



TRARALGON SOUTH PRIMARY SCHOOL STANDING ORDERS FOR SCHOOL COUNCIL

INTRODUCTION:

The purpose of these Standing Orders is to assist School Council to operate efficiently and effectively within the legal framework and Department of Education and Training (DET) guidelines for School Councils.

The School Council is the governing body for the school. It determines appropriate educational policies within DET guidelines, ensuring the aims of the school are achieved. Acting as a team, the School Council supports the Principal to provide the best possible educational outcomes for students.

LEGAL REQUIREMENTS:

Standing Orders for School Council must be consistent with the legal requirements set out in the *Education and Training Reform Regulations 2017*.

SCHOOL COUNCIL MEMBERSHIP:

The membership of the Traralgon South Primary School Council according to its constituting Order is 11 (eleven) members – 9 (nine) parent and 2 (two) DET employees other than the Principal. The Principal is the Executive Officer of School Council and community members may be co-opted to School Council as per the details below.

Elected members of School Council have two-year terms of office, with half of the School Council membership terms of office expiring on 31 March each year.

CO-OPTION OF COMMUNITY MEMBERS:

The community members included in the constituting Order will be co-opted to the School Council at a special meeting held as soon as practicable after the declaration of the poll and before office bearers are elected. If the appointment of the community members either cannot be resolved at the special meeting called or on the resumption of the adjourned special meeting, the School Council may proceed to the first meeting of the School Council to elect office bearers.

OFFICE BEARERS:

The School Council will have the following office bearer positions:

1. President - The President is elected by all members of Traralgon South Primary School Council and may not be in employment at the school.
2. Vice President - Although there is no restriction on a DET member of School Council being appointed to this position, this is normally allocated to a non-DET member of School Council to allow the Vice President to chair meetings in the absence of the President.
3. Treasurer.
4. Secretary.

ELECTION OF OFFICE BEARERS:

Office bearers will be elected at the first meeting of the School Council after declaration of the poll each year and following a special meeting to co-opt community members.

In the election of an office bearer, if the votes are tied, the School Council will decide the outcome by either holding a new election or drawing of lots. If a new election is held and is also tied, the School Council may decide the election by the drawing of lots or decide to conduct further elections until the election of office bearers is decided.

ROLES AND RESPONSIBILITIES:

Principal

The Principal is a full member of School Council and apart from acting as Executive Officer, is responsible for the implementation of relevant policies and informing School Council on educational, statutory, regulatory and Government policy issues.

The Principal shall:

- Ensure all School Council members receive the minutes of the previous meeting, agenda, reports of committees and financial reports by the Wednesday prior to the School Council meeting;
- Provide the School Council Treasurer with financial reports within 7 days prior to the School Council meeting;
- Notify School Council of any apologies received;
- Ensure that minutes of the meeting are recorded;
- Table all correspondence relevant to the School Council meeting;
- Write all correspondence authorised by School Council;
- Be the Executive Officer of the School Council;
- Be an ex-officio member of all School Council sub-committees.

President

The President shall:

- Act as chairperson of all meetings of School Council;
- Decide recommendations for each item of correspondence in collaboration with the Executive Officer;
- Conduct the business of School Council under agreed rules and any standing orders adopted from time to time;
- Act as a signatory to the School Council financial accounts;
- Be an ex-officio member of all Council committees.

Vice President

The Vice President shall:

- In the absence of the President, act as chairperson at School Council meetings and otherwise represent the President as required. Please note, only a non-DET member of School Council can chair meetings.

Treasurer

The Treasurer shall:

- Present to School Council a monthly statement of the financial position of the school;
- Ensure that all School Council accounts are audited according to regulations.

Secretary

The Secretary shall:

- Take an accurate account of proceedings of School Council meetings;
- Distribute the minutes to all School Council members within 7 days of the meeting.

Responsibilities of Council Members

Each member of School Council is expected to:

- Regularly attend meetings of School Council;
- Thoroughly scrutinize all relevant information before each meeting;
- Be a member of at least one sub-committee of School Council;

- Maintain confidentiality as required;
- As an elected member, have a prime responsibility to the interests of School Council above that of any part of the electorate;
- Maintain an awareness of education developments;

Signatories For Accounts Under The Control Of School Council

The Principal and one of either the President, the Treasurer or one other School Council member nominated by the School Council.

SUB-COMMITTEES:

School Council will determine which sub-committees it required and will review the need for each annually. The School Council will have the following sub-committees:

1. Finance and Fundraising
2. Education (Policy and Programs)
3. Buildings and Grounds

Each sub-committee will be chaired by a member of School Council unless otherwise decided by School Council. A sub-committee must include at least one School Council member and have at least three members.

School Council may approve of working parties to assist in the work of the above sub-committees. Membership of sub-committees shall be decided at the first meeting of School Council (following the Annual General Meeting), with councillors nominating their preferences for sub-committee membership.

Some negotiation may be necessary to achieve general balance of size and representation.

Each sub-committee shall elect a convenor.

Membership of sub-committees shall be extended to include interested community members with special expertise or interest in the area of the sub-committee.

The full membership of sub-committees will be as listed and approved by School Council.

All sub-committees are formed to advise School Council and have no decision-making powers. Sub-committee meetings are to be held at a time to be decided by its members, but usually within 14 days of the next School Council meeting.

Each sub-committee is to provide a written report on its activities for each School Council meeting.

Sub-Committee General Guidelines

All sub-committees shall:

- Recognise that, within the school, the School Council is the ultimate decision-making body in the formation of policy;
- In their area of responsibility, recommend courses of action to School Council;
- After each meeting, through the convener, provide the School Council Executive Officer with a written report of the minutes and any recommendations for School Council consideration;
- Implement School Council policy decisions as directed;
- Prepare submissions for programs to be considered when budgets are prepared;
- With the approval of School Council, have the power in any particular year to co-opt any person whose special talent will benefit the work of the committee.

The convener of a School Council sub-committee shall:

- Call all meetings and provide all sub-committee members with an agenda prior to the meeting;
- In the event of his/her absence, nominate another member of the sub-committee to act as chairperson of the meeting;
- After each meeting, provide the School Council Executive Officer with a written report of the minutes and any recommendations for School Council consideration;
- Ensure that the guidelines below are carried out.

Special Guidelines for School Council Sub-Committees

Finance and Fundraising sub-committee shall:

- Consider budget submissions in the light of School Council policies and priorities and make recommendations to School Council for budget approval;
- Monitor School Council income and expenditure, including local fundraising, school fees, trusts and co-operatives;
- Make recommendations to School Council for short- and long-term financial planning in line with charter goals and priorities.

Education (Policy and Programs) sub-committee shall:

- Consult with the school community and make recommendations to School Council on aspects of the school's educational policy, noting it is the province of the Principal and school staff to implement these policies;
- Make recommendations to School Council on the approval of camps and excursions, taking due regard of DET guidelines.

Building and Grounds sub-committee shall:

- In conjunction with school and relevant personnel, make recommendations to School Council on aspects of the maintenance and minor works plan for the school;
- Encourage the participation of the school community in maintenance and improvement of school buildings and grounds through appropriate working bees;
- Maximise the outcomes from the funds allocated to buildings and grounds development and maintenance.

MEETINGS:

Regular:

The School Council will meet at least 8 times within a calendar year. The meeting will commence at 7.00pm and will finish no later than 9.30pm unless agreed by the School Council. Meetings will be held in the staff room.

Public Reporting (Annual) Meeting:

The School Council will call a public meeting at least once each year and at that meeting will:

- (a) Report the proceedings of the School Council for the period since the date of the previous public meeting;
- (b) Present the annual report published by the School Council;
- (c) If the accounts of the School Council have been audited, present a copy of the audited accounts.

The School Council may, from time to time, call additional public meetings.

Extraordinary Meeting:

An extraordinary meeting of the School Council may be held at any time decided by the council, if all members are given reasonable notice of the time, date, place and subject of the meeting.

The President of the School Council or, in the absence of the President, the Principal must call an extraordinary meeting of the School Council if either of them receives a written request to do so from three members of the School Council.

The President or the Principal must call a meeting under the preceding paragraph by sending a notice to all School Council members giving the members reasonable notice of the time, date, place and subject of the meeting.

The business of an extraordinary meeting will be confined to the subject for which it is called.

QUORUM FOR MEETINGS:

For a quorum to be achieved at a council meeting, not less than one half of School Council members currently holding office must be present and a majority of the members present must not be DET employees. Any parent members on the council who also work for the Department are counted as DET employees for the purpose of a quorum.

If at the end of 30 minutes after the appointed time for a meeting of the School Council, there is no quorum present, the meeting will stand adjourned to a time and place determined by the School Council members present.

A member of the School Council may be present at a council meeting, in person or by video conferencing or teleconferencing.

SCHOOL COUNCIL DECISIONS:

Decisions of the 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. A vote by proxy is not valid.

Members will vote on a matter and the number of votes for and against will be recorded in the minutes.

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

TIED VOTES:

When a vote is tied (i.e.) an even number of people are for and against a decision, the President (presiding member) has a second or casting vote.

ABSENCE OF THE PRESIDENT AND OTHER MEMBERS FROM A MEETING:

If the President is unable to preside at a School Council meeting, the School Council will elect a member of the School Council to chair the School Council meeting (other than an employee of the Department).

If a member is unable to attend a meeting, an apology should be submitted to the President and/or Principal prior to the meeting.

CONFLICT OF INTEREST:

If a School Council member or a member of his or her immediate family has any perceived or actual conflict of interest (either financial or non-financial) in a subject or matter under discussion at a School Council meeting, that councillor:

1. Must declare the conflict of interest.
2. Must not be present during the discussion unless invited to do so by the person presiding at the meeting.

3. Must not be present when a vote is taken on the matter.
4. May be included in the quorum for that meeting.

The declaration of interest will be included in the minutes of the meeting.

EXTENDED LEAVE OF A COUNCIL MEMBER:

A member of the School Council may apply in writing to the President for extended leave of up to three consecutive meetings.

If a member of a School Council is granted extended leave, the membership of that member is excluded in determining the requirement for a quorum of not less than half the members currently holding office.

AGENDA:

Working alongside the Principal, the President shall ensure an agenda is prepared for each regular meeting and distribute the agenda, draft minutes from the previous meeting and meeting papers such as sub-committee reports, Principal's and President's report to School Council members no less than five days before the meeting.

OPEN AND CLOSED MEETINGS:

School Council meetings will generally be open to the school community, but the Principal and School Council may decide that only members may be present at a meeting or part of a meeting.

If the meeting is open, visitors may speak by invitation of the presiding member.

LENGTH OF MEETINGS AND EXTENSIONS OF MEETING TIMES:

If business has not been concluded within 2.5 hours, the presiding member shall ask the members whether they wish to defer the rest of the business until the next meeting or to extend the meeting. A motion is necessary if council wants to extend the meeting. The meeting will be extended for no more than 15 minutes.

MINUTES:

The Principal will ensure a record of each School Council meeting is kept and draft minutes are prepared after each School Council meeting and distributed to School Council members prior to the next School Council meeting. The Principal may delegate this responsibility to another person.

The minutes will record:

1. The type of meeting (regular, extraordinary or public);
2. Date, time and venue of meeting;

3. Names of attendees and apologies received from members;
4. Name of presiding officer;
5. A record of the business of the meeting including the decision on the minutes of the previous meeting;
6. Inward and outward correspondence and reports of any sub-committees tabled at the meeting:
and
7. Decisions of the meeting including motions and any amendments, names of movers and seconders, whether the motion was carried or rejected and the number of votes for and against.

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

Once the minutes have been accepted as a true and accurate record of the meeting, they are to be signed by the School Council President or the person who presided at the meeting.

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

CONDUCT OF MEETINGS:

The members of the School Council must abide by the Directors Code of Conduct issued by the Victorian Public Sector Commissioner and locally agreed etiquette.

REVIEW CYCLE:

These Standing Orders For School Council were last ratified by School Council on 21 March 2022 and is scheduled for review in 2023.