

GOVERNANCE COMMITTEES

The aim of an RSAS Governance Committee is to support the delivery of RSAS. It makes sure the right people are involved and focused on school attendance. Committee members do not manage RSAS activities, but can provide support and advice to RSAS teams. Below are some tips on how Governance Committees can be set up and run. If a similar group already exists in your community you can use this.

➤ An RSAS Governance Committee could be used to:

- work closely with key stakeholders and look for ways to share resources and work together;
- talk about the importance of school attendance;
- come up with local solutions; and
- make decisions and develop a local attendance plan.

➤ **Bring key stakeholders together to work on attendance. This could include (but is not limited to):**

➤ SCHOOL PRINCIPAL & TEACHERS	➤ RSAS STAFF	➤ ELDERS & OTHER COMMUNITY LEADERS
➤ PARENTS & CARERS	➤ GOVERNMENT REPRESENTATIVES	➤ EARLY CHILDHOOD SERVICES
➤ PM&C STAFF	➤ HEALTH SERVICES	➤ CDP PROVIDER
➤ LOCAL POLICE	➤ NIGHT PATROL	➤ LOCAL SPORTING ORGANISATIONS

- Providers managing multiple sites may wish to have working groups or individual committees for each site, depending on the local needs.

➤ **Anyone can be invited to join the local RSAS Governance Committee. It is best to invite members who:**

- understand the goals of RSAS;
- know the importance of school attendance;
- are interested in school attendance and RSAS;
- will promote school attendance and RSAS; and
- understand the local school attendance issues.

➤ **Make sure the purpose of the RSAS Governance Committee is clear.**

- Write a plan for the RSAS Governance Committee to make sure everyone understands the purpose. This plan could include:
 - the committee structure;
 - How to choose a chairperson;
 - Who will make decisions;
 - basic rules (including how to sort out any conflicts);
 - when the committee will meet; and
 - the role of the committee.

TIPS FOR MANAGING A GOVERNANCE COMMITTEE

Regular meetings

This will depend on the availability of members and the needs of the community.

Appoint a chairperson who is 'neutral'

They can have an opinion but also need to let everyone have a say.

The chairperson runs the meeting. They should help resolve conflicts and help the group make decisions.

Keep records

Write down what was said at the meeting. Give a copy to everyone after the meeting. This is a good way to make sure everyone understands what was discussed.

Invite guests

Invite people who care about school attendance or know about the local issues.