



## Burnside Primary School ~ Governing Council

### Terms of Reference

<b>Sports Committee</b>	
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<b>1</b>	<b>Purpose and Scope of Committee</b>
	<p>The Sports Committee:</p> <ul style="list-style-type: none"> <li>• Support the After School Sports Coordinator.</li> <li>• Meeting at external association committees where required Identify and provide training opportunities for coaches.</li> </ul> <p>The Committee periodically reviews:</p> <ul style="list-style-type: none"> <li>• The finances relating to after school sport.</li> <li>• Participation levels in the various sports.</li> <li>• Reviews and makes recommendations on the facilities used by after school sport.</li> </ul> <p>Makes recommendations about the:</p> <ul style="list-style-type: none"> <li>• Representation of individual sports offered by After School Sport.</li> <li>• The addition of sports offered as interest is expressed by community members.</li> <li>• Replacement and or maintenance of the schools sporting equipment.</li> </ul>
<b>2</b>	<b>Regulatory Frameworks</b>
<b>3</b>	<b>Membership/Attendance</b>
	<p>Membership of the Sports committee is determined by the governing council. The committee may be consulted to assist in determining the most appropriate and effective membership structure.</p> <p>Applications for membership will be sought from the broader school community, as required. Membership will be based on merit.</p> <p>Membership will be determined by the council:</p> <p>The Committee must comprise a minimum of three (3) members, but have no more than ten (10) members, and must include:</p> <ul style="list-style-type: none"> <li>• Principal (or their delegate BPS Staff Member).</li> <li>• BPS Sports Coordinator.</li> <li>• Any interested Governing Council members.</li> <li>• Any interested school community members.</li> <li>• One Committee member must be the minute taker.</li> <li>• Representation should be across as many of the after school sports as possible.</li> </ul>
<b>4</b>	<b>Voting</b>
	<ul style="list-style-type: none"> <li>• All committee members are eligible to vote.</li> <li>• Voting will be by a majority of committee members present.</li> <li>• A quorum will be half the regular membership plus one.</li> </ul>

5	<b>Meetings</b>
<p>Office Holders:</p> <ul style="list-style-type: none"> <li>• All meetings will be chaired by the Convenor or their delegate.</li> <li>• Meetings will be held ONCE per term face to face (online if face to face is not possible). <ul style="list-style-type: none"> <li>- Minutes of each committee meeting will be taken by the committee minute taker.</li> </ul> </li> <li>• Meetings should be held at least one week before the Governing Council meeting and best endeavours for minutes to be submitted for circulation to the Sports subcommittee no later than 7 days after the subcommittee meeting but prior to forwarding to the Governing Council.</li> </ul> <p>Minutes/Agenda:</p> <ul style="list-style-type: none"> <li>• The meeting agenda will be prepared by the Convenor in partnership with the Sports Coordinator.</li> <li>• The Primary means of communication will be via Electronic Mail (email) which may be supplemented by the provision of hard copies for meeting materials.</li> </ul>	
6	<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• The Sports Committee is responsible for reporting to the Governing Council at least once per term on the sporting matters of the school.</li> </ul>	
7	<b>Sharing Information/Confidentiality</b>
<ul style="list-style-type: none"> <li>• Submissions to the committee must be addressed to the convenor.</li> <li>• Confidential committee matters must only be disclosed to members of the Governing Council or site staff, including the site leader, unless a child is being harmed or is at risk.</li> <li>• Where relevant and appropriate, make sure parents are aware of developments and initiatives related to the committee's role through the newsletter and/or school website.</li> </ul>	
8	<b>Reporting</b>
<p>The Sports Committee will report to Governing Council and provide the following:</p> <ul style="list-style-type: none"> <li>• General updates on the sporting activities in the school through distribution of the meeting minutes to the broader GC.</li> </ul> <p>The Sports Committee will report to the GC for the purpose of the AGM as follows:</p> <ul style="list-style-type: none"> <li>• Any major sporting achievements throughout the year</li> <li>• Changes in participation levels in the various sports</li> </ul>	
9	<b>Code of Conduct</b>
<p>Members are expected to conduct themselves according to the:</p> <ul style="list-style-type: none"> <li>• Burnside Primary School Parent Code of Conduct</li> <li>• Governing Council Code of Practice</li> <li>• Governing Council Standing Orders</li> </ul>	
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<p>The Terms of Reference including the effectiveness and membership of this committee will be reviewed by the governing council at the beginning of each school year to ensure it meets the need and goals as stated in the purpose of this document.</p>	
<p>Review Date: Term 1, 2023 – Accepted by the Governing Council 08.11.22</p>	