WANDONG PRIMARY SCHOOL COUNCIL

STANDING ORDERS

2012
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GENERAL PURPOSE OF THE COUNCIL

The School Council is the governing body of the school. It determines appropriate education policies within guidelines which will ensure that the goals and priorities of the school as identified by the School Strategic Plan are achieved. In addition, School Council monitors the school’s finances and resources and ensures compliance with relevant sections of the Education Act 1958, or as subsequently amended.

COMPOSITION OF SCHOOL COUNCIL

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

- 7 elected non D E & T parents
- 6 D E & T employees including the Principal
- The Principal (Executive Officer)
- Members from the above groups (Parents and DE&T employees) may be co-opted to Council when the number of vacancies exceeds the number of positions filled.
- Members of the duly elected School Council may decide at their annual general meeting to invite one community member onto School Council.

Elected members of the Wandong Primary School Council have two year terms of office with half retiring on the declaration of poll each year. Appointed members will have two year terms which will also terminate on the declaration of poll.

OFFICE BEARERS

- President
  The president is elected by all members of the Wandong Primary School Council. DEECD School Council Members may not be elected to this position.

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

- Vice President
  The Vice President understudies the role of President. The Vice President chairs meetings in the absence of the President. The Vice President may also represent the President at functions requiring attendance by the President. (Preferably a non DEECD employee should be elected to this position to allow for the Vice President to chair meetings in the absence of the President.)
- **Treasurer**
The Treasurer’s role can be fulfilled by the Principal or parent member.

- **Secretary**
The Secretary’s role can be fulfilled by a DEECD or parent member.

**RESPONSIBILITIES OF COUNCIL MEMBERS**

Each member of Council is expected to:
- Regularly attend meetings of Council.
- Read through reports, previous minutes before each meeting.
- Maintain confidences.
- As an elected member have a prime responsibility to the interests of School Council and the school, above that of any particular part of the electorate.
- Maintain an awareness of educational developments.
- Be willing to participate in any professional development activities for the School Councillors should they arise.
- Not make improper use of their position.
- Not exceed their powers.

**COUNCIL COMMITTEES – GENERAL GUIDELINES**

**Quorum:**
A quorum for a School Council meeting is not less than half the total positions of the council with the majority of these being non Department members. Parent members on School Council who also work for the Department are counted as Department employees for the purpose of a quorum. A quorum must be maintained throughout the meeting.

**All Council Committees will:**
- 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 the Council.
- Implement School Council policy decisions as directed.
- Prepare submissions to be considered when budgets are prepared.
- With the approval of School Council, have the power to co-opt any person whose special talent will benefit the work of the committee.
- Undertake, organise, coordinate and supervise work proposed by the committee and authorised by School Council.
The Convener of a School Council committee shall:

- Call all meetings and, if deemed necessary by the convener, provide all committee members with an agenda prior to the meeting.
- In the event of his/her absence, nominate another member of the committee to act as chairperson of the meeting.
- Provide the School Council Executive Officer with a written report of the minutes and any recommendations for the Council consideration to be distributed with the minutes of the previous Council Meeting.

The Treasurer shall:

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

The Secretary shall:

- Write all correspondence as authorised by School Council.
- Receive and report on incoming correspondence.
- Record the minutes of Council Meetings and attempt to circulate such minutes by the Wednesday prior to the next scheduled meeting.
- Assist the Executive Officer in preparation and distribution of reports/minutes.

The President shall:

- Act as chairperson of all meetings of Council.
- Conduct the business of School Council under agreed rules and in accordance with any Standing Orders determined by Council.
- Act as a signatory to the School Council financial accounts.
- Be an ex-officio member of all School Council committees.

The Vice President shall:

- In the absence of the President, act as Chairperson at School Council meetings and otherwise represent the President as required. (Non DE&T member only is able to chair meetings).

The Principal shall:

- Provide all School Council members with minutes of the previous meeting, agenda, reports of any committees set up by Council and financial reports by the Wednesday prior to the Council meeting.
- Notify School Council of any apologies received.
- Ensure that minutes of the meeting are recorded.
- Table all correspondence relevant to the meeting.
- Coordinate outgoing correspondence authorised by School Council.
- Be the Executive Officer of the School Council.
- Be an ex-officio member of all School Council committees (as determined by each new School Council.)
AGENDA

The Agenda for Council meetings should include the following attachments:

- A general outline of the order of the meeting.
- A statement of correspondence sent and received.
- Copies of any correspondence as deemed appropriate by the President or the Principal.
- A report from committees that have convened a meeting since the previous School Council meeting.
- Financial statements for monthly periods since the previous School Council meeting.
- General Business items will be listed before the beginning of the School Council meeting; however some items may need to be held over to the following meeting if further research or discussion is needed.

MEETING PROCEDURES

- Meeting procedures may vary from strict rules of debate to a less formal procedure depending on the item of business and the necessity for formal meeting procedures. All members of Council including the Principal have one vote. If votes are tied, the presiding member has a second or casting vote. Voting may vary from a show of hands to a secret ballot depending on the item of business.
- Meetings will not exceed two hours unless Council votes for a 10 minute extension by the majority of those present. Extensions of time should only be called for under exceptional circumstances. Council should aim to have all matters dealt with in the time frame given. If Council has difficulty completing meetings in the given time frame, Council should adopt formal rules of debate throughout the meeting.
- Visitors are welcome as observers. They cannot vote but can speak if invited by Council.
- One public meeting will be held per year (Annual General Meeting) to report to the school community on activities and to present a statement of income and expenditure for the previous year.

GUIDELINES FOR COUNCIL COMMITTEES

Education Committee will:

- Consult with the school community and make recommendations to Council on aspects of the school’s educational policy. (Principal and teaching staff will implement these policies).
- Act as the body to review current policies and “proof read” new policies as required. Make recommendations to School Council.
- Attend to any educational issues raised by the DEEDC and report to School Council.
- Assess the merits of any proposed overnight excursions and make recommendations to School Council taking due regard to DEECD safety guidelines and reference to DEECD publication, “Safety in Outdoor Adventure Activities”.
**Finance Committee will:**

- Consider budget submissions in the light of Council policies and priorities and make recommendations to Council for budget approvals.
- Determine school voluntary contributions and make recommendations to Council for approval.
- Make recommendations to Council for short and long term financial planning in line with Strategic Plan goals and priorities.

**Buildings and Grounds Committee will:**

- Determine the need and frequency for working bees, oversee the conduct of working bees, determine the tasks to be completed at each working bee and encourage the participation of the school community in the maintenance and improvement of the school grounds and buildings.
- Act as the School Council body for the drawing up and implementation of the Master Plan.
- Oversee the work of any School Council approved work contracts.

**Principal Selection Committee will:**

- Undertake the responsibility for organising the selection of the school’s Principal in conjunction with DEECD guidelines.

**Conflict of Interest:**

If a school councillor has a direct financial interest in a matter being considered before School 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.
- may be included in the quorum for that meeting.

**Minutes:**

All decisions of School 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.

**School Council Decisions:**

Decisions of Wandong Primary School Council will be by majority of those eligible to vote and who are present at the meeting, where the majority are non Department members.

Wandong Primary School Council will try to reach decisions by consensus but when this 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.
School Council Sub Committees:
Sub-committees assist School Council in all the work that needs to be done. They report regularly at School Council Meetings, provide advice and make recommendations to School Council, who then has the final responsibility for decisions. Sub committees cannot make decisions for School Council, but can rather make recommendations to School Council.

All school councillors are expected to play an active role in at least one sub committee.

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.