

# Skipton Primary School Council Standing Orders

## **Introduction**

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

## **School council membership**

The membership of the school council according to its constituting Order is up to 13 members: 8 Parents; 3 Department employees and 2 Community members.

## **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 of council 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:

- President
- Vice-president
- Treasurer (the Treasurer can be either the President or Vice-president, but it cannot be a Department employee.

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.

## **Election of office bearers**

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.

## **Sub-committees**

The school council will have the following sub-committees:

- Finance
- Grounds and buildings (environment).
- Teaching & Learning
- Bus
- Policy Development

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

## Meetings

### *Regular*

The school council will meet twice a term on the third Monday of a month. This day and time can be adjusted at the first meeting of a new council. The meeting will commence at 6:30pm and will finish no later than 9.00pm unless agreed by the school council. During winter the start time can be 6:00pm in consideration of people living in Ballarat. Meetings will normally 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 council for the period since the date of the previous public meeting
- (b) present the Annual Report published by the council
- (c) if the accounts of the school council have been audited, present a copy of the audited accounts

The 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 councillors
- The president or the principal must call this meeting by sending a notice to all school council members, providing 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 of the council meeting there is no quorum present, the meeting will stand adjourned to a time and place determined by the councillors 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 casting vote.

## Absence of the president and other members from a meeting

- If the president is unable to preside at a school council meeting, and if a vice-president has been appointed, the vice-president shall preside at the meeting
- If the president is unable to preside at a school council meeting, and there is no vice-president appointed, the school council will elect a member of the school council to chair the 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.

### **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:

- 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.

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

### **Extended leave of a council member**

- A councillor may apply in writing to the president for extended leave of up to three consecutive meetings
- If a councillor is granted extended leave, their membership is excluded in determining the requirement for a quorum of not less than half the members currently holding office.

### **Agenda**

The principal will 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 reports to school council members no less than five days before the meeting. An electronic copy of the agenda, minutes, financial summary and other documents will be provided to everyone by email. Paper copies will be issued to those members who request it. Please keep both electronic and paper copies confidential and consider proper filing and disposal procedures.

### **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 councillors 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 will ask councillors if 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 that draft minutes are prepared after each meeting and distributed to school council members prior to the next meeting. The principal may delegate this responsibility to another person
- The minutes will record 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; a record of 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; and decisions 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.

**Refer to Documents**

- School council code of conduct

## Skipton Primary School Council's Bus Subcommittee Terms of Reference

**Subcommittee Name** Skipton Primary School Council Bus Subcommittee

**Chair** Skipton Primary School Council Member

**Responsible to** Skipton Primary School Council

### **Composition**

The subcommittee will consist of a minimum of 3 members. The committee will review the mix at the commencement of each new school council (following new appointments process). New appointments are decided by consensus within school council. The mix should consist of the following:

- Chair (Skipton Primary School Council member appointed by consensus from subcommittee)
- Skipton Primary School Principal
- At least one other Skipton Primary School Council member (ideally, there should be one representative from each of the bus routes)

### **Authority**

Provides recommendations to Skipton Primary School Council.

### **Timeframes, Reporting and Deadlines**

- The Subcommittee will meet as required. There will be some years where the subcommittee does not meet.
- The Subcommittee will provide written minutes and a brief written report (see below) to the Skipton Primary School Council following each meeting.
- The Policy Subcommittee will review its composition as required (at a minimum, at the commencement of each new school council), ensuring the roles above are filled appropriately, and roles are being managed well.

### **Specific Areas of Responsibility/Purpose**

- Review the bus routes, taking into account all bus travel students in the Skipton and District, to determine the most time and travel efficient routes possible for all families.
- Work in cooperation with the Skipton Primary School Council and all its subcommittees.
- To utilise various ideas, skills and qualities from a range of Skipton Primary School Council members (and/or school families).

## Skipton Primary School Council's Environment Subcommittee Terms of Reference

**Subcommittee Name** Skipton Primary School Council Environment Subcommittee

**Chair** Skipton Primary School Council Member

**Responsible to** Skipton Primary School Council

### **Composition**

The subcommittee will consist of a minimum of 3 members. The committee will review the mix at the commencement of each new school council (following new appointments process). New appointments are decided by consensus within school council. The mix should consist of the following:

- Chair (Skipton Primary School Council member appointed by consensus from subcommittee)
- Skipton Primary School Principal
- At least one other Skipton Primary School Council member
- Up to 3 interested Skipton Primary School community members

### **Authority**

Provides recommendations to Skipton Primary School Council.

### **Timeframes, Reporting and Deadlines**

- The Subcommittee will meet prior to each school council meeting (no less than 8 times per year).
- The Subcommittee will provide written minutes and a brief written report (see below) to the Skipton Primary School Council following each meeting.
- The Environment Subcommittee will review its composition as required (at a minimum, at the commencement of each new school council), ensuring the roles above are filled appropriately, and roles are being managed well.

### **Specific Areas of Responsibility/Purpose**

- Manage the care and upkeep of the Skipton Primary School grounds.
- Identify any issues arising within the Skipton Primary School grounds, and form plans of action to manage these issues.
- Work in cooperation with the Skipton Primary School Council and all its subcommittees.
- To utilise various ideas, skills and qualities from a range of Skipton Primary School Council members (and/or school families) for grounds care and upkeep.

## Skipton Primary School Council's Finance Subcommittee Terms of Reference

**Subcommittee Name** Skipton Primary School Council Finance Subcommittee

**Chair** Skipton Primary School Council Treasurer

**Responsible to** Skipton Primary School Council

### **Composition**

The subcommittee will consist of a minimum of 3 members. The committee will review the mix at the commencement of each new school council (following new appointments process). New appointments are decided by consensus within school council. The mix should consist of the following:

- Treasurer (chair)
- Skipton Primary School Principal
- Skipton Primary School Business Manager
- Other interested Skipton Primary School Council members

### **Authority**

Provides recommendations to Skipton Primary School Council.

### **Timeframes, Reporting and Deadlines**

- The Subcommittee will meet prior to each school council meeting (no less than 8 times per year).
- The Subcommittee will provide written minutes and a brief written report (see below) to the Skipton Primary School Council following each meeting.
- The Finance Subcommittee will review its composition as required (at a minimum, at the commencement of each new school council), ensuring the roles above are filled appropriately, and roles are being managed well.

### **Specific Areas of Responsibility/Purpose**

- To provide transparent, comprehensive and efficient financial governance at Skipton Primary School, and develop policies and procedures for the financial benefit of the school.
- Work in cooperation with the Skipton Primary School Council and all its subcommittees.
- Oversee day-to-day running of all financial operational matters, including budgeting and remuneration.
- To utilise various ideas, skills and qualities from a range of Skipton Primary School Council members (and/or school families) for financial operations.

## Skipton Primary School Council's Policy Subcommittee Terms of Reference

**Subcommittee Name** Skipton Primary School Council Policy Subcommittee

**Chair** Skipton Primary School Council Member

**Responsible to** Skipton Primary School Council

### **Composition**

The subcommittee will consist of a minimum of 3 members. The committee will review the mix at the commencement of each new school council (following new appointments process). New appointments are decided by consensus within school council. The mix should consist of the following:

- Chair (Skipton Primary School Council member appointed by consensus from subcommittee)
- Skipton Primary School Principal
- At least one other Skipton Primary School Council member
- Up to 3 interested Skipton Primary School community members

### **Authority**

Provides recommendations to Skipton Primary School Council.

### **Timeframes, Reporting and Deadlines**

- The Subcommittee will meet at least 4 times per year.
- The Subcommittee will provide written minutes and a brief written report (see below) to the Skipton Primary School Council following each meeting.
- The Policy Subcommittee will review its composition as required (at a minimum, at the commencement of each new school council), ensuring the roles above are filled appropriately, and roles are being managed well.

### **Specific Areas of Responsibility/Purpose**

- Monitor Skipton Primary School's policies, ensuring Skipton Primary School is compliant with Department of Education guidelines, and policies are updated as directed by the Department.
- Identify areas where policy development may be required, and work to develop these.
- Recommend all developed and revised policies to Skipton Primary School Council for ratification.
- Work in cooperation with the Skipton Primary School Council and all its subcommittees.
- To utilise various ideas, skills and qualities from a range of Skipton Primary School Council members (and/or school families).

## **Skipton Primary School Council's Teaching & Learning Subcommittee Terms of Reference**

**Subcommittee Name** Skipton Primary School Council Teaching & Learning Subcommittee

**Chair** Skipton Primary School Council Member

**Responsible to** Skipton Primary School Council

### **Composition**

The subcommittee will consist of a minimum of 3 members. The committee will review the mix at the commencement of each new school council (following new appointments process). New appointments are decided by consensus within school council. The mix should consist of the following:

- Chair (Skipton Primary School Council member appointed by consensus from subcommittee)
- Skipton Primary School Principal
- At least one other Skipton Primary School Council member
- Up to 3 interested Skipton Primary School community members

### **Authority**

Provides recommendations to Skipton Primary School Council.

### **Timeframes, Reporting and Deadlines**

- The Subcommittee will meet at least 6 times per year.
- The Subcommittee will provide written minutes and a brief written report (see below) to the Skipton Primary School Council following each meeting.
- The Subcommittee will review its composition as required (at a minimum, at the commencement of each new school council), ensuring the roles above are filled appropriately, and roles are being managed well.

### **Specific Areas of Responsibility/Purpose**

The aim of the sub-committee is to:

- Provide advice, guidance and feedback to the community and
- Seek feedback from the community

On the following aspects of Skipton Primary School:

- Teaching & learning approaches (how we teach, what we teach)
- Assessment & reporting practices
- Strategic planning (the one-year and four-year planning)