



Sale Primary School

BUS GOVERNANCE & INTERNAL CONTROL ARRANGEMENTS



Help for non-English speakers

If you need help to understand the information in this policy please contact the office for further support.

MIS 2.2a

Governance

The Sale Primary School is made up of the following positions:

- School Council President
- School Council Vice President
- School Principal
- School Council Treasurer
- School Councillors

Sale Primary School holds eight (8) School Council Meetings per school year and reviews its standards and procedures at its School Council meetings in order to monitor the effectiveness of document control processes as well as other issues.

Another standard agenda item at the School Council meeting is the review of the Sale Primary School's risk register. The Principal, Chris Malone, provides an update on the risk register at each School Council meeting and aspects of the risk register are discussed by the leadership team.

The Principal, Chris Malone, 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.

MIS 2.2b

Internal Control Arrangements

The responsibility for implementing and maintaining the accreditation documents for Sale Primary School Council has been given to Chris Malone as the authorised delegate and responsible/relevant person.

The overall management of operational safety is the responsibility of the Principal, Chris Malone, who has responsibility for applying risk management processes to maintain a safe operational work environment.

The Principal, Chris Malone, may delegate bus safety tasks to appropriately qualified persons.

The major safety responsibilities and accountabilities within Sale Primary School Council are set out in individual job descriptions.

These arrangements were first accepted by Sale Primary School Council on: 2 February 2023



Sale Primary School

COMMUNICATION

This policy will be communicated to our school community in the following way:

- Included in staff Bus Driver induction processes and training
- Available publicly on our school's website
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Arrangements last reviewed	October 2025
Approved by	School Council 11/2025
Review Cycle	1 year
Next scheduled review date	October 2026