



The Ethnic Schools Association
of South Australia Inc.

HUNGARIAN COMMUNITY SCHOOL, ADELAIDE INC.

Management Committee Guidelines May 2017

Summary

This information applies to all Ethnic Schools of South Australia.

Table 1: Document Details

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Created By	Policy Officer: Kate Quane
Reviewed By	Executive Officer: Darryl Buchanan
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Table 2: Revision Record

Date	Version	Revision Description
10 th April 2017	1	New policy developed



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Introduction

The Management Committee plays an important role in the operations of Hungarian Community School, Adelaide Inc. Members of the Management Committee will develop strong relationship with Hungarian Community School, Adelaide Inc. community. Hungarian Community School, Adelaide Inc. will have a range of office bearers which will be elected at the Annual General Meeting (AGM).

These guidelines are based on information from the South Australian Department for Education and Child Development Roles of School and Governing Councils.

Guidelines

Any person who is involved in the Hungarian Community School, Adelaide Inc. or has a child attending the school can be a member of the Management Committee. Members of the Committee must be aged 18 years of age or older. The Management Committee must comprise of at least 5 members. The following guidelines outline the general responsibilities of the Management Committee and role descriptions for key positions. These guidelines are suggested Management Committee roles and are not exhaustive.

Members of the Hungarian Community School, Adelaide Inc. Management Committee should:

- Act honestly
- Acts in the best interest of the school
- Adhere to the Hungarian Community School, Adelaide Inc. Teacher Code of Conduct
- Respect privacy and confidentiality of information obtained in the course of the operation of the school
- Ensure the organisation carries out activities in accordance with the intended purpose
- Disclose potential conflicts as they arise

Responsibilities

Members of the Hungarian Community School, Adelaide Inc. Management Committee have the responsibilities of:

- **Planning** - establishing and reviewing strategic and operational plans for Hungarian Community School, Adelaide Inc.
- **Policy** – reviewing, updating, communicating, and implementing school policies and procedures to ensure the school meets the requirements of school registrations and requirements set out in government funding agreements.
- **Legal** – ensure all items in the funding agreement are met; all teachers have completed the accreditation course, have a current Background and Clearance Check and have completed Child Safe Environments training.
- **Financial** - ensure good record keeping for annual audits and grant acquittals
- **Evaluation** – of curriculum, school programs and activities,



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Role Descriptions

The following role descriptions provide a general overview of the roles and responsibilities of office bearers and are by no means exhaustive.

President/ Chair Person

The Chair Person or President of the Hungarian Community School, Adelaide Inc. Management Committee is responsible for the overall coordination of the school.

- Attending and chair all Management Committee Meetings
- Signing documents on behalf of Hungarian Community School, Adelaide Inc.
- Ensuring all relevant information is made available to committee members
- Ensure compliance with all Hungarian Community School, Adelaide Inc. Policies and Procedures
- Resolving complaints and grievances
- Overseeing school activities and projects
- Represent the school at formal occasions and meetings

Secretary

The secretary is responsible for the administration of the Management Committee.

- Makes sure people are told about Management Committee meetings prior to the meeting.
- Assists the Chairperson to prepare the agenda for the meetings
- Distributes the meeting minutes, agenda and any supporting correspondence
- Makes sure the minutes are taken at the meetings and distributed to all members
- Keeps all records for Hungarian Community School, Adelaide Inc. including reports, formal correspondence, vacancies, minutes
- Attends all Management Committee Meetings
- Represent the views of the wider community
- Attends other functions such as the Annual General Meeting
- Actively takes part in the discussions about the governance of Hungarian Community School, Adelaide Inc.

Treasurer

The treasurer is responsible for the financial management of Hungarian Community School, Adelaide Inc.

- Keep-up-to date records of all financial related matters
- Organise the budget planning processes and timelines
- Provide budget solving recommendations
- To present financial reports to the committee
- To liaise with designated staff about financial matters
- Record all payments received
- Making Payments and bank deposits



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- Reconcile all records monthly
- Ensure that all necessary information and account books are ready for the annual audit
- Attends all Management Committee Meetings

Contact Person

The Contact person is responsible for all communication between The Ethnic School Association of South Australia and Hungarian Community School, Adelaide Inc. The Contact Person may be the President/Chair Person or School Principal.

- Liaise with The Ethnic Schools Association
- Ensure all student enrolment forms are completed and returned on an annual basis
- Ensure all teacher forms are completed and returned on an annual basis
- Ensure all staff have an up-to-date screening and background check through the Department of Communities and Social Inclusion (DCSI)
- Ensure all staff attends the Child Safe Environments: Identifying and Responding to Child Abuse and Neglect every three years.
- Attends all Management Committee Meetings

Committee Members

The Hungarian Community School, Adelaide Inc. Management Committee will comprise of additional committee members. These members will not be an officer bearer, rather representative of the Hungarian community. Committee members can contribute ideas and suggestions to the Management Committee and assist in organisational matters.

Management Committee Meetings

Hungarian Community School, Adelaide Inc. will hold regular Management Committee Meetings. These meetings will occur monthly and will be an opportunity for committee members to:

- Raise and discuss issues of concern
- Resolve complaints or grievances
- Identify projects
- Fundraising
- Review policy and procedures including risk management
- Identify ways in which parents, care-givers, teachers and volunteers will be informed about school processes, policies and procedures
- Identify staff/volunteers who need to attend child safe environments training
- Identify cultural events and functions that the school can participate or be involved in
- Discuss communication strategies



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Annual General Meeting (AGM)

The Chairperson/President will notify the Hungarian Community School, Adelaide Inc. community of the Annual General Meeting at least two weeks prior to the AGM. The Chairperson will call for nominations for office bearers and will include details when nominations are due. Current members are allowed to nominate for positions. Nominations received after the due date will not be considered.

At the Annual General Meeting all positions will be declared vacant and nominations considered. A vote will occur if there are more than two people who nominate for the same position. The Chairperson/President and Treasurer will present a report.

Quorum

A quorum is the minimum number of members that must be present before a committee meeting and the Annual General Meeting can start. For the Hungarian Community School, Adelaide Inc. Management Committee Meeting a quorum is at least half the voting members of the committee.



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School Management Committee

Self-Nomination Form

I(full name) of

.....(address)

Wish to declare my candidacy to be elected as a member of Hungarian Community School, Adelaide Inc. Management Committee for the position of

- Chairperson/President
- Secretary
- Treasurer
- Contact Person

I hereby declare that:

- I am a parent of a child attending the school or enrolled
- I have not be convicted of any offence
- I have or am willing to get a Background and Clearance Check
- I am willing to attend or have attended Child Safe Environments Training

I understand that should I declare bankrupt or be convicted of any criminal offence, I will be required to relinquish my position on the Hungarian Community School, Adelaide Inc. Management Committee as I will no longer meet the membership requirements.

Signed:Date:.....2017



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SAMPLE Committee Meeting Agenda

<insert Date>

Meeting Open:	
Meeting Location:	
Attendees:	

Time	Item	Business	Presented By
	1	Welcome <ul style="list-style-type: none"> • confirmation of previous minutes • Apologies 	Chair
	2	Matters arising from previous minutes	Chair
	3	Work Health and Safety	Work Health and Safety Representative/Chair
	4	Item to be discussed	
	5	Chairperson/President's Report	
	6	Treasurer's Report	Treasurer
	7	Correspondence In: Out:	
	8	Any Other Business (AOB)	Chair
	9	Date of Next Meeting	Chair
	10	Thank you and close	Chair