



# MAROONA PRIMARY SCHOOL 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. They will be reviewed and ratified each year at the Annual General Meeting (AGM).

## **MEMBERSHIP**

The membership of our school council, according to our constituting order is to be made up of the following:

12 Parents/guardians (Department employees are eligible for membership in this category as long as they have children attending the school and do not work at the school.

3 Department employees

## **OFFICE BEARERS**

The school council will have the following office bearer positions:

- President
- Vice President
- Secretary
- Treasurer

Office bearers will be elected at the AGM, through being nominated, seconded and voted into position. If the votes are tied, the outcome will be decided by either holding a new election or by the drawing of lots, or both.

## **SUB COMMITTEES**

The school council will have the following sub-committees:

- Finance
- Policy

Sub committees must contain at least three members, contain at least one member of school council and be chaired by a member of school council.

## **MEETINGS**

### *Regular*

The school council will meet twice per term on the first Wednesday of each month. Meetings will commence at 7pm and will finish no later than 9:30 unless agreed by the school council.

Regular meetings will be chaired by the president. If the president is unable to preside at the meeting the vice-president shall do so.

### *Annual General Meeting (AGM)*

The School Council will call a public meeting at least once per year, to be held in March. At the AGM school council will:

- Report on the proceedings of the council for the period since the date of the previous public meeting
- Present the Annual Report
- Present a copy of the audited financial accounts
- Run elections for council members and office bearers

### *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 business of an extraordinary meeting will be confined to the subject for which it is called.

### **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 members 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.

### **MEMBER ABSENCE**

If a member is unable to attend a school council meeting, an apology should be submitted to the principal or council president, and it should be recorded in the minutes of the meeting.

### **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 school employees.

If at the end of 30 minutes after the appointed start time there is no quorum present, the meeting will be adjourned to a time and place determined by the councillors present.

### **AGENDA**

The agenda will be prepared by the principal in consultation with the school council president, and distributed at least five days prior to the meeting, along with the draft minutes from the previous meeting and any meeting reports, such as sub-committee reports. Items of business to be included in the agenda are to be forwarded to the principal at least 7 days prior to the meeting.

### **SCHOOL COUNCIL DECISIONS**

Decisions of the school council will be by a majority of those eligible to vote, where the majority are non-DET members. The name of the person moving the motion, the seconder will be recorded in the minutes.

Both the school council president and school principal are eligible to vote. Voting will be via a show of hands; however, a secret ballot may be requested.

When a vote is tied, the president (or presiding member) will have a second or casting vote.

### **CONFLICT OF INTEREST**

If a school council member, or 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
- Not be present during the discussion unless invited to do so by the person presiding the meeting
- Not be present when a vote is taken on the matter

They may still be included in the quorum for that meeting, and the declaration of interest will be recorded in the minutes.

### **MEETING 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 at least one week prior to the next meeting. The principal may delegate this responsibility to another person.

The minutes will record:

- the type of meeting (regular, AGM or extraordinary);
- date and time; names of attendees and apologies received;
- 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;
- decisions, including motions and any amendments, names of movers and seconders, and whether the motion was carried or rejected

When the minutes are submitted for confirmation, only questions regarding their accuracy as a record of the meeting, are to be raised.

Once the previous minutes have been accepted as a true and accurate record of the meeting, any business arising can then be dealt with.

### **SCHOOL COUNCIL CONDUCT AND PRINCIPLES**

Councillors must abide by the **Code of Conduct for Directors of Victoria Public Entities** issued by the Victorian Public Sector Commissioner. As well as this code of conduct, school council will operate according to the DET values of Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership, and Human Rights.

During meetings the following etiquette will be observed by members

- Only one person talks at a time
- All requests to speak are directed to the presiding member
- All speakers are listened to in respectful silence
- No “side conversations” are held
- Members will 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 the topic of discussion is closed, no further comments are to be made
- Members will not use jargon
- Members will ensure that mobile phones are on silent and no calls are to be taken during the meeting
- Members will stay calm regardless of how difficult or challenging the topic.