

Committee

Every state school in Tasmania has a School Association.

The School Association is made up of:

- Parent Members
- Staff Members
- Community Members
- The Principal

If you are a parent or carer, or a staff member of the school you are automatically a member of the School Association. You can opt out of the School Association if you wish by writing to the School Association Committee.

What is a School Association Committee?

The School Association Committee manages the business of the School Association. It is made up of representatives from each category of members.

The size of the committee is typically 11 but each school association can be different, check the last page of your constitution

(<https://publicdocumentcentre.education.tas.gov.au/SchoolAssocCons>)

The constitution requires that a committee must have:

- A minimum of 3 parent representatives,
- Between 1 and 3 staff representatives,
- The Principal and
- A maximum of 3 community representatives

For a committee of 11 we recommend a composition of:

- 7-8 Parent Representatives
- 2 Staff Representatives
- The Principal
- 1 Community Representative

If your school does not meet the minimum numbers of parent or staff representatives the Principal is required to notify the Minister via Legal Services and continue to try and form a committee following the constitution.

Functions of the Committee

The committee is to participate in the development of school based policies with the purpose of ensuring a wide and inclusive process.

Participation of the committee may include:

- Seeking the views of the school association before a policy is drafted;
- Seeking feedback from the school association on draft policies.

The committee is to participate in the development of School Improvement Plans with the purpose of ensuring a wide and inclusive process.

Participation of the committee may include:

- Seeking the views of the school association before plans are drafted;
- Seeking feedback from the school association on draft plans;
- Undertaking implementation activities as outlined in the plans and identified as being the responsibility of the school association.

A school association must be involved in the establishment and review of a school's objectives, priorities, strategic directions and values, with the purpose of ensuring a wide and inclusive process.

Participation of the committee may include:

- Seeking the views of the school association before a school's objectives, priorities, strategic directions and values are established;
- Seeking feedback from the school association as part of development and review of matters.

The Secretary may provide a committee with an opportunity to give advice on any matter they consider appropriate.

A committee must place all such requests on the committee meeting agenda for discussion and action.

If the matter is urgent, the Chairperson of the committee may provide advice.

The Sub-Committee

A School Association Committee may choose to have one or more subcommittees.

A subcommittee has powers and performs functions that have been delegated by the Committee.

Examples of the functions and powers that may be delegated to a subcommittee are:

- specific fundraising activities
- event coordination
- school canteen
- school uniform shop.

Who chairs a subcommittee?

A subcommittee must consist of one member from the Committee, who must act as Chairperson of the subcommittee and report to the Committee on subcommittee activity.

Who can be on a subcommittee?

A subcommittee can then be made up of any other members of the School Association deemed appropriate by the Committee; this can include other members of the Committee or members of the wider School Association.

How long do subcommittees last?

Normally a subcommittee is set up for a time-limited period. However, longer-term subcommittees (or standing subcommittees) may also be needed.

Subcommittees that have existed for a year or longer should be reviewed by the Committee.

A good time to review subcommittees is after the AGM.