

Bundoora Primary School 4944



# Standing Orders

**Bundoora Primary School Council**

## **Introduction**

The purpose of these Standing Orders is to assist School Council to operate efficiently and effectively within the guidelines for School Councils.

## **School Council Membership**

The membership of the School Council according to its constituting orders is 12 members – 8 parents and 4 DET employees. We can have 2 community members, who have equal voting rights as the other members.

## **Office Bearers**

The School Council has the following office bearer positions:

- President
- Vice President
- Treasurer
- Secretary

Office bearers will be elected at the first meeting of the School Council after declaration of the poll each year.

## **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 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 may include, but is not limited to the following sub-committees:

- Finance
- Facilities
- Parents and Friends

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

## **Meetings**

### ***Regular***

The School Council will meet twice a term on a Wednesday, for a minimum of eight times per year. The meeting will commence at 7:00pm and will finish no later than 9:30pm unless agreed by council. Meetings will be held in the staffroom, unless otherwise advertised.

*When planning Council meeting dates, consideration should be given to the provision of adequate time following the end of the calendar month to enable bank statements to be reconciled and Finance documents to be prepared. Seven clear days from the end of the month are required.*

*If meetings are scheduled in the first week of the calendar month, Finance documents may not be ready.*

### ***Public reporting (annual) meeting***

The School Council will call a public meeting in March 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
- 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 Meetings***

- 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 date, time, place and subject of the meeting.

- The business of the 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 DET are counted as DET employees for the purpose of a quorum.
- If at the end of thirty minutes after the appointed time of the meeting of 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 videoconferencing or teleconferencing.

### **School Council Decisions**

- Decisions of the School Council will be by 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 or issue 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 the President (or presiding member) has a second or casting vote.

### **Absence of the President and other members of the meeting**

- If the President is unable to preside at a School Council meeting, the Vice President will chair the meeting. If both members are absent, but there is still a quorum, the School Council will

elect a member to chair the meeting (other than DET member)

- If a member is unable to attend a meeting, an apology should be submitted to the Principal prior to the commencement of the meeting.
- If a member is absent for 3 consecutive meetings without notifying the Principal, the member is deemed to have vacated their position on Council.

### **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

### **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 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**

The Principal shall ensure an agenda is prepared for each regular meeting and *will aim* to distribute the agenda, draft minutes from the previous meeting and meeting papers such as sub-committee reports, Principal's and Finance reports to School Council members *on the Friday* before the scheduled meeting.

*The Business Manager will distribute a summary Finance report to the Council. All will be tabled at the*

meeting and will be available electronically by request.

### **Open and Closed Meetings**

- School Council meetings will generally be open to the school community but the Principal and School Council may decide only members may be present at a meeting or a part of a meeting
- If the meeting is open, visitors may speak by invitation of the presiding member

### **Length of Meetings and Extension of Meeting Times**

If business has not concluded within two and a half hours the presiding member shall ask the members whether they wish to defer the rest of the business to 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 thirty minutes.

### **Minutes**

- The Principal will ensure that 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 the type of meeting; date, time and venue of meeting; names of attendees and apologies from members; names of presiding officers; a record of the business of the meeting including the decision of the minutes of the previous meeting; inward and outward correspondence and reports of any subcommittees tabled at the meeting; and 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.

- *The Minutes of the previous meeting should be distributed within 5 working days.*
- When School Council minutes are presented for confirmation, only questions regarding their accuracy as a records 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.

### **School Council Principles**

The School Council will operate according to the following principles:

- 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 its members:
- Only one person talks at a time
- 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 that the topic of discussion is closed, no further comments are made
- Members shall avoid using jargon that is not clearly understood by all members
- Members shall ensure that all electronic devices (such as mobile phones) are silenced
- Members shall stay calm no matter how difficult or challenging the topic.