# Governance and internal control arrangements

## Governance

The insert school council name is made up of the following positions:

* Insert School Council President
* Insert School Principal
* Insert Other names/titles (as needed)

The school council reviews its standards and procedures on a regular basis at its insert frequency e.g., monthly, annual etc meetings in order to monitor the effectiveness of document control processes as well as other issues.

Another standard agenda item at the insert frequency e.g., monthly, annual etc school council meeting is the review of the Insert school name risk register. The insert school principal name provides an update on the risk register at each meeting and aspects of the risk register are discussed by the leadership team.

The insert school principal name provides the school council with appropriate safety information to assist them in their decision making.

The school council is provided with copies of internal audits to give them sufficient knowledge about the level of compliance displayed by the school.

## Internal control arrangements

The responsibility for implementing and maintaining the accreditation documents for Insert school council name has been given to insert school principal name as the authorised delegate and responsible/relevant person.

The overall management of operational safety is the responsibility of the insert school principal name, who has responsibility for applying risk management processes to maintain a safe operational work environment.

The insert school principal name, may delegate bus safety tasks to appropriately qualified persons.

The major safety responsibilities and accountabilities within insert school council name are set out in individual job descriptions.

These arrangements were first accepted by insert school council name on: [DATE]

These arrangements were last reviewed on: [DATE]

Signed: ………………………………………………. ………. Date:……………………….

Name:

Position: