

# Good Practice: Sub-committees at Warrnambool East Primary School

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Warrnambool East Primary School Council developed a really interesting way of determining which sub-committees were needed and what the direction, roles and responsibilities of those sub-committees should be.

Led by the principal and the assistant principal, school council participated in an off-site workshop where they discussed four questions:

- What is the school currently doing that is working well
- What is the school currently doing that needs improvement
- What is the school not doing that it should be doing
- What is the school doing that it should stop doing?

The school council then formed sub-committees to address the key themes and issues arising from these discussions. Those sub-committees included:

- Resources/Finance
- Resources/Facilities
- Management
- Curriculum
- Canteen
- Student Wellbeing.

Each sub-committee therefore had a real purpose for meeting. The priorities identified at the off-site discussion became the basis for their agendas, and by tracking activities associated with these priorities, the sub-committees' minutes fed straight into the annual report.

School councillors were therefore able to see quite clearly how their work was related to the strategic focus of the school. The sub-committees were convened by parents with the priorities reviewed every three years. Sub-committees look at what they said three years ago, what has been achieved, what has not been achieved and where to now. In this way, the work of the sub-committees is monitored and there is provision for continuity in councillors' knowledge over time.

# Warrnambool East Primary School



Meeting Record : SCHOOL COUNCIL			
Date :	Time :	Duration:	Location :
<b>Ground rules for our meeting</b>	<ol style="list-style-type: none"> <li>1. We start on time and finish on time</li> <li>2. We all participate and contribute - everyone is given opportunity to voice their opinions</li> <li>3. We use improvement tools that enhance meeting efficiency and effectiveness</li> <li>4. We actively listen to what others have to say, seeking first to understand, then to be understood</li> <li>5. We follow-up on the actions we are assigned responsibility for and complete them on time</li> <li>6. We give and receive open and honest feedback in a constructive manner</li> <li>7. We use data to make decisions (whenever possible)</li> <li>8. We strive to continually improve our meeting process and build time into each agenda for reflection.</li> </ol>		
<b>1. Attendees</b>			
<b>Apologies</b>			
<b>2. CONFIRMATION OF AGENDA</b>			
	Additional Agenda items		
<b>3. CONFIRMATION OF MINUTES OF LAST MEETING</b>			
	Motion: "That the minutes of the last general meeting be confirmed as presented"		
	Moved:	Carried:	
<b>4. BUSINESS ARISING</b>			
<b>4.1</b>	<b>Priority #1:</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>		
<b>4.2</b>	<b>Priority #2:</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>		
<b>4.3</b>	<b>Priority #3:</b> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>		
<b>5. CORRESPONDENCE</b>			
<b>Inward</b>	<b>Source</b>	<b>Subject</b>	<b>Action Required</b>
<b>Outward Correspondence</b>		<b>Subject</b>	

Motion : "That all correspondence is accepted as presented

Moved:

Carried :

**6. REPORTS**

6.1

**Principal's Report**

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6.2

**Sub-committee #1 Report**

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Recommendation:

**Propose:**

**Carried:**

6.3

**Sub-committee #2 Report**

•  
Recommendation:

**Propose:**

**Carried:**

6.4

**Sub-committee #3 Report**

•  
Recommendation:

**Propose:**

**Carried:**

6.5

**Sub-committee #4 Report**

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Recommendation:

**Propose:**

**Carried:**

6.6

**Junior School Council.**

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Motion : That all reports be accepted

Moved:

Carried:

**7. GENERAL BUSINESS**

7.1

**Item 1**

- 

7.2

**Item 2**

- 

7.3

**Item 3**

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7.4

**Item 4**

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Meeting closed:

Next meeting :