



# **Merri Creek Primary School Council**

## **Standing Orders**

Endorsed by School Council 20<sup>th</sup> May 2020

## **Membership**

- Council shall consist of thirteen members:
  - 1 Executive Officer (Principal)
  - 3 elected DET representatives
  - 7 elected Parent representatives - one of whom may be a DET employee
  - 2 co-opted representatives (non DET)
- Members are elected for a two-year period.
- Approximately half the members are due for retirement each year.

## **Quorum**

The quorum requirements for a school council meeting are as follows:

- A) At least half the total number of councillors must be present, and
- B) A majority of councillors voting must be non-DET employee members;
- C) The total number of councillors voting must be 7 or more;
- D) In order to comply with B, a DET member can abstain from a vote.

For Council to make a decision, a majority of the councillors present and voting must be non-DET employees.

Attachment D gives the range of permutations available for Council to make a decision.

## **Meetings**

- Council shall meet at least twice each term. Meetings shall normally run from 7.00 – 9.00pm.
- Council will meet on weekday evenings as advised
- Extensions of time, of 15 minutes duration, must be moved and seconded for the meeting to continue past 9.00pm.
- Meetings will normally be chaired by the President or the Vice President. In the absence of the President and Vice President, the meeting may elect another parent member as chairperson. The chairperson must be a non-DET representative.
- The order of the meeting is outlined in Attachment A.
- Visitors are welcome as observers. They can speak if invited but cannot vote.
- If a meeting is to be cancelled as much notice as reasonably practicable should be given
- Council will hold an Annual General Meeting to report on its activities including the requirements of the Strategic Plan, presentation of the Annual Report and an audited financial statement of the receipts and expenditure of the council (biannual audit).
- An Extraordinary Meeting may be held at any time decided by Council provided all members are given prior notice of the time, place and purpose of the meeting. An Extraordinary Meeting may also be called in response to a written request made to either the Executive Officer, the President or the Vice President, signed by at least 3 councillors. The business of the Extraordinary Meeting must be confined to the purpose for which it was convened.

## **Office Bearers**

- Council shall appoint a President, Vice President and Treasurer who, together with the Executive Officer, shall form the Executive.
- A list of duties for these officers is in Attachment B.
- The President and at least one other office bearer shall be authorised to countersign cheques with the Executive Officer on behalf of Council.
- The Executive may act on behalf of Council on any formal matter or at any time when it is not possible to call a formal meeting of Council.

## **Voting**

- Whilst business will be conducted in the spirit of consensus as far as possible, all decisions of Council require formal voting.

- A decision is made by a majority of members eligible to vote and present at the Council meeting.
- Council can resolve to have a secret vote on a particular matter of business.
- If the voting is tied, the President has a second and deciding vote.
- If a councillor or a member of their immediate family has any direct pecuniary interest in a matter under discussion at a council meeting, that councillor may not be present when a vote is taken in that matter.

## **Reports**

- As far as possible all papers for Council shall be distributed at least three days before the scheduled meeting. These papers shall consist of:

Agenda sheet  
 Correspondence sheet  
 Principal's Report  
 Finance Report  
 Sub-committee Reports  
 Working Party Reports  
 Any background reading

## **Minutes**

- Minutes of each meeting will be taken and must be confirmed at the next meeting and signed as true and correct by the President.
- Minutes will record all the decisions but not necessarily the details of discussion.
- The Minute Secretary will be responsible for taking and transcribing the minutes at each school council meeting.
- The Minute Secretary will ensure the minutes are given to the Executive Officer with sufficient time for distribution before each School Council meeting.
- The Executive Officer shall ensure that the minutes are distributed to all councillors at least three days before the meeting is held.

## **Absences**

- Councillors unable to attend a meeting should notify the President or Executive Officer before the relevant meeting.
- Councillors who are absent for 3 consecutive meetings shall be deemed to have resigned unless they have formally obtained leave of absence from Council. This leave shall be minuted.

## **Resignation**

- Resignations must be presented in writing to Council

## **Removal from Office**

- An office bearer may be removed from office by a decision of council. All members must be notified of such resolution at least 7 days before the meeting at which the resolution is to be put.

## **Vacancies**

- Casual vacancies are filled by co-opting a person to the relevant membership category.
- Any person who fills a vacant position only serves the unexpired portion of the vacating member's term of office.

## **Closed Business**

- Council may resolve to declare a meeting, part of a meeting or any Council papers confidential at any time.

## **Conduct of Meetings**

- Business will normally be conducted in the spirit of consensus. Formal rules of debate shall be followed when requested by any member of the Council.
- Meetings will be conducted respectfully, with open two-way communication between council members

## **Financial Reporting to Council**

- Each meeting the financial report shall include:
  1. Balance Sheet (GL21160S)
  2. Bank Accounts Movements detailed (GL21152S) for each of the four accounts
  3. Bank Reconciliation reports for each of the four accounts
  4. Operating Statement Detailed (GL21150)
  5. Annual Sub Program Budget Report (GL21157)
  6. Cash Payments Report (GL21003)
  7. Journal Report (GL21006)
- The Treasurer will report on actual expenditure against the annual budget as of the first of each month.

## **Sub-committees**

- The following sub-committees will be reconstituted at the first meeting of each new Council:
  - Out of School Hours Care
  - Finance
  - Buildings and Grounds
  - Education
  - Fundraising
  - Community Relations
- Each new Council may constitute a new sub-sub-committee or modify existing sub-sub-committees at the first meeting of the new Council.
- Working Groups shall be convened to undertake short term, discrete projects as required. Their conduct will be as for sub-committees.
- Sub-committees and working groups must have at least three members. At least one member must be a School Councillor. The Convenor of each sub-committee should be a school councillor where possible.
- Every councillor is expected to be an active member of at least one sub-committee.

## **Sub-committee Operations**

- Each sub-committee shall meet at least once every term.
- Sub-committees shall plan the year around the written brief given by Council (Attachment C).
- Council may modify the brief at the request of the sub-committee.
- Convenors will maintain a file of sub-committee minutes and record of business which is to be passed on to the next convenor and filed every 2 years
- The convenor shall prepare a written report or a copy of the minutes and give a copy to the Executive Officer before the Council meeting.
- Council will either accept reports and recommendations or refer them back for reconsideration. It will not normally reassess the issues. However, sub-committees may specifically request Council to consider and discuss items in their reports.
- Sub-committees may not make financial commitments or carry on correspondence without approval from Council or, in urgent situations, the Executive of Council.

### **First Meetings of New Council**

- The first meeting of the new Council is to elect the co-opted members if appropriate and, separately, to elect new Office Bearers. This meeting is chaired by the Executive Officer.
- The new Council will:
  - Confirm Standing Orders and sub-committee briefs with any amendments.
  - Form Sub-committees and appoint Sub-committee Convenors.

## **Attachment A Meeting Format**

- 1 Welcome
- 2 Apologies
- 3 Additional Items for General Business
- 4 Minutes of Previous Meeting
- 5 Business arising from minutes
- 6 Reports:
  - Principal
  - Finance
  - Education
  - Fundraising
  - Buildings and Grounds
  - Out of School Hours Care
  - Community Relations
  - Working Groups
- 7 General Business
- 8 Correspondence
- 9 Next meeting date
- 10 Meeting closed.

## **Attachment B Roles and Responsibilities**

### **Council Members**

- Regularly attend all meetings
- Maintain confidentiality as required
- Be a member of at least 1 sub-committee
- Read all documents issued for the Council meeting
- Give an apology as soon as practicable if a meeting cannot be attended
- Assist the chair in the functioning of the meetings.

### **President**

- Chair Council meetings, unless the Council agrees for these to be chaired by the Vice-President
- Conduct meetings impartially, in a manner that encourages all members to be involved and promote balanced, productive debate
- Be the official representative of the Council in public forums
- Be a co-signatory to the Official Account
- Ratify minutes and reports
- Assist the Principal to prepare meeting agenda.

### **Vice President**

- Take the President's role in her/his absence
- Chair meetings as required by Council
- Conduct meetings impartially, in a manner that encourages all members to be involved and promote balanced, productive debate
- Assist the Principal to prepare meeting agenda when necessary

### **Executive Officer**

- Prepare an agenda for each Council meeting in consultation with the President and, where necessary, the Vice-President
- Prepare all papers for distribution
- Maintain Council filing
- Distribute minutes and reports
- Provide timely advice to Council on all educational issues, DET policy and guidelines, the operation of the school and Council responsibilities
- Develop appropriate policies for approval by the School Council and manage their implementation within the school
- Report annually to the School Council on the school's performance measured against the School's Strategic Plan
- Ensure appropriate representation on all School Council sub-committees
- Ensure the preparation of the annual budget.

### **Treasurer**

- Present a financial report at each Council meeting
- Be a co-signatory to the Official Account
- Convene the Finance Sub-committee
- Present the annual budget to Council for ratification
- Ensure all Council accounts are audited according to regulations

### **Minute Secretary**

- Take accurate minutes and transcribe minutes for distribution.
- Prepare a correspondence list
- Distribute and report on significant items of correspondence.

## **Attachment C Sub-committee Briefs**

### **Out of School Hours Care Sub-committee**

To assist school council with key responsibilities including:

- quality and compliance of the service as required by the NQF, including the development and implementation of the Quality Improvement Plan for the service
- financial management (revenue sits within school budget)
- determining fee structure, which includes setting and adjusting fees and imposing fines (for example, a fine for late pick up by parents and carers)
- record keeping
- policy development and review
- developing and upholding a vision and goals for the service
- staff recruitment, retention and backfill
- staff professional development, support and supervision
- sharing of resources and facilities between the school and the OSHC service as required.

### **Finance Sub-committee**

- To oversee the school finances
- To oversee the Library Fund
- To oversee the Buildings Maintenance Fund
- To participate in the setting of the program budget - establishing and setting priorities.
- Checking the monthly accounts before the School Council meeting.

### **Education Sub-committee**

- Determines the need for policy on local issues within its powers and functions
- Develops policy in accordance with any relevant Department policy requirements, including with the school community as required
- Regularly reviews existing policies which fall within its powers and functions.

### **Buildings and Grounds Sub-committee**

- To assist the Principal to:
  - Ensure that the buildings are clean, safe and in a sound condition
  - Develop plans for improving facilities to meet the needs of the school community
  - Plan a long term maintenance and development strategy, including working bees
  - Arrange urgent repairs relating to health and safety issues.

### **Community Relations Sub-committee**

- To assist the Principal to maintain and improve the relationship between parents, staff and the wider community to enhance student wellbeing, learning and engagement, including by:
  - Ensuring consistent and accessible communications between staff and parents
  - Overseeing the Class Parent Representative program within the school
  - Coordinating events such as the Welcome Picnic, morning teas for new families etc

### **Fundraising Sub-committee**

- To oversee fundraising in the school by establishing, co-ordinating and overseeing the fundraising calendar.



## Attachment D

### Attendance required to provide a Quorum for Decision Making

Present	'Non-DET Parent'	'DET Parent'	DET Employee Member
7	7	0	0
7	6	0	1
7	6	1	0
7	5	0	2
7	5	1	1
7	4	0	3
7	4	1	2
8	8 #	0	0
8	7	0	1
8	7	1	0
8	6	0	2
8	6	1	1
8	5	0	3
8	5	1	2
9	8 #	0	1
9	7	1	1
9	7	0	2
9	6	1	2
9	6	0	3
9	5	1	3
9	5	0	4
10	8 #	0	2
10	7	1	2
10	7	0	3
10	6	1	3
10	6	0	4
11	8 #	0	3
11	7	1	3
11	7	0	4
11	6	1	4
12	8 #	0	4
12	7	1	4
13	8#	1	4

# only possible in years when no 'DET Parent' has been elected.