



SCHOOL COUNCIL

STANDING ORDERS

REQUIREMENTS

Purpose of school council

School council is the legally formed body that is given powers to set the key directions of a school. It is the major governing body of the school that, within DET guidelines, decides the future directions for the school and oversees the school's operation.

The legislative framework

School councils operate under a framework provided by the:
Education and Training Reform Act 2006 (the Act)
Education and Training Regulations 2007 (the Regulations)
Individual school's constituting Order.

Subject to this framework, a school council may regulate its own proceedings.

School council membership

The constituting Order of Dookie Primary School states the composition of the Council is:
8 elected parent members, who represent more than one third of school councillors
3 elected DET employee members. The principal who is executive officer is included in this number.
1 of community members. It should be noted that community membership positions are appointed, rather than elected. DET employees are not eligible for appointment to this category.
Community members have the same voting rights as elected members.

Casual vacancies

Should a casual vacancy occur on council, this vacancy is filled by council coopting a person from the appropriate category who then completes the rest of the term of office of the retiring member.

Office bearers

The Regulations requires there be at least two office bearers – the President and the Executive Officer

The position of **Executive Officer** is filled by the Principal. The Principal is a full member of council with the same voting rights as other councillors.

Other potential office bearers:

The **Vice President** is elected by all members of school council. As the Vice President may need to chair a meeting in the absence of the president, it is recommended this position should be filled by a non DET parent member or community member.

The **Treasurer** is appointed by school council. It is recommended this position be held by a non DET parent member or a community member. This position should not be filled by the office manager / bursar.

The **Secretary** may be either an elected member of school council or a person appointed to this role who is not a member of school council and is therefore a silent observer with no voting rights.

Quorum

A quorum requires not less than one half of school council members currently holding office to be present at the meeting with a majority of members present who are not DET employees. Any parent members on school council who also work for the Department are counted as DET employees for the purpose of a quorum.

A member of the school council may be present in person or by video conferencing or teleconferencing.

Proxies and voting procedures

Eligible members of council must be present at a meeting to be part of the decision making process. There is no provision in either the Act or the Regulations for proxies. Therefore, if someone is unable to attend a meeting, another person cannot attend and vote on their behalf.

In the event of a vote being tied, the chairperson of the meeting (usually the President) has the casting vote.

If the President is absent

In the absence of the President, the vice president must chair the school council meeting. If neither the President nor Vice President is present, councillors may elect a member to chair the meeting. This person should be a non DET employee.

School council meetings

Unless otherwise decided, school council meetings will be held twice a term on the 2nd Wednesday of the month – starting at 6.30pm – unless otherwise agreed by school council members.

If members are unable to attend a meeting, they are expected to send their apology prior to the meeting.

An extraordinary meeting may be held at any time decided by council, provided all members are given prior notice of the date, time, place and purpose of the meeting. At least one week's notice is preferable if an extraordinary meeting is to be held.

Open and closed meetings

While all school council meetings would normally be open to the school community, there may be times when the council meeting, or part of the meeting needs to be closed to protect confidentiality or privacy or for another valid reason. Should this occur, school council will need to approve a recommendation (called a "motion") to go into a "closed" session. School council should then go back into open session once the topic under discussion has been concluded.

Visitors or observers can be present with the agreement of the Principal and a decision by school council, but they must direct all their comments through the chairperson. Visitors have no voting rights.

Extensions of meeting times

If business has not been concluded by the scheduled closing time (1.5 hours from meeting opening) for the meeting, the chair should ask councillors whether they wish to defer the rest of the business until the next meeting or to extend the meeting by up to 2 separate periods of extended time (e.g. 15 minutes each).

A motion is necessary if council wants to extend the meeting for that evening.

Conflict of interest

If a school councillor has a direct financial interest in a matter being considered before council, that councillor:

- Must declare the conflict of interest

- Must not be present during the discussion unless invited to do so by the president

- Must not be present when a vote is taken on the matter

- May be included in the quorum for that meeting.

Agenda and notes

The agenda, minutes from the previous meeting and any notes for the meeting, such as sub-committee minutes, president's report, principal's report, will be distributed to all councillors no less than one week before the meeting. Business arising from previous minutes and all sub-committee recommendations will be itemised in the agenda.

Minutes

All decisions of council shall be recorded as minutes. Also included in the minutes are the dates and times of the meeting, those present and apologies, and an overview of key discussions.

When school council minutes are submitted for confirmation, only questions regarding their accuracy as a record of the meeting are to be raised.

Business arising from the minutes is dealt with after the minutes have been confirmed.

School council decisions

Decisions of Dookie Primary School school council will be by a majority of those eligible to vote and who are present at the meeting, where the majority are non DET members.

Dookie Primary School school council will try to reach decisions by consensus but when that is not possible, a count will be taken with the number for and against recorded in the minutes.

Voting will normally be by a show of hands, but a secret ballot may be used for particular issues.

Council sub-committees

Sub-committees assist council in all the work that needs to be done. They report regularly at school council meetings, provide advice and make recommendations to council, which has the final responsibility for decisions.

Sub-committees **cannot** make decisions for school council, rather they make recommendations to council. All school councillors are expected to play an active role in at least one sub-committee. Sub committees must provide a monthly report to either the Principal or Business Manager no less than one week prior to the next scheduled School Council Meeting. It will then be distributed to all School Council Members.

School council principles

School councillors will at all times behave in a civil and respectful manner.

Councillors will promote:

Respectful partnerships

Clear and **honest** two-way communication

Transparent processes

Democratic, informed decision-making

Personal and professional **integrity**.

Confidentiality

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

May 2018