



# THE STANDING ORDERS OF THE SCHOOL COUNCIL OF AUBURN HIGH SCHOOL

Adopted by Council on 17 October 2017

## **Standing Orders of the School Council of Auburn High School**

### **Introduction**

The School Council is the governing body of the School. School Councils are constituted by a Ministerial Order under section 2.3.2 Education and Training Reform Act 2006, the constituting Order of the School Council and Department guidelines and the Education and Training Reform Regulations 2017.

School Council establishes the broad direction and vision of the school, assists in the efficient governance of the school and determines appropriate policies within the Department guidelines to promote the achievement of the School's Strategic Plan and priorities. In addition, the School Council oversees the financial management of the School's monies and resources.

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.

### **1. School Council membership**

The membership of the School Council according to its constituting Order dated 23<sup>rd</sup> December , 2013 states in Schedule 1 will be **9 members** – six Parent, three Department employees.

### **Casual Vacancies**

A casual vacancy may arise from time to time when a member resigns by delivering a letter of resignation to the school office or to the President of the School Council. A casual vacancy may also occur when a member dies, becomes bankrupt, becomes of unsound mind or convicted of an indictable offence or ceases to be eligible for the particular membership category under which they were elected or co-opted.

If a casual vacancy arises it shall be filled by the School Council co-opting a person from the same membership category as the retiring Member. This person then completes the rest of the term of office of the retiring Member.

### **2. Office bearers**

The School Council will have the following office bearer positions.

- President
- Executive Officer who shall be the Principal
- Vice President
- Treasurer

School Council may decide to appoint a Secretary. Should the position of Secretary not be filled the role may be carried out by any Member as appointed by the School Council. The position may be jointly filled.

### **3. Election of office bearers**

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

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. If a new election is held and is also tied, the School Council may decide to conduct further elections until the election of office bearers is decided.

#### **4. Removal of Office Bearer from Office or other Council member**

School Council may by resolution remove an Office Bearer from Office (but not from School Council) or other Council member if:

All members of the School Council are notified of the resolution not less than seven (7) days before the meeting of the School Council where the resolution is to be put and either of the following applies:

- The Office Bearer or other Council member fails to attend three (3) consecutive meetings of the School Council without having been granted extended leave.
- There are grounds for the removal of the Office Bearer or other Council member from Office in accordance with the Standing Orders of School Council.

##### **4.1 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 3 consecutive 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.

#### **5. Sub-committees and working groups**

The School Council will have the following sub-committees.

- Finance
- Buildings and Grounds
- French Binational

A sub-committee shall:

- be Chaired by a member of School Council unless otherwise decided by council
- must include at least one School Council member
- have at least 3 members
- report to the School Council in writing, or provide an oral report if previously notified to the Principal and School Council President.

School Council may from time to time establish and dissolve other sub-committees or working groups as it requires.

School Council shall determine the purpose and terms of reference of a sub-committee or working group.

#### **6. Meetings**

##### ***Regular***

The School Council will meet no fewer than eight (8) times per year and at least once every term. The dates, starting times and location for the meetings to be held for the next 12 months shall be decided at the first meeting of the School Council after declaration of the poll each year.

Meetings shall finish no later than two (2.0) hours after the appointed time unless agreed otherwise pursuant to standing Order 14.

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

The School Council will call a public meeting between March and May 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; and
- (b) present the annual report published by the council; and
- (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 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 object 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 3 members of the School Council. The request shall specify the matter or matters to be considered at the extraordinary meeting.

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 time, date place and object of the meeting.

The business of an extraordinary meeting will be confined to the object for which it is called as specified in the notice.

### **7. 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 DEECD employees. Any parent members on the council who also work for the Department are counted as DEECD employees for the purpose of a quorum.

If at the end of 30 minutes after the appointed time for a meeting of the 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 video conferencing or teleconferencing or using such other form of technology that enables two-way verbal communication between all members at that meeting.

### **8. School Council decisions**

Decisions of the School Council will be by a majority of those eligible to vote and who are present at the meeting, where the majority are non DEECD members. A vote by proxy is not valid.

The Principal is a voting member of the School Council.

Members will vote on a matter 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 (i.e. an even number of people are for and against a decision), the President (presiding member) has a second or casting vote.

School Council may pass a resolution without a meeting being held if all the members entitled to vote on the resolution sign a document or send an email to the President or Principal containing a statement that they are in favour of the resolution set out in that document or email. Separate documents or emails may be used if the wording of the resolution is identical in each document or email. The resolution is passed when the last member signs the document or the President or Principal receives the last email from a member. The resolution shall be confirmed at the next meeting of School Council and recorded in the minutes of that meeting.

**Email Votes**

Voting will normally be by a show of hands, but a secret ballot may be used for particular issues.

At times a matter may be tabled and discussed at a school council meeting, and may be endorsed subject to minor modifications. School council agrees that the final motion can be dealt with via email where emails are sent to the minute taker and members use "reply all" so voting is transparent. Voting will be by majority as discussion has already occurred at a school council meeting.

**9. Absence of the President and other members from a meeting**

If the President is unable to preside at a School Council meeting, the Vice President shall preside or the School Council will elect a member of the School Council to chair the School Council meeting (other than an employee of the Department).

If a member is unable to attend a meeting, an apology should be submitted to the Principal prior to the meeting.

**10. 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 but shall not be included in the quorum for the purpose of the discussion or vote on the relevant subject matter.

**11. Agenda and other papers**

The Principal shall ensure an agenda is prepared for each regular meeting and distribute the agenda, draft minutes from the previous meeting and meeting papers such as sub-committee reports, Principal's and President's report to School Council members no less than five days before the meeting.

**12. 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. School Council must pass a motion to go into a closed session and then go back again into an open session when the relevant discussion has been concluded.

If the meeting is open, visitors may speak by invitation of the presiding member. Visitors have no voting rights.

**13. Length of meetings and extensions of meeting times**

If business has not been concluded within 2.0 hours, the presiding member shall ask the members whether they wish to defer the rest of the business until 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 15 minutes.

No decision of School Council is invalid because it has been taken at a meeting that has exceeded 2.0 hours where no motion extending the meeting has been passed or the meeting continues beyond the agreed extension period.

**14. Minutes**

The Principal will ensure a record of each school 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 (regular, extraordinary or public); date, time and venue of meeting; names of attendees and apologies received from members; name of presiding officer; 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 or working groups 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.

When School Council minutes are submitted for confirmation, only questions regarding their accuracy as a record 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.

**15. 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, all members will be respectful and behave in a professional manner and members will ensure that all electronic devices (such as mobile phones) are set to silent.

Signed by Maria Karvouni  
Principal  
Auburn High School

Signed by Sue Haralambopoulos  
President School Council  
Auburn High School

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Date:.....

Date:.....