



## **STANDING ORDERS OF SCHOOL COUNCIL**

### **MEMBERS**

School Council consists of 15 members of whom 5 are DEECD employed, 8 Parent Members of which two may be DE&T employed parent members, 2 co-opted (parent member). Each shall have a two-year term, with half the council positions being vacated each year. The principal's position is ex officio and is included in the DEECD employed numbers. A maximum of 7 DEECD employed parent or staff members is allowed.

### **QUORUM**

The meeting cannot commence unless not less than one half of the membership is present. The majority of members present must be non-DEECD-employed members.

### **MEETING DATES AND TIMES**

Meetings will be held on the third Tuesday of each month except where that date falls within school holidays.

At least two meetings will be held each term.

Meetings will commence promptly at 7.30 pm and will conclude by 9.30 pm (with a maximum of one 10 minute extension).

### **EXTRAORDINARY MEETINGS**

The President can call an extraordinary meeting of school council if an issue of sufficient importance requires discussion or decision before the next ordinary school council meeting. Extraordinary meetings must be limited to the items on the agenda.

### **OFFICE BEARERS**

The following office-bearers shall be elected at the first council meeting following the Annual General Meeting.

- Executive Officer
- President
- Vice President
- Treasurer
- Secretary

Council may appoint a minute secretary who shall be responsible for recording the minutes of meetings and updating the action sheet.

The Vice-President will chair council meetings in the absence of the President.

## **AGENDA**

The Secretary shall draw up the agenda for the next meeting and circulate it to all members of council on Friday prior to the meeting along with any reports and information required for the meeting. The agenda will list the order of business and include a list of correspondence to and from council. Agenda items need to be lodged with school office - Thursday prior to school council meeting.

## **REPORTS**

All reports to council are to be written and will be circulated with the agenda papers. Wherever possible reports should include options for action or recommendation from sub-committees for council.

## **MINUTES**

The minutes will record all decisions of the council and briefly note main points of items discussed and will be distributed on the Friday prior to the next meeting. An action sheet will record who is to take action regarding decisions and this will be circulated after the meeting.

The minutes of the previous meeting are to be signed by the President after being accepted.

## **SUB-COMMITTEES**

This council shall appoint sub-committees and determine their terms of reference, which may include making recommendations and reporting to council, preparing budget submissions and implementing council policy.

The standing sub-committees will be:

- Policy and Planning
- Buildings, Grounds and Facilities
- Finance
- Safety House/Active to School
- Chaplaincy

Special purpose sub-committees can be set up as required with their own terms of reference and timeline.

At least one member of any sub-committee must be a school council member to act as convenor. Non-school council members can volunteer for or be co-opted onto sub-committees or attend on an adhoc basis. Sub committees will determine their own meeting dates and times depending on need and to suit requirements of members. Times dates and major agenda items to be published in the Newsletter. All sub committees shall meet a minimum of once per term.

## **CONDUCT OF MEETING**

1. All members shall conduct themselves in a professional manner.
2. All members who wish to comment are to be given reasonable opportunity to do so and are all treated as equally important.
3. All members will be given necessary information on issues under consideration.
4. New members will be given the necessary information to enable them to participate.

5. Time spent discussing issues should be proportionate to the importance, relevance and extent of agreement.
6. Discussion should be pertinent to the issue under consideration.
7. Only matters that are related to one of the council's roles and responsibilities will be discussed.
8. Reports are to be presented in writing and members will have had the opportunity to discuss options and proposals within them, unless agreed to by Council.
9. Discussion that would be more suitably held at the relevant sub-committee will be referred to that sub-committee.
10. The primary forum for the discussion of issues and the formulation of recommendations is the relevant sub committee
11. Criticism of individual teachers, families or students or confidential information related to any individual is at all times to be avoided.
12. Opportunity will be given for members in the wider school community to have input into issues where appropriate.
13. Proposed points of agreement should be provided in writing wherever possible, to assist the minute secretary.
14. Discussion should be directed towards a decision that is generally accepted, likely to be effective, understood by those required to implement it and clear and understood by those present.

## **DECISION MAKING**

The President has both a deliberative and casting vote. Wherever possible, however if the council is evenly divided on a matter after some discussion, the item may be deferred to the next meeting to enable further examination of the issue. .

Decision-making by consensus of all council members is the preferred option.

Voting, by show of hand, will take place for major items. A written vote, by secret ballot can be requested for items of a confidential nature or involving personnel.

The Executive in line with School Policies and the School Charter will deal with urgent decisions between school council meetings. If required an extraordinary meeting of Council may be called.