



Terms of Reference

Governing Council

PURPOSE

The Governing Council operates in accordance with the Education and Children's Services Act 2019 (SA), relevant State or Commonwealth legislation, and its model constitution as prescribed or approved by the Minister. Council operations are subject to administrative instructions issued by the Chief Executive and all government and departmental policies.

MEMBERSHIP

The Governing Council shares governance responsibilities with the Principal (site leader).

Our Governing Council comprises of nine members as per RPPS Constitution December 2025.

Chairperson

Deputy Chairperson

Secretary

Treasurer

Committee convenors – Finance Advisory, After School Sports, OSHC Advisory and Parents and Friends (Affiliated Committee)

Principal and one staff representative

The Governing Council is responsible for:

- Setting the broad direction and vision for the school
- Monitoring and reviewing the Site Improvement Plan
- Determining school policies as appropriate
- Determining the application of the school's total financial resources
- Presenting operational plans and reporting on its operation to the community and to the Minister when required
- Involving the school community in decision making processes as required

MEETINGS AND ADMINISTRATION

All meetings will be chaired by the Chairperson (or proxy).

- Meetings will be held on Mondays at 6.30pm in Weeks 4 and 8 each term at Rose Park Primary School and/or online via google meet link
- Meeting agendas and minutes will be provided by Chairperson this includes:
- preparing meeting agendas and minutes
- A quorum will be half the regular membership plus one (50% plus one)
- Members of the committee can submit a written proxy vote if a member is unable to attend a meeting

REPORTING

The Governing Council reports to the school community and, as required, to the Minister for Education, Training and Skills.

Maintains and publicly provides access to annual reports, meeting minutes, and decisions.

Members will endeavour to raise any queries related to reports in advance of each meeting, and will direct these to the Chairperson.

- Submissions and recommendations from committees are to be addressed to the Chairperson via Secretary reports in GC Agenda
- Remember that information discussed at meetings could be confidential
- Where relevant and appropriate, make sure parents are aware of developments and initiatives related to the Governing Council's role through the newsletter and/or school website

ADDITIONAL DUTIES

As the approved provider for OSHC, the Governing Council will:

- Discharge all legal, policy, and regulatory duties as employer for OSHC staff and service delivery
- Ensure compliance with relevant employment, safety, and child protection guidelines
- Oversee quality assurance, staff supervision, performance management, and reporting obligations under legislation and departmental policy

In addition, the Governing Council will:

- Ensure child safety requirements and compliance (including for OSHC, volunteers, and third-party providers)
- Comply with the department's child safe environments policy and all relevant employment, safety, and incident reporting guidelines
- Support and promote school programs (e.g. fundraising) as required

REVIEW

These Terms of Reference to be reviewed every 2 years to ensure alignment with departmental policy, legislation, and local school needs.

Accepted by Governing Council: 16 March, 2026

Next Review: March 2028