

Auburn High School

Standing Orders for School Council

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.

School Council membership

The membership of the School Council according to its constituting Order is 9 members – 6 parents, 3 department employees, and 2 student representatives

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 is convicted of an indictable offense, or ceases to be eligible for the 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.

Office bearers

The School Council will have the following office bearer positions.

- President
- Vice President
- Treasurer

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

The principal is the Executive Officer and is included in the school employee category. The principal calls for school council nominees, induct new members and runs the first meeting.

Election of office-bearers

Office bearers will be elected at the first meeting of the School Council after the 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.

Sub-committees

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 the School Council unless otherwise decided by the 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.

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 the 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 once a year between April and June 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
- (b) present the annual report published by the council
- (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 subject for which it is called as specified in the notice.

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 DET employees. Any parent members on the council who also work for the Department are counted as DET 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.

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-DET 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 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 the School Council and recorded in the minutes of that meeting.

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.

If a member is absent for 3 or more meetings, their position will be relinquished. School Council President will monitor attendance and communication.

Conflict of interest

If a School Council member or a member of his or her immediate family has any direct conflict of interest (including financial interest) in a subject or matter under discussion at a School Council meeting, that councilor:

- 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.

Extended leave of a council member

A member of the School Council may apply in writing to the President for an 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.

Agenda

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 four days before the meeting.

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.

Length of meetings and extensions of meeting times

If the business has not been concluded within 2 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 the council wants to extend the meeting. The meeting will be extended for no more than 15 minutes.

No decision of the 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.

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; the name of the 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.

Conduct of meetings and School Council principles

The members of the school council must abide by the Director's Code of Conduct issued by the Victorian Public Sector Commissioner and locally agreed on etiquette.

The School Council will operate according to the following principles:

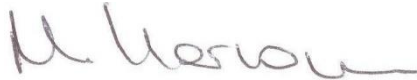
- **Respectful** partnerships
- Clear and **honest** two-way communication
- **Transparent** processes
- **Democratic**, informed decision-making
- Personal and professional **integrity**.

In the conduct of meetings, 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 shall listen to the discussion carefully to avoid making points that have already been made or asking questions that have already been answered.
- When the presiding member indicates that the topic of discussion is closed, no further comments are made.
- Members shall not use jargon.
- Members will ensure that all electronic devices (such as mobile phones) are silenced, and no calls are taken during the meeting.
- Members shall stay calm regardless of how difficult or challenging the topic.

Signed by Maria Karvouni
Principal
Auburn High School



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Date:.....11/5/22.....

Signed by Sue Haralambopoulos
President School Council
Auburn High School

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Date:.....