

ARMADALE PRIMARY SCHOOL

School Council Standing Orders 2018

1 INTRODUCTION

The purpose of these Standing Orders is to assist the Armadale Primary School Council to operate efficiently and effectively within the legal framework and Department guidelines for school councils.

2 SCHOOL VISION AND VALUES

The Strategic Plan sets out the Vision and Values of the School.

2.1 Vision

Our vision is to be an exemplary learning community. We place the highest value on developing the whole child with the skills, knowledge and dispositions for a lifetime of inquiry. We strive for a culture of excellence for all learners with a nurturing and inclusive community to create a sense of belonging. We value diversity and seek to promote a deeper understanding of our world.

2.2 Armadale Primary Values

- **Learning** - Learning is our core business and intrinsic to everything we do.
- **Honesty** - Ours is a community demonstrating honesty, truthfulness, and fairness.
- **Kindness** - We value kindness and expect that we treat others as we like to be treated. We nurture one another and look after those less fortunate.
- **Respectfulness** - Our community demonstrates respectfulness towards one another and the school environment.
- **Excellence** - We value excellence in all spheres of our educational provision.

3 COMPOSITION OF COUNCIL

The constituting order of the Armadale Primary School confirms the composition of Council as:

Membership Total 15	-	8 Parent Members
	-	4 DET Employee Members
	-	1 Principal
	-	2 Community members having a special interest in the school (these may be parents)

Note: Maximum DET employees – 5
Maximum DET employee parents – 2

Elected members of the Armadale Primary School Council have two-year terms of office with half retiring annually. Co-opted members of Armadale Primary School are appointed for one or two-year terms.

Elections are conducted according to the *Education and Training Reform Act 2006* and the *Education and Training Reform Regulations 2007*.

3.1 Creation of Casual Vacancies:

A casual vacancy is created when a person who is a member of the Council (other than an ex-officio member)

- a) dies
- b) is or becomes bankrupt

- c) is or becomes of unsound mind
- d) delivers a letter of resignation to the office of the school, or to the President of the Council
- e) is or becomes convicted of an indictable offence
- f) who being elected or co-opted to any membership category, ceases to be eligible for election or co-option to that membership
- g) is absent from three consecutive meetings of the Council without special leave previously granted by the Council, and subject to a decision of the Council.

In spite of (f) above where a student ceases to be enrolled at the school, and the student's parent has been elected to the parent member category, the parent may continue to be a member of the Council until the next election.

Where a member of the council is appointed as a Principal of the school, other than if the appointment is temporary, a casual vacancy is created. An appointment for more than twelve continuous weeks shall not be considered temporary.

4 OFFICE BEARERS

Council shall elect from its members the following office bearers:

The President

The President is elected by all member of Armadale Primary School Council but may not be in employment at the school.

Vice President (Optional)

There is no restriction of a DET employed member of Council being nominated to the position but they would not be able to chair meetings in the lieu of the President.

Treasurer (Optional)

The **Treasurer** is the **convenor of the finance sub-committee** 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.

Minute Secretary (Optional)

The **minute 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.

5 ROLES

The President shall:

- Act as chairperson of all meetings of Council
- Make recommendations for each item of correspondence in collaboration with the Executive Officer
- Conduct the business of Council under agreed rules and any standing orders adopted.

The Vice President shall:

- In the absence of the President, act as Chairperson at Council meetings and otherwise represent the President as required (NB. only a non-DET employed member of Council can chair meetings).

The Principal shall:

- Be the Executive Officer of the Council
- Be an ex officio member of all Council committees

- Act as a co-signatory to the council financial accounts
- In conjunction with the Business Manager write correspondence authorised by Council
- Ensure that,
 - adequate and appropriate advice is provided to the council on educational and other matters
 - council decisions and policies are implemented
 - adequate support and resources are provided for the conduct of school council
- Ensure that, through the Business Manager
 - correspondence is attended to promptly
 - minutes of the meeting are recorded and filed
 - all Council accounts are audited according to regulations

6 SUB-COMMITTEES OF THE COUNCIL

Council will determine which sub-committees it requires and will review the need for each as required.

The committees may comprise the following unless Council decides otherwise:

- Education and Policy
- Finance
- Facilities
- OOSHC

All sub-committees are formed to advise Council and have no decision making power. They can make recommendations to Council in their area of responsibility, however Council holds the ultimate decision making body in the formation of policy.

6.1 Membership of Sub-Committees

Membership of sub-committees shall be decided at the first meeting of Council after the annual Council elections, when Councillors will nominate their preferences for sub-committee membership

- Each sub-committee shall consist of at least 3 members, one of whom must be a council member
- Each sub-committee shall elect a convenor
- Some negotiation may be necessary to achieve general balance of size and representation
- Membership of sub-committees may be extended to include interested community members with special expertise or interest in the area of the sub-committee
- The full membership of the sub-committees will be listed and approved by the Council
- The Council may approve working parties to assist in the work of the sub-committees.

6.2 Sub-Committee Meetings

- Sub-committee meetings are to be held at a time to be decided by its members
- Each sub-committee (through its convener) is to provide a written report on its activities for each Council meeting with appropriate recommendations
- Sub-committee reports are to be submitted to the Business Manager by 10am two working days prior to the School Council meeting

7 MEETINGS

7.1 Regular Meetings

- Council will meet at least twice each term with at least 8 meetings being held in any calendar year.
- The times, dates and locations of the meetings are to be decided by the Council and reviewed annually, after each election.
- Meetings are to commence at 7.00pm and conclude by 8:30pm unless Council votes for a 15-minute extension by a majority of those present. Under exceptional circumstances Councillors may vote for a second extension.

7.2 Public Report (annual) meeting

- The Council must hold at least one public meeting each year to report on its activities and to present a statement setting out the school's income and expenditure for the previous calendar year and the school's Annual Report. If the school accounts have been audited, a copy of these audited accounts must be presented.

7.3 Extraordinary Meeting

- An extraordinary meeting of Council may be held at any time decided by the Council, provided all members are given prior notice of the time, date, place and purpose of the meeting.
- An extraordinary meeting may also be called upon written request by 3 members being given to the President, Vice President or Executive Officer of the Council, who must then convene a meeting by sending a notice to all Councillors advising the time, date, place and purpose of the meeting.
- The business of an extraordinary meeting will be confined to the object for which it is called

7.4 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

7.5 Decision Making by Council

- All decisions of Council shall require formal voting
- A decision of the majority of members eligible to vote and present at any meeting of Council with a quorum is the decision of the Council. 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.
- Abstaining from a vote is counted as against the motion
- All members of Council including the Principal have one vote
- Voting will normally be by a show of hands, but a secret ballot may be used for particular issues.
- If votes are tied, the presiding member has a second or casting vote

An executive consisting of the President, Vice President, Treasurer, Secretary and Principal may act on behalf of the council on any urgent matter or at any time when it is not possible to call a full meeting of the Council providing there is a balance of Non-DET and DET members. These decisions are to be reported at the next Council meeting.

7.6 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 principal prior to the meeting.

7.7 Conflict of interest

If a school council member or a member of his or her immediate family has any direct conflict of interest (including a financial interest) in a subject or matter under discussion at a school council meeting, that councillor:

- must declare the conflict of interest
- must not be present during the discussion unless invited to do so by the person presiding at the meeting
- must not be present when a vote is taken on the matter
- may be included in the quorum for that meeting.

7.8 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 3 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.

7.9 Agenda

The Agenda for Council meetings is to include the following attachments:

- A general outline of the order of the meeting
- Draft Minutes from the previous meeting
- A statement of correspondence sent and received
- Meeting papers including relevant correspondence to be debated by Council, sub-committee reports, principal and present's report.

The Agenda and all meeting papers are to be sent to Councillors at least 3 days prior to each Council meeting.

7.10 Open and closed meetings

School council meetings will generally be open to the school community. Visitors or observers can be present at meetings **with the agreement of the principal and a decision of council**.

There may be times when, for the purpose of confidentiality or other reasons, the council meeting, or part of the meeting, needs to be closed.

Process for Visitors to attend an open meeting

- Visitor to approach the Principal and request an invitation to attend a School Council Meeting

- Principal advises visitor that he/she will obtain School Council approval at the next meeting
- School Council discusses at the next meeting and decision is voted on as a motion
- Principal will notify visitor of the outcome following the meeting. If School Council approves the request, the Principal will invite the visitor to attend the following meeting.

If the meeting is open:

- Visitors may speak by invitation of the presiding member
- Visitors are expected to abide by the expected code of conduct/etiquette

Visitors do not have any voting rights.

7.11 Minutes

The principal will ensure a record of each school 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.

School council minutes should record the following information at a minimum:

- the type of meeting (regular, extraordinary or public)
- date, time and venue of meeting
- names of attendees and apologies received from members
- **name of presiding officer (chair)**
- the business of the meeting including the decision on the minutes of the previous meeting, inward and outward correspondence and reports of any sub-committees tabled at the meeting
- decisions of the meeting including motions and any amendments, names of movers and seconders
- whether the motion was carried or rejected
- the number of votes for and against.

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 and provided to school council members. There is no right of access to the minutes of a school council meeting under the *Freedom of Information Act 2000*. However, the school community should be kept informed of school council matters by way of a report in the school newsletter and/or on the school website.

8 RESPONSIBILITY OF COUNCIL MEMBERS

Each member of Council is expected to:

- Regularly attend meetings of council
- Thoroughly scrutinise reports etc before each meeting
- Be a member of at least one sub-committee of Council
- Maintain confidentiality and sensitivity
- As an elected member have a prime responsibility to the interest of Council above that of any particular part of the electorate
- Maintain an awareness of developments in educational management
- Participate in at least one annual professional development activity or training session pertinent to the operations of school council
- If a member of the council or a member of his or her immediate family has any direct pecuniary or conflict of interest regarding a matter under

discussion at a council meeting, that member must not be present during discussions unless invited to attend by the Council, or be present when a vote is taken on the matter, but may be included in quorum for that meeting.

9 SCHOOL COUNCIL PROTOCOLS

The school council will operate according to the following protocols:

- **Respectful** partnerships
- Clear and **honest** two-way communication
- **Transparent** processes
- **Democratic**, informed decision-making
- Personal and professional **integrity**.

In the conduct of meetings, the following etiquette will be observed by members:

- Only one person talks at a time.
- All requests to speak are directed to the presiding member.
- All speakers are listened to in respectful silence.
- No 'side conversations' are held.
- Members shall listen to the discussion carefully in order to avoid making points that have already been made or asking questions which have already been answered.
- When the presiding member indicates that the topic of discussion is closed, no further comments are made.
- Members shall not use jargon.
- Members will ensure that all electronic devices (such as mobile phones) are silenced and no calls are taken during the meeting.
- Members shall stay calm regardless of how difficult or challenging the topic

10 SUB-COMMITTEE PROFILES

10.1 Education and Policy Sub-Committee Profile

The Education and Policy Sub-committee will:

- Provide a forum for all education-related matters
- Oversee policy and program development supporting student wellbeing
- Be responsible for monitoring the Implementation of the Strategic Plan and contributing to the Annual Report to the APS School Council
- Promote education and policy matters in the school community
- Take responsibility for the development of new policy and review of existing policies during the year
- Provide a forum for direct liaison with the Student Representative Council on School Council matters
- Conduct properly constituted meetings prior to School Council meetings (at least 3 members one of whom must be a Council Member). A written report of meetings to be available for inclusion with the agenda.

10.2 Finance Sub-Committee Profile

The Finance Sub-committee will:

- Provide a forum to discuss, review and improve all matters relating to school resources (physical and financial)
- Approve APS annual program budgets. These budgets will be prepared by staff and submitted to the Sub-committee in October/November

- Allocate fundraising funds to approved activities/projects in consultation with the PFA
- Consider all matters relating to sound management of the OOSHC program
- Contribute to an Annual Report to the APS School Council
- Present to Council a monthly statement of the financial position of APS
- Financial accounts showing balances for revenue, payments and bank accounts are to be reconciled by APS staff. These are to be reviewed and approved by the APS Treasurer. All original bank statements are to be approved by signing accompanying documentation
- Monitor all operational aspects of the school's contracts and trading operations
- Document & Control the movement of monies through the APS Building Fund (BF) Account, including the maintenance of a BF register of payments and receipts
- Report to the APS School Council the outcome of the Annual Department Audit (when held).
- Provide a high level of assistance to other APS Sub-Committees, OOSHC and Fundraising Committees as required
- Conduct properly constituted meetings prior to School Council meetings (at least 3 members one of whom must be a Council Member). A written report of meetings to be available for inclusion with the agenda

10.3 Facilities Sub-Committee Profile

The Facilities Sub-committee will:

- Provide a forum for all matters relating to the school's physical environment
- Seek to ensure that staff and students have safe, attractive and stimulating buildings and grounds
- Support a playing and learning environment that is safe, organised and team oriented whilst recognising individual needs
- Contribute to an Annual Report to the School Council
- Promote the school image within the school and wider community
- Conduct properly constituted meetings prior to School Council meetings (at least 3 members one of whom must be a Council Member). A written report of meetings to be available for inclusion with the Council agenda.

10.4 OOSHC Sub-Committee Profile

The OOSHC sub-committee will:

- Consider all matters relating to sound management of the OOSHC program
- Approve the holiday program from both the educational and financial aspects
- Take responsibility for the development of new policy and review existing policy documents
- Ensure the OOSHC meets the current ACECQA standards and procedures
- Conduct properly constituted meetings prior to School Council meetings (at least 3 members one of whom must be a Council Member). A written report of meetings to be available for inclusion with the agenda