Good Practice: Sub-committees at Warrnambool East Primary School

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.
## Meeting Record: School Council

**Date:**

**Time:**

**Duration:**

**Location:**

### Ground rules for our meeting

1. We start on time and finish on time
2. We all participate and contribute – everyone is given opportunity to voice their opinions
3. We use improvement tools that enhance meeting efficiency and effectiveness
4. We actively listen to what others have to say, seeking first to understand, then to be understood
5. We follow-up on the actions we are assigned responsibility for and complete them on time
6. We give and receive open and honest feedback in a constructive manner
7. We use data to make decisions (whenever possible)
8. We strive to continually improve our meeting process and build time into each agenda for reflection.

### 1. Attendees

<table>
<thead>
<tr>
<th>Apologies</th>
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### 2. Confirmation of Agenda

#### Additional Agenda items

### 3. Confirmation of Minutes of Last Meeting

**Motion:** “That the minutes of the last general meeting be confirmed as presented”

**Moved:**

**Carried:**

### 4. Business Arising

#### 4.1 Priority #1:

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#### 4.2 Priority #2:

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#### 4.3 Priority #3:

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### 5. Correspondence

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<th>Inward</th>
<th>Source</th>
<th>Subject</th>
<th>Action Required</th>
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<table>
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<tr>
<th>Outward Correspondence</th>
<th>Subject</th>
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Motion: “That all correspondence is accepted as presented
Moved: 
Carried:

<table>
<thead>
<tr>
<th>6. REPORTS</th>
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</thead>
<tbody>
<tr>
<td>6.1 Principal’s Report</td>
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<tr>
<td>6.2 Sub-committee #1 Report</td>
<td>Recommendation:</td>
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<tr>
<td>6.3 Sub-committee #2 Report</td>
<td>Recommendation:</td>
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<td>6.4 Sub-committee #3 Report</td>
<td>Recommendation:</td>
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<td>6.5 Sub-committee #4 Report</td>
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<td>6.6 Junior School Council.</td>
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Motion: That all reports be accepted
Moved: 
Carried:

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<tr>
<th>7. GENERAL BUSINESS</th>
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<tbody>
<tr>
<td>7.1 Item 1</td>
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<td>7.2 Item 2</td>
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<td>7.3 Item 3</td>
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<td>7.4 Item 4</td>
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Meeting closed: 
Next meeting: