

GOVERNANCE & MANAGEMENT POLICY

Rationale

- The Department of Education and Training (DET) provides schools with a range of advice so that they can meet various legislative and policy requirements relating to school governance including:
 - School Council arrangements
 - accountability and continuous improvement activity
 - archives and records keeping
 - information management i.e. protecting privacy, abiding by freedom of information requirements
 - home schooling
 - management and maintenance of safe school premises and equipment
 - management of and response to actual or threatened violence at school
 - response to a range of key issues in accordance with the Department's legal position
 - development and implementation of effective risk management strategies
 - meeting obligations and recommended standards of behaviours when using social media tools for personal or professional purposes.

Note: All schools and home schooling providers must be registered and meet minimum standards.

The policies within the Governance section are:

- [Archives and Records Management](#)
- [Home Schooling](#)
- [Information](#) (Information Privacy & Freedom of Information)
- [Legal Position](#) (Fraud & Corruption, Gifts, Benefits & Hospitality, Volunteers, Responding to Legal Claims, Writs & Subpoenas, School Property Damage)
- [Registration of Schools](#)
- [Risk Management](#) (Dangerous Goods & Hazardous Substances and Smoking Ban, Fireworks, Electrical Equipment Safety, Amusement Rides, Safe Food Handling)
- [Safety Management \(includes the policies under Risk Management](#)
- [Safety Response](#) (Security Risk Management, Accident Recording & Reporting, Restraint of a Student is covered under Discipline (Overview), Trespass, Intervention Orders)
- [School Councils](#) (SC Operations, SC Meetings, SC Legal Position, SC Elections, SC SubCommittees & Working Parties)
- [School Improvement](#) Performance & Development & Framework for Improving Student Outcomes)
- [Using Social Media](#) (Internet Use & Social Media)

The policies within the Management section are:

- [Advertising](#)
- [Conducting Research](#)
- [Copyright](#)
- [Emergency and Critical Incidents](#)
- [Operations](#)
- [Parent Payments](#)
- [Personal Devices - Parent Payments and Access](#)
- [Protocols for Members of Parliament Visiting Schools](#)
- [Relationship with the Media](#)
- [School Naming](#)
- [Student Dress Code](#)

Purpose

- To ensure Tarneit West Primary School (Interim Name) is aware of the range of governance related policies developed by DET.
- To ensure the school complies with DET policy and guidelines.

Implementation

- Tarneit West Primary School (Interim Name) Council has developed policies in the following areas:
 - School Council Legal Framework, School Council Elections, School Council Operations, School Council Meetings
 - Accountability and Improvement (Performance & Development and Framework for School Improvement)
 - Archives and Records Management
 - Information Privacy
 - Freedom of Information
 - Fraud and Corruption
 - Gifts, Benefits and Hospitality
 - Volunteer Workers
 - Banning, Search and Seizure of Harmful Items
 - Duty of Care
 - Risk Management
 - Dangerous Goods and Hazardous Substances
 - Accident Recording and Reporting
 - Emergency Management Planning
 - Emergency and Incident Reporting
 - Medical Emergencies
 - Security Risk Management
 - Personal Devices – Parent Payments & Access
 - Naming a School
 - Protocols for Members of Parliament Visiting Schools
 - Asset Management and SEIS
 - Camps and Excursions
 - Smoking Ban
 - Internet/Social Media
 - Mobile Phones, Use by Children
 - Parent Payments
 - Uniform/Dress Code
 - Personal Devices – Parent Payments & Access
 - Protocols for Members of Parliament Visiting Schools
 - School Naming
 - Framework for Improving School Outcomes
 - Performance & Development
 - School Hours
- Please refer also to the school's *Policy Development and Review Policy*.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early July 2017).

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
October 2017	2019	38	1	September 2017

References:

www.education.vic.gov.au/school/principals/spag/governance/pages/governance.aspx
www.education.vic.gov.au/school/principals/spag/management/pages/management.aspx