

IVANHOE PRIMARY SCHOOL COUNCIL

STANDING ORDERS

(FINAL May 2016)

Ivanhoe Primary School Council Standing Orders
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1. GENERAL PURPOSE OF COUNCIL

Council is the governing body of the School, representing and reflecting the whole School community. It collaboratively determines appropriate educational policies, within Department of Education & Training (DET) guidelines, which will ensure the aims of the School are achieved. In addition, Council controls the School's monies and resources and has a responsibility to report to and communicate with the School community.

2. DECISION MAKING BY COUNCIL

All Council decisions must be made at a meeting of the School Council. A decision of the majority of members eligible to vote and present at any meeting of Council is the decision of Council.

3. COUNCIL

3.1. Composition of Council

The constituting order of Ivanhoe Primary School confirms the composition as:

- 10 elected non-DET parents; plus
- 4 DET employees, other than the Principal; plus
- The Principal.

3.2. Term of Office

Elected members of Council have two year terms of office with half the members retiring annually at the conclusion of term four each year. Current members who are retiring at the end of their term can nominate for re - election at the start of the new term. Elections, if required, are conducted according to the Education and Training Reform Regulations 2007 (the Regulations).

3.3. Casual Vacancy

Subject to the Regulations, the Council shall replace any casual vacancy where the member who caused the vacancy has more than one regularly scheduled Council meeting remaining in their term. The resignation of a Council Member during their term will result in the advertising of the casual position, which will be filled by a nominated casual member.

The nomination, discussion (and voting if required) for a casual member shall only occur at a Council meeting.

Any member of the Council may nominate a suitable candidate to fill a casual vacancy, in order to return the composition of the Council to that stated in clause 3.1.

Where more than one nomination is received, brief biographical details of each candidate shall be provided to the Council, and a secret ballot shall be conducted in order to elect the new member.

3.4. Attendance

- a) If a member misses three consecutive meetings, that person's membership will lapse. The President must issue a warning after the second consecutive missed meeting.
- b) If a member misses 3 meetings in a calendar year, prior to the next scheduled meeting of the Council that member shall be required to show cause in writing why their membership of the Council should not lapse. Any explanation by the member shall be considered at the subsequent meeting, and the member may request (and be granted) a reasonable time to explain the circumstances of their absences.
- c) Any vacancy created under clause 3.4 shall be filled by advertising the vacancy in accordance with clause 3.3 and the Regulations.

3.5. Induction

The Executive Officer and the President shall provide newly appointed Council Members with standing orders of Council and other induction material as appropriate before the first meeting of the new Council. The induction session will provide support for Council Members regarding details of standing orders and Council operation.

Note:

Induction material to include:

- Standing orders of Council
- Terms of reference of sub-Committees of Council
- Budget papers

Discussion to include:

- Council meeting protocol
- Appointment of office bearers
- Membership of Council sub-Committees

3.6. Standing Orders

Standing orders of Council should be reviewed annually by Council at the March meeting. The Vice President shall lead the review requesting proposed amendments from Council Members prior to the March meeting.

4. RESPONSIBILITY OF COUNCIL MEMBERS

Each member of Council is expected to:

- regularly attend meetings of Council;
- thoroughly scrutinise reports etc. before each meeting;
- maintain confidentiality as required;
- maintain an awareness of developments in education;
- support decisions of Council.

5. OFFICE BEARERS

Office bearers will be elected at the first meeting of Council after the annual elections, and shall hold office until the sooner of the first Council meeting of the following year or the expiry of their Term.

When absent from a meeting office bearers must appoint a proxy if required for adequate Council discussion to occur.

If an Office Bearer resigns during their term or is removed from the Council under clause 3.4, at the next Council Meeting the Council shall elect a replacement Office Bearer from nominations received at that meeting.

5.1. President:

The President is elected by members of Council and shall not be a DET employee.

5.2. Vice-President:

This position is not restricted to any category of Council Members, however, it is normally allocated to a non- DET member of Council, to allow the Vice-President to chair meetings in the absence of the President.

5.3. Executive Officer:

The Principal is the Executive Officer.

5.4. Treasurer

This position can be held by either a DET employee or non-DET employee

5.5. Secretary

This position can be held by either a DET employee or non- DET employee.

6. ROLES OF OFFICE BEARERS

6.1. President

The President shall:

- act as Chair of all meetings of Council;
- preside over the meetings in an impartial manner;
- conduct meetings in a business-like manner in accordance with Standing Orders;
- maintain control of Council meetings to prevent unnecessary interference to the agreed agenda and ensure that debate is conducted as expeditiously as possible, having due regard to the relative importance of each matter before the Council;
- ensure minutes of previous meeting are confirmed and signed;
- provide a report of relevant activities to Council meetings;
- act as a spokesperson for the Council and School community;
- foster a participatory relationship between all members of the School community;
- endorse the Annual Report of the School;

- at each meeting of Council review and report if necessary on responsibilities of Council Members including attendance; and
- in conjunction with the Executive Officer provide annual induction of new Council Members

6.2. Vice-President

The Vice-President shall:

- assist the President as required;
- in the event of absence of the President, assume the duties of the President;
- ensure ongoing knowledge of Council matters in order to assume duties of President if required; and
- coordinate the annual review of standing orders prior to the March meeting

6.3. Executive Officer

The Executive Officer shall:

- provide adequate advice to Council on educational, statutory, regulatory and Government policy issues;
- implement the decisions of Council;
- provide adequate support and resources for the conduct of Council meetings;
- in conjunction with the President provide annual induction of new Council Members' and
- when absent from a meeting shall wherever possible appoint a proxy to attend any meeting and discharge the functions of the Executive Officer for that meeting.

6.4. Treasurer

The Treasurer shall:

- present to each Council meeting a statement of the financial position of the School;
- work in conjunction with the Principal for the maintenance and management of all School funds;
- ensure that all Council accounts are audited according to regulations;
- act as convenor of the Finance Sub-Committee

6.5. Secretary

6.5.1. The Secretary shall ensure:

- all meetings are convened in accordance with the Regulations and these Standing Orders;
- an accurate and up to date record is kept of all Council meetings;
- an accurate and up to date copy is kept of Council Standing Orders;
- an accurate and up to date copy is kept of School Policies;
- the agenda, sub-committee reports, Treasurer's report and other documents are distributed on the Monday before the meeting;
- follow up of the action register;
- incoming correspondence requiring any particular attention is circulated to all Council Members;
- all correspondence is made available to Council Members 15 minutes before Council meetings;

- provide summary of attendance of Council Members to executive officer and /or president prior to each meeting; and
- prepare minutes of the Council meetings, and circulate copies to all Council Members within 10 days of the meeting

6.6. Representative Roles

6.6.1. Teaching staff representative

- provide feedback to and from teaching staff when required

6.6.2. Buildings and Grounds Committee representative

- Member of Buildings and Grounds Committee;
- Attends and presents minutes of Buildings and Grounds Committee;
- Provide proxy when unable to attend Council meeting

6.6.3. Education Committee Representative

- Member of Education Committee;
- Presents minutes and reports from Education Committee;
- Provide proxy when unable to attend Council meeting

6.6.4. OSHC Representative

- Member of OSHC Committee;
- Presents minutes of OSHC meetings;
- Provide proxy when unable to attend Council meeting

6.6.5. Canteen Committee Representative

- Member of Canteen Committee;
- Presents minutes of Canteen meetings;
- Provide proxy when unable to attend Council Meeting

6.6.6. Digital Learning Technologies Committee Representative

- Member of Digital Learning Technologies Committee;
- Presents minutes of Digital Learning Technologies meetings;
- Provide proxy when unable to attend Council Meeting

6.6.7. Fair Committee Representative (only in years where the Fair is held)

- Member of Fair Committee
- Presents minutes of fair committee meetings.
- Provide proxy when unable to attend Council meeting
- Provides annual report at appropriate Council meeting

7. SIGNATORIES FOR ACCOUNTS UNDER CONTROL OF COUNCIL

Two signatories are required. These signatories shall be any two of the Principal, the Assistant Principal, and two School Council members nominated by the Principal.

8. COMMITTEES OF COUNCIL

Council will determine which Committees it requires and will review the need for each annually. The committees will comprise the following, unless Council decides otherwise:

- Finance
- Education
- Buildings & Grounds
- Out of School Hours Care
- Canteen
- Digital Learning Technologies
- Fair Committee (in years when a Fair is to be held)

8.1. Guidelines for Committees

- Membership of Committees will be open to all members of the School community;
- Convenors will call and chair meetings of committees;
- All Committees are formed to advise Council and have no decision making powers.
- Each Committee is to provide a written report on its activities for each Council meeting, lodged at the School Office on the Friday morning prior to the Council meeting;
- In the Committee's written report, any recommendations and/or motions for Council must be included, preferably with relevant arguments;
- Committees will, where appropriate, liaise with and report to the Principal, staff, other committees and the School community;
- Committees will implement Council policy decisions as directed;
- In matters of particular significance and time limitations, if a Committee cannot, for any specified reason(s), carry out a Council directive, the Committee is required to refer the matter to Council for urgent discussion and further direction;
- Council Members are expected to belong to sub-Committees and each sub-Committee must have at least one Council Member;
- Each committee of Council should review its responsibilities and terms of reference annually and confirm this action and any proposed changes in their minutes to the March meeting of Council for endorsement by the Council.

9. MEETINGS

9.1. Dates

Unless otherwise agreed by the Council, all General Council meetings shall be held at the School on Wednesday evenings from February to December. There shall be a minimum of two meetings per term (eight meetings per year). The Dates shall be circulated at the February Meeting and agreed at the March meeting, and only varied under exceptional circumstances.

9.2. Times

Meetings shall commence at 7.30 pm and conclude at 9.30 pm. Extensions of time in order to complete all formal business shall be by agreement of a majority of the Council Members present and eligible to vote. If the meeting is not complete within 2 hours the presiding member shall ask the council whether they wish to defer the rest of the business until the next meeting or extend the meeting. The meeting will be extended for no more than 15min at a time for no longer than 45 minutes in total.

9.3. Quorum

The quorum for a Council meeting is not less than half the total membership, provided the majority present are non- DET employee members.

If within half an hour of the scheduled starting time of the meeting, a quorum is not present, the meeting shall be adjourned to another time to be determined by those present.

9.4. Observers

Any interested parent, teacher or invited person may attend Council meetings as an observer. However, they shall not take part in any discussion of the Council unless invited to do so by a majority of the Council members present and eligible to vote.

9.5. Agenda

The agenda for Council meetings is to include the following:

- a general outline of the order of the meeting
- a list of correspondence sent and received. Asterisked items indicate a need for special attention and will be further listed in appropriate sections;
- a written report from each Committee, the President and the Principal, including recommendations to Council;
- financial statements for monthly periods since the previous Council meeting;
- Committee reports and agenda items, ordered according to the category in which they fall;
- business arising from minutes; and
- other business

Any Council Member may ask the Secretary to include an item on the agenda, by giving notification by Friday morning prior to the next meeting.

Agendas are to be sent to Council Members by the Friday before each Council meeting, or at such other time as agreed to by Council Members.

Correspondence is to be available to Council Members at any time from the general office, and 15 minutes before the commencement of the School Council meeting.

Late agenda items will be called for at the start of the meeting, and may be included for discussion at that meeting, after all other business has been dealt with and if time permits.

9.5.1 Minutes

- The principal will ensure that a record of each school council is kept. A copy of the minutes will be sent out to all school council members prior to the next meeting.
- The minutes will record the type of meeting (regular, extraordinary or public), date, time, venue, names of attendees, apologies received, name of presiding member, a record of business of the meeting including the adoption or amendment of the minutes from the previous meeting, correspondence and reports from all sub committee meetings, decisions made at the meeting including motions, amendments, names of movers and seconders and whether the motion was passed or rejected.
- Once the minutes are endorsed they are only able to be questioned on their accuracy as a record of the meeting.

- Once the minutes have been accepted they are to be signed by the presiding member and business arising from the minutes can only be dealt with after the minutes have been confirmed.

9.6. Conflict of interest

If a Council Member or a member of his or her immediate family has any real or perceived conflict of interest (including a financial interest) in a subject or matter under discussion at a Council meeting, including where there may be a perception of a conflict of interest, that Council Member:

- must declare the conflict of interest at the start of the meeting and any subsequent adjournment;
- 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.

- 9.6.1 Where a Council Member is not sure of any Conflict, the member may seek the advice of the Principal prior to declaring whether or not a conflict may exist.

9.7. Special and Extraordinary Meetings

An extraordinary meeting of Council may be held at any time decided by Council, provided that all members are given adequate notice of time, date, place and purpose of the meeting. An extraordinary meeting must be called upon written request of 3 or more members being given to the President, Secretary or Executive Officer. The recipient of the request must request the Secretary convene a meeting by sending a notice to all Council Members advising the time, date, place and purpose of the meeting.

9.8. Meeting Procedures

It is expected that significant and/or complex decisions being requested of Council are placed on the agenda and supported by a background paper, containing all pertinent data required enabling Council to make an informed decision. Absence of such a supporting document may result in Council choosing to defer discussion of the issue to a subsequent meeting.

Normal meeting procedures will be followed as defined by Council and may vary from an informal procedure to strict rules of debate. All decisions of Council shall require formal voting. All members of Council including the Principal have one vote. If votes are tied the Chair has a second or casting vote. However, wherever possible a matter shall be deferred to the next Council meeting (in order to attempt to resolve the deadlock), rather than be decided on by the Chair's casting vote. Voting will normally be by show of hands, but Council may resolve to hold a secret ballot on a particular item of business. In the case of a secret ballot, the Secretary and the Executive Officer shall jointly conduct the ballot.

9.9. Rules for Moving a Motion

Each motion shall be clear in its meaning and shall be recorded in writing, including the names of the mover and seconder.

9.10. Guidelines for Debate

- All members who wish to comment shall be given a reasonable opportunity to do so;
- Jargon, acronyms etc. are to be avoided so that all members can understand the issue being discussed;
- All members must have the necessary background to an issue explained to them (prior to the meeting, if necessary);
- Time spent discussing issues should be proportionate to their importance, relevance and the extent of agreement on the issue amongst the members;
- Discussion should be pertinent to the issue under consideration;
- Matters relevant to a Committee of Council should be referred to the relevant Committee for consideration and recommendation to Council;
- Criticism of individual teachers, families or students or discussion of confidential information related to any individual should be avoided;
- Opportunity shall be given to non-Council Members to provide input on an issue where appropriate;
- Discussion should be directed towards a decision being made that is generally accepted, effective, acceptable to those required to implement it, and clear and understood by those present.

9.11. Formal Rules of Debate

Where the President deems appropriate, formal rules of debate shall apply. The President shall announce, prior to discussion, that the relevant issue shall be discussed in accordance with these Formal Rules of Debate.

These Formal Rules shall be:

- The mover may speak for three (3) minutes;
- A speaker against the motion shall be called for. If there is none, the motion shall be put immediately;
- Members who wish to speak to the motion may do so for up to two (2) minutes;
- The mover may accept any amendments to the motion and these automatically become part of the motion;
- If not acceptable to the mover amendments should be debated one at a time. If an amendment is carried it becomes the motion. If an amendment is carried no other amendment which is at variance with the intent of an amendment already carried shall be considered;
- Speakers will refer only to the subject of the motion;
- No more than two (2) speakers for or against the motion or amendment shall speak in succession;
- No member shall speak more than once in the debated on motion/amendment;
- The debate shall finish on the ruling of the President; or when no further speaker is available; or on the carrying of the motion "I move that the motion be put"
- Before final voting is taken the mover may reply to the points raised, without putting new arguments;
- Voting shall be by a simple majority of those present and entitled to vote;
- Voting shall be by way of a show of hands unless the Council has determined by resolution to decide the matter by secret ballot.
- A motion to change a previous motion of Council shall be treated in the same way as any other motion.