, Part 6 Division 2 Parent and community involvement in Government schools
- Department Guidelines School Representative Body Constitutions. 4.13: Committees.
- School Representative Body Constitution.