

NEW SOUTH WALES  
DEPARTMENT  
OF EDUCATION  
AND TRAINING



# SCHOOL COUNCIL GUIDELINES

March 1998

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Executive and Legal Services

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## Foreword

Community participation in the education of our children has long been a major factor in improving education at all levels. School councils provide a focus for this participation. They combine the efforts of parents, staff and the community in a genuine partnership, promoting quality, school-based decisions.

This is the third edition of the *School Council Guidelines*. It takes into account the recent changes in the Department's structure.

Issuing these new guidelines provides an opportunity for established councils to review their roles, activities and ways of working, as well as inviting further consideration from those school communities that are yet to establish councils.



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MANAGING DIRECTOR OF TAFE NSW  
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March 1998

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## THE ROLE OF THE SCHOOL COUNCIL

School councils provide a focus for school community activity. The school council is the group responsible for setting the goals for the school and the directions that the school will take in the future. It has an important role in making sure that the whole community is involved with all the important decisions made by the school.

In New South Wales all important decisions about how schools will run are made either by the state government or by each school. Those decisions which affect the whole system are made by the NSW Government and become laws or are announced and published by the Minister for Education and Training.

The school makes most of the rest of the decisions about how it will operate. The major group to do this is the school council. These *guidelines* provide the context within which the council will operate. The district superintendent is responsible for making sure that these guidelines are followed.

## FUNCTIONS OF THE SCHOOL COUNCIL

The school council cannot change or ignore policies set by the NSW Government for all state schools. It must operate within the framework of state policies, system priorities, the mandatory statewide curriculum and available resources.

What the council can do is:

- ✓ identify the needs and priorities of the community
- ✓ work out the school's financial needs
- ✓ set the aims and directions for the school
- ✓ assist in developing the school plan and the budget
- ✓ work with other school or community groups to help them assist the school
- ✓ ask the community and then advise the school about the subject choices the school might offer
- ✓ advise the school about how the school reports on student achievement
- ✓ develop and endorse student welfare policies
- ✓ provide advice about extra services required by the school
- ✓ make the school policy on the community use of the school's facilities or the arrangements for sharing facilities
- ✓ take part in selecting staff where that is appropriate
- ✓ present and promote a positive image of the school in the local community. This should increase everyone's understanding of what is going on in the school and make it likely that more people would want to become involved in helping the school
- ✓ strengthen the role of the school within the community.

## MEMBERSHIP OF THE SCHOOL COUNCIL

School councils represent all the people who have a legitimate interest in the school. This must include parents, staff and members of the community and often includes students. Each school is free to decide how many members the council will have and how many seats will be reserved for parents, how many for staff and so on.

There are two limits on this freedom: parents and members of the community must make up the majority of the members of the council and no one group can be so large as to out-vote all the rest.

Members of the council are accountable to the groups they represent on the council. They must consult with them on relevant issues that are dealt with in council. Parent members are expected to report to their parent organisation and staff and student members should report to the school staff or the student body. Aboriginal members would be expected to report to their Aboriginal Education Consultative Group or Aboriginal Student Support Parent Awareness committee.

Principals and staff members are not eligible to be president of the council at the school where they work. They are eligible to be made president of the council of another school as representatives of parents or the community. The *Education Act 1990* (section 116 2 [c]) states that the P&C Association or duly constituted parent organisation has the responsibility for the election of parent representatives to the council.

## DECIDING ON POLICY

Councils usually get information about an issue by asking for advice and discussing it with the community. After they have discussed it they make a policy that will work in that school. This often involves the council having to consult with groups which have very different ideas and negotiating a workable solution.

## IMPLEMENTING THE DECISIONS OF THE COUNCIL

While councils set policy directions, it is up to the principal and staff of the school to implement them. For example, the school council, after consultation, might negotiate for a priority language other than English to be taught in the school. The principal and staff would then decide who was to teach the language and the methods and resources to be used. School council members would co-operate in ensuring the program was a success.

## ESTABLISHING A SCHOOL COUNCIL

The experience of many schools shows us that it is essential to spend time in the early stages to build a consensus. This could take time but should involve discussions with all the relevant groups who will have an interest in the work of the future council.

Information and advice is available from many places and the principal and the district superintendent will have access to resources and people who can make this part of the job easier.

At some stage an open meeting of the school community should be called with enough notice to make sure that as many people can come as possible. The purpose of the meeting is to form a steering committee which represents the groups in the school. This committee will need to draw up a draft constitution and probably hold further meetings to give many people an opportunity to have their say.

Once the draft constitution has been written the steering committee and all the important groups within the school should call another open meeting. The purpose of this second open meeting is to discuss the draft constitution, amend it if necessary and then adopt a final version as their school council's constitution.

Once the constitution has been finalised a copy should be sent to the district superintendent who will ensure that all the guidelines have been followed. The school council will then receive a copy of its charter which formally acknowledges the council's establishment.

## THE SCHOOL COUNCIL'S CONSTITUTION

The constitution must include these three clauses:

- The school council will operate within the context of the relevant legislation and the stated policies of the NSW Government and the priorities of the Department of Education and Training.
- The principal remains accountable under the Public Finance and Audit Act for the management of school finances.
- The principal is accountable to the district superintendent for the total management of the school and for the implementation of the policies and priorities determined by the council.

The constitution must also give information under the following headings: Name, Definitions, Aims and Objectives, Role,



Membership and Composition, Constituencies, Election of Councillors, Council Office Bearers, Council Meetings, Annual General Meeting, Council Records, Amendments to Constitution, Terms of Office, Casual Vacancies, Special Meetings, Quorums, Dissolution and Dismissal of the School Council.

This framework still allows each school plenty of room to make a constitution to suit the needs of the school and the local community. The district superintendent can provide a model constitution if asked. Constitutions for other established school councils are another source.

## THE LEGAL RESPONSIBILITIES OF THE MEMBERS OF THE SCHOOL COUNCIL

Members of the school council are protected by the Department from all legal liability which comes about as a result of carrying out their duties for the school council in good faith. The principal is accountable for the total management of the school and its finances. It is also the responsibility of the principal to implement the legitimate decisions of the school council.

School councils have no authority to borrow money, enter into contracts, own property, have bank accounts, employ people or assess staff efficiency.

## RESOLVING A DISPUTE

If an issue cannot be resolved by normal council procedures or by a special general meeting the district superintendent will resolve the matter.

## FOR MORE INFORMATION

Talk to other schools who have school councils. In some districts, networks of schools with school councils have been established. You can get more information on this and other matters from your district office. In addition, *Schools Councils - Strengthening the Partnership*, a resource kit, has been developed by the Department and is available from the Training and Development Directorate.

The parent organisations also provide support materials on starting and operating a school council, which are available from FOSCO (☎ 02 9319 5024) and the Federation of Parents and Citizens' Associations (☎ 02 9360 2481).

**CONSTITUTION OF**  
**BOLWARRA PUBLIC SCHOOL COUNCIL**

**1. NAME**

The name of the School Council will be Bolwarra Public School Council (herein after referred to as the "Council").

**2. DEFINITIONS**

- 2.1 Definitions shall include, but not be restricted to the plural of such definition, where appropriate.
- 2.2 "Budget Plan" means a general outline of anticipated income and expenditure of the School for the financial year.
- 2.3 "Community Member" means any person appointed to the Council from local government, business, industry or a particular section of the local community by the District Superintendent or nominated Departmental Officer.
- 2.4 "Constituency" means the whole body of voters who are eligible to elect their representatives on the Council.
- 2.5 "Councillor" means an Elected or Community Member, the Executive Member, or the President of Bolwarra Public School P & C Association (or the identified alternative executive member).
- 2.6 "Elected Member" means any person on the Council elected by the relevant Constituency to represent the School Staff or the Parents.
- 2.7 "Executive Member" means the Principal of Bolwarra Public School.
- 2.8 "Parent" means the parent, guardian or any person who has actual custody of a student enrolled at Bolwarra Public School.
- 2.9 "Parent Community" means all Parents of students enrolled at Bolwarra Public School.
- 2.10 "Parent Member" means any Parent elected to the Council as well as the President of the Bolwarra Public School P & C Association (or the identified alternative executive member).
- 2.11 "Parent Organisations" means the Bolwarra Public School P & C Association, or other recognised parent bodies.
- 2.12 "Principal" means the Principal of Bolwarra Public School.



- 2.13 “Quorum” means the minimum number of persons required to attend a meeting before any business can be transacted.
- 2.14 “School” means Bolwarra Public School.
- 2.15 “School Community” means the School Staff, Parents and local community of Bolwarra Public School.
- 2.16 “School Staff” means all persons employed at Bolwarra Public School by the Department of School Education (teaching and non-teaching staff). This includes persons employed at the School under externally funded programs and all casual teaching staff.
- 2.17 “Student” means any student enrolled at Bolwarra Public School.
- 2.18 “Supplementary Services” means support provided to the School by Parents and other members of the community to enrich the educational program of the School.

### **3. AIMS AND OBJECTIVES**

#### **3.1 Aim**

To enable formal School Community participation in the planning and government of the School and to foster closer links between the School and the School Community by enhancing the quality of School based decision making.

#### **3.2 Objectives**

The Council will:

- (i) Assist in managing the School effectively and efficiently, supporting programs to meet the Student’s educational needs;
- (ii) ensure the provision of equal opportunities for all Students;
- (iii) promote the School positively in the community;
- (iv) encourage and promote Parent and community participation in the School;
- (v) advise on School policies; and
- (vi) provide the right for Parents to express their opinions towards the educational policies of the School.

### **4. RELATIONSHIP OF THE COUNCIL TO DEPARTMENT OF SCHOOL EDUCATION**

- 4.1 The Council will operate within the context of the relevant legislation and the stated policies and priorities of the government and the Department of School Education.
- 4.2 The Council is accountable to the District Superintendent or nominated Departmental Officer.

- 4.3 The Principal remains accountable under the Public Finance and Audit Act for the management of the School finances including where appropriate, the negotiation of all contracts on behalf of the Council.
- 4.4 The Principal is accountable to the District Superintendent or nominated Departmental Officer for the total management of the School and for the implementation of the policies and priorities determined by the Council.

## **5. ROLE OF THE COUNCIL**

Within the framework of state policies, system priorities, the mandatory statewide curriculum and available resources, the role of the Council will include:

### **5.1 Planning**

- (i) Set the aims and educational goals of the School; and
- (ii) identify local and educational needs and priorities.

### **5.2 Policy Making**

- (i) Develop Student welfare policies and the School's Fair Discipline Code; and
- (ii) determine policies for community use of the School facilities.

### **5.3 Budget**

- (i) Assess the School's financial needs;
- (ii) set the School's broad budget priorities and develop a Budget Plan; and
- (iii) advise the Principal on the implementation of the Budget Plan.

### **5.4 Recruitment**

Be represented on a selection panel, convened by the District Superintendent, to develop a profile for the position of Principal of the School on the transfer or retirement of an incumbent, or the selection of a new Principal.

### **5.5 Services and Facilities**

- (i) Assess the needs of the School from time to time in areas such as buildings, grounds, school transport, starting and finishing times and matters which could affect neighbouring schools;
- (ii) advise the Principal on these and other issues except those relating to the employment, appointment and efficiency of the School Staff; and
- (iii) provide guidance for the Principal on supplementary services required by the School.

## 5.6 School Image

- (i) Present a positive image of the School in the local community, in order to increase Parent and community awareness and willingness to become involved in the School; and
- (ii) establish effective liaison with other school and community committees.

## 5.7 Accountability

- (i) Provide an annual report to the School Community on the activities of the Council; and
- (ii) examine reports on expenditure provided by the Principal at intervals determined by the School.

## 5.8 The Council may also contribute to decisions about:

- (i) Overall curriculum content and structure;
- (ii) School practices in assessment and reporting; and
- (iii) the evaluation of new syllabus documents.

## 6. MEMBERSHIP AND COMPOSITION

6.1.1 The Council will include representatives from the School Staff, Parents and Community Members. So that Parent and Community Members have a majority and that no other group should have sufficient numbers to dominate the Council, the composition of the Council will be as follows:

- (i) The Principal as Executive Member;
- (ii) The President of Bolwarra Public School P & C Association (or the identified alternative executive member);
- (iii) Two (2) Parent Members elected from the Parent Community;
- (iv) Two (2) School Staff members elected from the teaching and non-teaching staff of the School; and
- (v) <sup>Two</sup> ~~One~~ (+) Community Member appointed from local government, business, industry or other relevant group in the local community. *APPROXIMATE SUGGEST FROM LOCAL AREA DIRECTOR*
- (vi) The total number of Councillors will be Seven (7).

6.1.2 If required, following discussions with the School Community and the Principal, an additional Community Member may be appointed by the Department of School Education.

## 6.2 Executive Member

The Principal is automatically the Executive Member of the Council.

### **6.3 President of Bolwarra Public School P & C Association**

- 6.3.1 The President of Bolwarra Public School P & C Association is automatically a member of the Council.
- 6.3.2 Where the President of Bolwarra Public School P & C Association declines to join the Council, the Bolwarra Public School P & C Association is to identify another executive member for its position.
- 6.3.3 The President of Bolwarra Public School P & C Association (or alternative executive member) is to provide a report of each Council meeting to the School P & C Association at the School P & C Association meeting immediately following the Council meeting.

### **6.4 Elected Members**

- 6.4.1 A member of School Staff may not be a Parent Member on the Council. Only one (1) Parent Member may be a currently employed member of a school staff from another school.
- 6.4.2 At least one (1) School Staff member must be a teacher.
- 6.4.3 Elected Members must provide a written report of each Council meeting to their electing body within 21 days of that meeting.
- 6.4.4 Any Elected Member representing School Staff or Parents may be removed by their Constituency following a special meeting of the relevant Constituency called for that purpose. (see Constitution section 17.2)

### **6.5 Community Members**

- 6.5.1 A currently employed member of a school staff cannot be a Community Member on the Council.
- 6.5.2 A Community Member may only be removed by the District Superintendent or nominated Departmental Officer.

### **6.6 Co-Opted Members**

- 6.6.1 The Council may co-opt other members of the community to assist the Council for a specific purpose and for a specific period.
- 6.6.2 Such positions are advisory and do not have any voting rights on the Council.

### **6.7 General**

A person who is a member of a school council at another school cannot be a member of the Council except with the approval of the District Superintendent or nominated Departmental Officer.



## 7. TENURE OF THE COUNCIL

- 7.1 The inaugural Council will be elected for a term of two (2) years and any subsequent Council for a term of one (1) year commencing the first meeting following the relevant Annual General Meeting.
- 7.2 Elected and Community Councillors may hold office for no more than three (3) consecutive terms.

## 8. ELECTION OF COUNCILLORS

- 8.1 Elections for members to represent the School Staff and Parent Community will take place in Term 1 of the School year.
- 8.2 Announcement of Councillors representing the School Staff and the Parent Community will be made in the School newsletter within two (2) weeks following the election result.

### 8.3 Method

#### 8.3.1 Election for representatives of the School Staff and the Parent Community.

- (i) The Principal will arrange for the compilation of a list of eligible voters in each Constituency before elections take place.
- (ii) School Staff are eligible and entitled to vote for their representatives on the Council.
- (iii) Parents are eligible and entitled to vote for their representatives on the Council.
- (iv) Election procedures and nomination closing dates will be advertised in the School newsletter so that School Staff and the Parent Community have the opportunity to nominate and to vote for their particular representatives.
- (v) Nominations are to be submitted in writing on the forms provided, by the advertised closing date. Each nominee must be PROPOSED and SECONDED by members of the Constituency being represented. (See Annexures A and B).  
  
The nominee must sign the Nomination Form indicating a willingness to accept the nomination.
- (vi) Any election of School Staff or Parent representatives will take place by ballot at the School.
- (vii) Pre-polling voting arrangements will be made available to eligible voters who contact the School prior the election.
- (viii) Results of the election will be published in the School newsletter within three (3) weeks following the election.

### 8.3.2 Community Members

- (i) The District Superintendent or nominated Departmental Officer will appoint the Community Members.
- (ii) The Principal and President of the Council, in consultation with the District Superintendent or nominated Departmental Officer, will recommend members from local government/business/industry and where necessary other relevant groups in the local community for consideration by the District Superintendent or nominated Departmental Officer as appointed Community Members. (see Constitution section 6.5)
- (iii) Community Members must attend and be confirmed at the first meeting of the newly constituted Council.

## 9. COUNCIL OFFICE BEARERS

9.1 The Council will have the following Office Bearers;

**President:** A Parent Member or a Community Member

**Secretary:** A Parent Member or a Community Member

**Executive Member:** The Principal.

The Council may appoint a Minute Secretary from amongst the Councillors.

9.2 Office Bearers will be elected at the first meeting of the newly constituted Council which will be held within one (1) month of the Annual General Meeting. (see Constitution section 10.1.2)

9.3 The Principal as Executive Member will assume the responsibilities normally associated with the position of Treasurer of the Council.

9.4 Office Bearers will have the power to co-opt assistance from time to time as approved by the Council. Co-opted persons have no voting rights.

### 9.5 Roles and Responsibilities

9.5.1 **President** as Chairperson has a responsibility to:

- (i) Prepare the Agenda for the meeting in consultation with The Principal;
- (ii) Convene the meeting;



- (iii) Ensure the smooth running of the meeting, including;
  - a) Identify personnel for specific tasks;
  - b) ensure that all Councillors have an opportunity to speak;
  - c) keep track of time, monitor start and finish and length of time for speakers;
  - d) be neutral; and
  - e) keep the group on track and the discussion relevant.
- (iv) Ensure all decisions are understood;
- (v) Summarise actions to be taken and tasks allocated;
- (vi) Conclude the meeting after identifying next meeting date; and
- (vii) Act as a Councillor and meeting participant. (see Constitution section 9.5.4)

#### 9.5.2

**Secretary** has the responsibility to:

- (i) Distribute the Agenda before the meeting;
- (ii) Keep a record (minutes) of the meeting and all discussions taken;
- (iii) Take an accurate record of proceedings, seek clarification of points if not clear;
- (iv) Ensure that all written reports are included with the record of the meeting;
- (v) Maintain and have accessible all records, reports, correspondence, and a register of Councillors;
- (vi) Prepare the minutes, distribute minutes to all Councillors within fourteen (14) days of meeting and display these minutes in the School administration area;
- (vii) Prepare, in consultation with the President and the Executive Member, items for inclusion in the School newsletter to inform the School Community of Council decisions;
- (viii) Arrange advertising for the Council elections; and
- (ix) Act as a Councillor and meeting participant. (see Constitution section 9.5.4)

#### 9.5.3

**Executive Member** has a responsibility to:

- (i) Implement the broad policies and priorities determined by the Council ensuring adherence to the School Management Plan;

- (ii) Negotiate all contracts on behalf of the Council;
- (iii) Offer advice and give support including educational matters;
- (iv) Prepare the Agenda for the meeting in consultation with the President;
- (v) Assume the responsibilities normally associated with the position of Treasurer of the Council;
- (vi) Help with meeting procedure;
- (vii) Ensure that the Council has access to appropriate information about the running of the School;
- (viii) Prepare the Annual Report on the activities of the Council to be presented at the Annual General Meeting including the Annual Financial Report;
- (ix) Prepare in consultation with the President the general financial reports of the Council as required by the Council and in consultation with the President, to give financial advice to the Council as necessary including the preparation of the draft Budget Plan for consideration by the Council;
- (x) Ensure the smooth transition from one Council to the next; and
- (xi) Act as a Councillor and meeting participant. (see Constitution section 9.5.4)

**9.5.4 Councillors have a responsibility to:**

- (i) Attend all the Council meetings;
- (ii) Ensure that the views of their Constituents are conveyed to the Council;
- (iii) State their concerns openly to the meeting;
- (iv) As a meeting participant take responsibility for the smooth running of the meeting; including
  - a) Be punctual;
  - b) Complete all pre-reading and allocated tasks;
  - c) Allow others to voice their concerns;
  - d) Build on what others say;
  - e) Separate the personal response from the professional response; and
  - f) Assist the chairperson and minute recorder.

## 10. COUNCIL MEETINGS

### 10.1 Frequency

- 10.1.1 The Council should meet not less than six (6) times per year
- 10.1.2 The first meeting of the newly constituted Council will be held within one (1) month of the Annual General Meeting to elect Office Bearers. (see Constitution section 12.1)
- 10.1.3 The date, venue and time of the Council meetings will be decided by the Council.
- 10.1.4 The dates, venues and times of the Council meetings will be advertised in the School newsletter at least seven (7) days prior to the meeting.

### 10.2 Quorum

- 10.2.1 A quorum for the Council meetings will be four (4).
- 10.2.2 If the quorum is not reached, matters on the Agenda may be discussed but no decision will be taken.

### 10.3 Attendance

- 10.3.1 Councillors are to attend all the Council meetings.
- 10.3.2 If a Councillor is unable to attend a meeting they are to advise the Secretary of the Council prior to the meeting, unless the Secretary is unavailable, then they are to advise the President of the Council.
- 10.3.3 Should an Elected Member fail to attend 2 consecutive meetings without approval, the Council may dismiss the member and call for a new election for the vacant position.
- 10.3.4 Should an Elected Member resign or transfer out of the School Community, nominations for the vacant position will be called and elections held as soon as possible
- 10.3.5 Should a Community Member resign or fail to attend two (2) consecutive meetings without approval, the Council may make a recommendation to the District Superintendent or nominated Departmental Officer that the Community Member be dismissed and a new Community Member appointed as soon as possible.
- 10.3.6 In the absence of the President of the Council, the Council will appoint a chairperson from among the members present.

## 10.4 Agenda

- 10.4.1 The meeting Agenda will be sent to each Councillor two (2) days prior to the meeting.
- 10.4.2 Any member of the School Community who wishes to debate a particular matter will submit the matter in writing to the President or Executive Member five (5) days prior to the Council meeting.
- 10.4.3 Items not on the published Agenda may be attended to in General Business as Items Without Notice at the discretion of the Council.

## 10.5 Minutes

- 10.5.1 Minutes will be prepared by the Secretary and circulated to all Councillors within fourteen (14) days of the meeting.
- 10.5.2 Copies of the Confirmed Minutes of a meeting will be displayed in the School administration area within fourteen (14) days of the meeting.
- 10.5.3 Minutes of all meetings will be kept at the School. Members of the School Community may gain access to the minutes by contacting the Principal.

# 11. COUNCIL MEETING PROCEDURES

## 11.1 Formal Meeting Procedures for the Council will apply.

Time Limits for speakers will be:

Reports - five (5) minutes

Motions: - three (3) minutes, when moving a motion plus two (2) minutes right of reply before voting takes place; and

Seconder and subsequent speakers on motion: - three (3) minutes, speaking once only unless the Council moves into committee.

Extensions of time may be agreed to by procedural motion.

## 11.2 Voting

11.2.1 Each Councillor will be entitled to one (1) vote.

This includes the President. The School Community should determine whether to allow proxy votes.

11.2.2 Decisions will be taken by simple majority. The status quo is to be maintained when voting is equal.



11.2.3 Co-opted members, advisory members or visitors will not have voting rights.

11.3 The Council may invite members of the School Community to attend a Council meeting for a specific purpose. Such visitors have no voting rights and cannot introduce items of business at the meeting.

## 12. ANNUAL GENERAL MEETING

12.1 The Annual General Meeting will be held in the Second Term of the School year. The Council will determine the actual date.

12.2 Notice of the Annual General Meeting will be given to the School Community a minimum of fourteen (14) days in advance.

12.3 The Quorum for the Annual General Meeting will be four (4).

12.4 Items not on the published Agenda may be dealt with in General Business as Items Without Notice at the discretion of the Council.

12.5 Reports of all Council activities will be presented at the Annual General Meeting by the relevant Office Bearers and convenors of committees of the Council. This includes the Annual Council Report and Annual Financial Report.

## 13. SPECIAL GENERAL (EXTRAORDINARY) MEETINGS

### 13.1 Procedures

13.1.1 A Special General Meeting of the School Community may be called at any time during the School term, when requested in writing to the President or Executive Member, by any of the following:

- (i) the majority of the Council members; or
- (ii) representatives of 20% of families with Students at the School; or
- (iii) by the Principal.

13.1.2 A Special General Meeting will be called for the purpose of:

- (i) recommending amendments to the Constitution;
- (ii) recommending the removal of an Appointed Member;
- (iii) dissenting from a Council decision;
- (iv) recommending dismissal of the present Council;
- (v) recommending dissolution of the Council;

(vi) obtaining the views from as many people as possible.

13.1.3 Such a meeting will be held within fourteen (14) days of the request.

13.1.4 A Notice of Motion will be circulated to the School Community at least seven (7) days prior to the meeting date.

## 13.2 Quorums

13.2.1 If the purpose of the meeting is to obtain as many views as possible no quorum need apply and the meeting may make a recommendation to the Council on the matter under consideration.

13.2.2 Where the purpose of the meeting is to dissent from a Council decision, remove a Community Member, to seek recommendation for the dismissal of the present Council, or to seek recommendation for a dissolution of the Council, a quorum of 33 1/3% of Parents will apply.

13.2.3 Where the purpose of the meeting is to amend the Constitution, a quorum of 20% of Parents will apply.

## 13.3 Voting

To be carried, motions require a two-thirds majority of those present and eligible to vote.

## 13.4 Outcome of Special General Meetings

13.4.1 Recommendations arising from such meetings must relate to the matters advertised for the purpose of the meeting and no other matters may be raised at that meeting.

13.4.2 A decision to act on any recommendation arising from meetings held to obtain the views of as many people as possible will remain the responsibility of the Council.

13.4.3 Recommendations arising from meetings held to amend the constitution, to remove Community Members, to dissent from a Council decision or to seek the dismissal of the present Council, will be forwarded to the District Superintendent or nominated Departmental Officer by the President and the Executive Member for approval by the District Superintendent or nominated Departmental Officer.

13.4.4 Recommendations arising from meetings held to seek a dissolution of the Council, will be forwarded to the District Superintendent or nominated Departmental Officer by the President and the Executive Member for approval where required.



#### **14. COUNCIL RECORDS**

Council records including copies of the Constitution and all Agenda, minutes, correspondence, files, financial reports and committee reports, will be retained at the School at all times unless authorised by the President or the Executive Member.

#### **15. BUDGET PLAN**

15.1 The Council, in determining broad budget priorities and developing the School Budget Plan, will take account of all funds available to the School from government, Parent and community sources. This Budget Plan will be developed in the context of the School Manual on Financial Management.

15.1.1 The Council will provide the opportunity for all members of the School Community to make their priorities known in the context of the educational aims of the School, the School's organisation and the available resources before developing the Budget Plan.

15.1.2 The Council will give due consideration to the views expressed by contributing groups or individuals in determining broad budget priorities and developing the School Budget Plan.

#### **16. AMENDMENTS TO THE CONSTITUTION**

Amendments to the Constitution will only be considered at a Special General Meeting of the School Community called for that purpose. All proposed amendments will be submitted to the District Superintendent or nominated Departmental Officer for approval.

#### **17. REPLACEMENT OF COUNCILLORS**

17.1 When a casual vacancy for an elected Councillor occurs, the position will be filled at any time, by the relevant Constituency appointing a member until the next election, when the established election procedures will apply. (see Constitution section 8)

Where the former Councillor was an Office Bearer of the Council, that position will be filled from the existing Councillors at the first meeting after the vacancy occurs.

17.2 Any Councillor who represents the School Staff or the Parents may only be removed by the respective group after a special meeting called for that purpose by that Constituency and a replacement elected according to the established election procedures. (see Constitution section 8)

17.3 A Community Member may only be removed by the District Superintendent or nominated Departmental Officer and replaced according to the Constitution section 8.3.2.

If the Council wishes to have a Community Member removed, a Special General Meeting will be called for that purpose. Any recommendations from the Special General Meeting to have a Community Member removed will be submitted to the District Superintendent or nominated Departmental Officer for approval.

## **18. DISMISSAL OF THE COUNCIL**

- 18.1 Any proposal to dismiss the present Council may only be considered at a Special General Meeting called in accordance with the Constitution section 13. Any recommendation from the Special General Meeting to dismiss the Council will be forwarded to the District Superintendent or nominated Departmental Officer for approval.
- 18.2 If the Council is dismissed, a new Council will be elected in accordance with the established election procedures (see Constitution section 8).

The Minister for Education and Youth Affairs has the power to dismiss the Council at any time.

- 18.3 Dismissed Councillors are eligible for election to a new Council.

## **19. DISSOLUTION OF THE COUNCIL (Sunset Clause)**

- 19.1 Any proposal to dissolve the Council may only be considered at a Special General Meeting called in accordance with the Constitution section 13. Any recommendation from the Special General Meeting to dissolve the Council will be forwarded to the District Superintendent or nominated Departmental Officer for approval where necessary.
- 19.2 Any business pending, which has not been completed by the Council, must be finalised and completed by the Council, prior to the dissolution of the Council, unless agreed at a Special General Meeting that this business be dealt with by the School.
- 19.3 Following a decision to do so, at a Special General Meeting, the Council may be dissolved having no onus to function thereafter. A new Council may be formed following the formation of a Steering Committee and associated functions as outlined in the School Councils Resource Kit, or Department of School Education Training and Development Directorate equivalent.

## **20. RESOLUTION OF DISPUTES**

Where matters occur which cannot be resolved by established Council procedures or by calling of a Special General Meeting, The District Superintendent or nominated Departmental Officer shall resolve the matter in dispute.

## **21. RELATIONSHIP WITH COMMITTEES/ORGANISATIONS**

The Council will establish procedures for liaison with:

20.1

Bolwarra Public School P & C Association.