

**Governance Guidelines for the
School Management Subcommittee
of Sinhala Buddhist School**



Compiled by

The Committee of Management

Adelaide Sri Lanka Buddhist Vihara Inc.

August 2021

Introduction

Adelaide Sri Lanka Buddhist Vihara Incorporation (ASBV Inc) is a registered member of the Ethnic Schools Association of SA (ESASA) and operates the Sinhala Buddhist School (SBS) under its auspices as an extended service of promoting and continuing Sinhala language and the culture.

Intention of this guideline is to clarify the governance structure of SBS, relationships and obligations of ASBV Inc and School Management Sub Committee of the SBS. As per the clause 22, constitution of ASBV Inc, the SBS is operated under the auspices of the ASBV and operational level decision making and day to day function of the SBS are delegated to school management subcommittee (SMS).

Management Committee of the ASBV Inc is the School Authority Committee (SAC) of SBS and the School Management Subcommittee (SMS) manages the Sinhala Buddhist School operations.

1. School Management Subcommittee

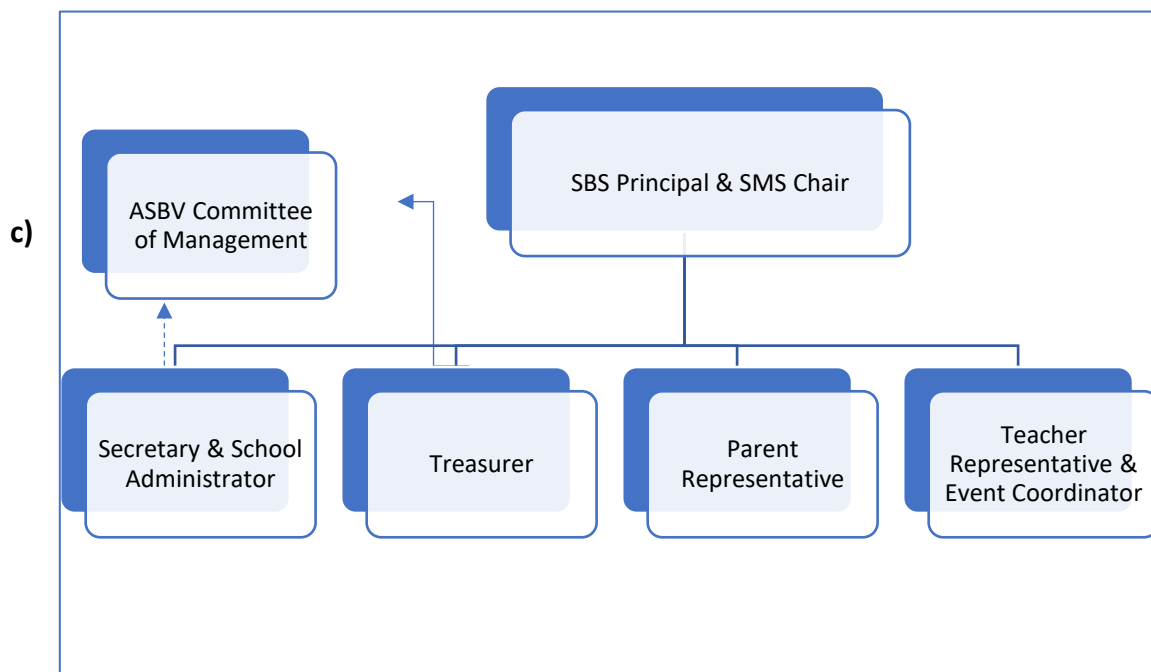
a) Composition of the SMS

School Management Subcommittee shall comprise of the following five positions;

- i. Principal SBS & SMS Chair
- ii. Secretary & School Administrator
- iii. Treasurer
- iv. Teacher Representative & Event Coordinator
- v. Parent Representative

SMS structure shall not be changed without approval of the School Authority Committee (SAC)

b) School Management Subcommittee Structure



Responsibilities of the SMS

Broader responsibilities of the SMS are as follows but not limited to;

- i) **Planning** – establishing and reviewing strategic and operational plans for SBS
- ii) **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.
- iii) **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.
- iv) **Financial** - ensure good record keeping for annual audits and grant acquittals.
- v) **Evaluation** – of curriculum, school programs and activities.

d) Term of the SMS

Term of the SMS shall be one year from the date of appointment, unless or otherwise extended by the SMS Chair in consultation with the committee of Management - ASBV Inc.

e) Appointing of the School Management Subcommittee (SMS)

i) Principal - SBS & SMS Chair

Existing chief incumbent priest of ASBV shall be the principal of the Sinhala Buddhist School (SBS) and chair the school management subcommittee (SMS).

ii) Secretary and school administrator

The secretary and school administrator shall be appointed by the Principal SBS from the team of teachers, given the nature of the position and requirement to be familiar with SBS functions. Expression of interest may be called from teachers by the Principal SBS. One teacher shall be selected to hold only one position of the SMS, during the year of appointment. (i.e.: one teacher shall not hold two positions of the SMS at the same time)

iii) Treasurer

The treasurer shall be appointed by the Committee of Management of ASBV Inc, in consultation with the Principal SBS. Treasurer SBS will directly report to the treasurer of ASBV Inc.

iv) Teacher representative & Event Coordinator

The teacher representative & event coordinator shall be appointed by the Principal SBS upon calling for expression of interest from the teachers of SBS. One teacher shall be selected to hold only one position of the SMS, during the year of appointment. (i.e.: one teacher shall not hold two positions of the SMS at the same time)

v) Parent Representative

Parent representative shall be elected by the parents at the annual parent meeting. The SMS shall call for expression of interest from parents who meets the following criteria

- Shall be parent of a current student of the SBS
- should not be the spouse of a current teacher or a SMS member

f) Operational support

i) Appointing support positions

The Principal SBS shall appoint task specific positions, as and when deemed necessary, to assist operations of the SBS. These positions shall not be considered as added or extended positions of the SMS. Such positions shall have a clear, task specific duty list and a time frame, which shall be less than the term of the SMS.

g) Roles & Responsibilities of SMS positions

Refer to: Annex 1- School Management Subcommittee (SMS) Roles & Responsibilities

2) Meetings

a) School Management Sub Committee Meetings

- Upon appointment, the SMS shall prepare a meeting schedule for the year
- SMS chair (SBS Principal) shall convene meetings
- SMS meetings are limited to the five members of the SMS. If majority of the SMS agree to invite anyone outside the SMS, that shall be for an agreed subject and a specific time during the SMS meeting only.
- Secretary shall set the agenda and take minutes of the meetings and maintain records

b) SBS Staff meetings

- Chaired by the Principal SBS
- Frequency shall be the discretion of the Principal SBS
- Participation is limited to the principal and teachers of SBS
- Anyone outside shall participate staff meetings only upon an invitation by the Principal SBS.

c) Parent meetings

- General parent meetings shall be held annually.
- Parent representative and the parent committee to be elected by the parents during this meeting

d) Other meetings

- As required by the SMS

3) Reporting obligations

a) Management reporting

- Representatives of the SMS (appointed by the Principal SBS) shall provide a management report to the Committee of Management of the ASBV Inc on a quarterly basis.
- The report should contain highlights of the operations, significant areas under the responsibilities listed in Annex 1, planned events, assistance and support requests etc.
- Report can be a verbal presentation, written document or a meeting in person or virtual, agreed and convenient to both SMS and the ASBV Committee of Management.

b) Financial reporting

- Treasurer SBS shall provide requested reports by the treasurer ASBV
- Report the financial health of the SBS including potential funding opportunities and potential financial risks.

4) Core business of SBS

- Core business of the SBS is the teaching and learning development function
- The School Authority Committee (SAC) honors the independence of the core business of SBS and always act on the best interest of the SBS
- The SAC will not interfere or hinder the core business by the principal and teachers of SBS

5) Delegation of duties & responsibilities

a) The Principal SBS & the Chair SMS

- The Principal SBS & the Chair SMS may delegate duties and responsibilities to a resident priest as and when required. Exceptions to this will be the sole discretion of the Principal SBS

b) Other positions

- Appropriate delegations will be decided by the SMS as required

Annex 1- School Management Subcommittee (SMS) Roles & Responsibilities

Team Charter

The SBS (Sinhala Buddhist School) Management Sub Committee, (hereafter referred to as SMS) shall comprise of 5 members. Each member of the committee must be at least 18 years old. The following personnel attributes are expected of the members of the SMS and all staff of SBS.

- Act honestly
- Act in the best interest of the school.
- Adhere to the Ethnic and Community Language School ES05: School Personnel 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 any potential conflict of interest as they arise to the school principal SBS & chair SMS.
- Accept and collaborate aligned with the governance guidelines.

Role Descriptions

The following role descriptions provide an overview of the roles and responsibilities of SMS members. They may be edited by the SMS, as required.

Principal SBS & the Chair of SMS

The principal SBS & Chair of SMS is the chief incumbent priest of Adelaide Sri Lanka Buddhist Vihara. (Who is also the adviser of the ASBV Inc). The principal is accountable for the overall management of the SBS.

Other specific responsibilities are as follows;

- Attend and chair all SMS meetings
- Ensure all relevant information is made available to SMS
- Ensure compliance with all Ethnic and Community Language School Policies and Procedures
- Resolve complaints and grievances
- Oversee school activities and projects
- Represent the school at formal occasions and meetings
- Fulfil the duties of the school principal as directed by the ESASA

Secretary & School Administrator

- Liaise with The Ethnic Schools Association
- Ensure all student enrolment forms and details of teachers are up to date in the enrolment system.
- Ensure all staff have an up-to-date screening and background check through the Department of Human Services (DHS)
- Ensure school reaccreditation as per the requirement
- Ensure all staff attend the mandatory training on *“Child Safe Environments: Identifying and Responding to Child Abuse and Neglect”* every three years.
- Makes sure SMS members are informed about Management Committee meetings prior to the meeting.
- Distributes the meeting minutes, agenda and any supporting correspondence.

- Keeps all records for the SBS including reports, formal correspondence, vacancies, minutes.
- Signing compliance and other relevant documents on behalf of SBS with the approval of the chair.
- Represent the school at formal occasions and meetings if requested by the chair.

Treasurer

The SBS treasurer is accountable to the treasurer ASBV Inc for carrying out the following financial management tasks;

- Keep-up-to date records of all financial related matters
- Organise the budget planning processes and timelines
- Provide budget solving recommendations
- Liaise with designated staff about financial matters
- Record all payments received
- Ensure all reimbursements are signed off by the Chair or the secretary prior to payments.
- Making payments and bank deposits.
- Reconcile all records monthly.
- Ensure that all necessary information and account books are ready for the annual audit.
- Present financial plans and reports to the ASBV committee on quarterly and annual basis
- Provide management information on financial health of SBS including potential opportunities and risks.

Teacher Representative & Event Coordinator

- Represent teachers and present their ideas and suggestions to the SMS
- Present professional needs and requirement for teacher development
- Present and assist in resolving teachers concerns and complaints
- Event planning, coordination and execution
- Liaise with the principal & staff of SBS, parent committee, parent presentative and external parties during planned events

Parent Representative

- Represent parents and present their ideas and suggestions to the SMS
- Present and assist in resolving parent concerns and complaints
- Liaise with the parent committee and event coordinator during planned events