

GLEN WAVERLEY PRIMARY SCHOOL



**GLEN WAVERLEY
PRIMARY SCHOOL**

***SCHOOL COUNCIL
HANDBOOK
AND
STANDING ORDERS
March 2023***



GLEN WAVERLEY PRIMARY SCHOOL **SCHOOL COUNCIL HANDBOOK**

GENERAL PURPOSE OF SCHOOL COUNCIL

The Glen Waverley Primary School Council (School Council) is the governing body of the school with powers to set the key educational and policy directions of Glen Waverley Primary School within the Department of Education and Training (DET) guidelines. The School Council is able to influence the quality of education that is provided to the students of Glen Waverley Primary School.

In accordance with the Education Act 1958, as amended, School Council accepts as its aims and objectives the following:

1. Tender advice to the Principal and staff of the school in regard to the general educational policy which might be followed in the conduct of the school.
2. Exercise a general oversight of the buildings and grounds and ensure that they are kept in good order and condition.
3. Make recommendations it thinks necessary for the replacement, extension or alteration of any buildings or grounds.
4. Ensure that all monies coming into the hands of the School Council are expended for proper purposes.
5. To act as a forum for the school community in matters relating to any of these aims and objectives.
6. To initiate any action the School Council considers necessary for the welfare of the school community.
7. Carry out any other prescribed duties.
8. Generally stimulate interest in the school.
9. To monitor, advise and support the implementation of the School Strategic and Annual Implementation Plans and their review and evaluation.

COMPOSITION OF SCHOOL COUNCIL

The constituting order of Glen Waverley Primary School confirms the composition of School Council as:

- 10 elected non-DET parent members (equivalent to greater than one third of total members)
- 4 elected DET representatives (other than the Principal) (together no more than one third total members)
- The Principal

Elected members serve one term of office which is two years. Half of the elected members retire annually on 31 March creating positions for Annual School Council Elections. Elections are conducted according to the Education Regulations 1988 (amended 1993).

A member of School Council who fails to attend three (3) consecutive meetings without an apology may be asked to stand down from School Council. If this situation is to arise, the President and/or Principal will contact the member requesting an explanation prior to a decision being made by the Executive of the Glen Waverley Primary School Council.

OFFICE BEARERS

School Council shall appoint from its membership persons to act as office bearers.

Office bearers shall be:-

President
Vice President
Secretary
Treasurer
Principal acting as Executive Officer

The President and Vice President may not be an employee of the DET.

Office bearers are to be elected each year immediately following the Annual General Meeting (AGM).

Meetings to elect office bearers are chaired by the Principal and will be held at the meeting directly after the AGM.

DUTIES OF OFFICE BEARERS

The **President** shall:-

- Act as chairperson of all meetings of School Council
- Decide recommendations of each item of correspondence in collaboration with the Principal
- Conduct the business of School Council under agreed rules and any standing orders adopted from time to time
- Be an ex-officio member of all School Council committees
- Write a brief newsletter item after each School Council meeting to inform the school community
- Ensure the minutes of the meeting are recorded.

The **Vice President** shall:-

- Assume the role of President in their absence

The **Treasurer** shall:-

- Present to School Council the required monthly statements of the financial position of the school
- Ensure that all School Council accounts are audited according to DET regulations
- Convene the Finance Committee in conjunction with the Principal and Business Manager .

The **Secretary** shall:-

- Notify School Council of any apologies received

- Ensure that minutes of the meeting are recorded
- Record the names of members in attendance, apologies and any guests
- Record the minutes of the meeting

The **Principal** shall:-

- Be the Executive Officer of the School Council
- Be an ex-officio member of all School Council committees
- Provide all School Council members with an agenda, reports of committees, financial reports and Minutes of previous meeting by the Friday prior to the School Council meeting
- Table all correspondence relevant to the meeting
- Write all correspondence authorised by School Council
- Organise for the distribution of the minutes to all staff

SCHOOL COUNCIL EXECUTIVE

The School Council Executive consists of:-

President
Secretary
Treasurer
Principal

The Executive shall make decisions in the name of the School Council when this is necessary because of urgency between meetings or, if the Executive deems the matter of sufficient importance, may call an Extraordinary Meeting of School Council to decide the issue. Any decisions made by the Executive between meetings in accordance with the first part hereof, must be reported to the next ordinary meeting of School Council.

BANK ACCOUNT SIGNATORIES

The Principal and 2 x Assistant Principals shall be authorised by the School Council to sign cheques and other documents relating to the bank accounts of the School Council. All payments and cheques must be signed by the Principal and one of the other signatories.

COMMITTEES OF SCHOOL COUNCIL

School Council will determine which committees it requires and will review the need for each annually.

The function of these committees shall be:-

- investigate proposals for development in their area of responsibility
- research the most effective way of implementing these proposals
- present recommendations, with arguments for and against, to School Council
- implement School Council policy decisions

School Council may approve of working parties to assist in the work of its' committees.

Each committee shall elect a convenor.

Membership of committees shall be extended to include interested community members with special expertise or interest in the area of the committee.

All committees are formed to advise School Council and have no decision making powers. Committee meetings are to be held at a time to be decided by its members but usually within 14 days of the next School Council meeting. Each committee is to provide a written report on its activities for each School Council meeting.

MEETINGS

School Council will meet at least twice each term with at least 8 meetings being held in any calendar year. The School Council must hold at least one public meeting (AGM) each year to report on its activities and to present a statement setting out the school's income and expenditure for the previous calendar year. The times, dates and locations of the meetings are to be decided by the School Council and reviewed annually, preferably after each election.

Quorum for a School Council meeting is not less than one half of the total membership provided that there is a majority of members present who are not DET employees.

An extraordinary meeting of School Council may be held at any time decided by School Council, provided all members are given prior notice of the time, date, place and purpose of the meeting. An extraordinary meeting may also be called upon written request by three members being given to the President, Vice President or Executive Officer of the School Council, who must then convene a meeting by sending a notice to all School Councillors advising the time, date, place and purpose of the meeting.

If a member of the School Council or an immediate family member has any direct pecuniary interests in a subject or matter under discussion at a School Council meeting, that member must declare it and not be present when a vote is taken on the matter, but may be included in the quorum of the meeting.

DECISION MAKING BY SCHOOL COUNCIL

A decision of the majority of members eligible to vote and present at any meeting of School Council is the decision of the School Council.

An executive consisting of the President, Secretary, Treasurer and the Principal may act on behalf of the School Council on any urgent matter or at any time when it is not possible to call a full meeting of the School Council. Any decision by the executive must then be discussed at the next School Council meeting.

MEETING PROCEDURES

Normal meeting procedures will be followed as defined by School Council and may vary from strict rules of debate to a less formal procedure appropriate to committee meetings. All members of School Council, including the Principal, have one vote. If votes are tied, the presiding member has a second or casting vote. Voting will normally be by show of hands, but School Council may resolve to hold a secret ballot on a particular item of business.

Meetings are to commence at 7.30 p.m. and conclude by 10.00 p.m. unless School Council votes for a 15 minute extension by a majority of those present. Under exceptional circumstances, School Councillors may vote for a second extension.

Visitors are welcome as observers, their names are to be recorded in the minutes however they cannot vote but can speak if invited by School Council.

AGENDA and Documentation

The Agenda and all other documentation will be distributed electronically for School Council meetings is to include the following attachments:-

- A general outline of the order of the meeting
- A statement of correspondence sent and received
- Copies of any correspondence to be debated by School Council
- A written report from the Principal and each committee including recommendations to School Council
- Financial statements for monthly periods since the previous School Council meeting.

Agendas are to be emailed to School Councillors by the Friday before each School Council meeting. Other agenda items to be raised are to be:

- Listed after Business Arising from the Minutes and
- Items for discussion under General Business should be submitted by the Friday before each School Council meeting so that they can be detailed on the Agenda,

RESPONSIBILITIES OF SCHOOL COUNCIL MEMBERS

Each member of School Council should:-

- Regularly attend meetings of School Council (Nb. Phone or video-conferencing is permissible if a Councillor is unable to attend due to family circumstances or is interstate or overseas)
- Read reports before each meeting
- Be a member of at least one sub-committee of School Council
- Maintain confidentiality as required
- As an elected member have a prime responsibility to the interests of Glen Waverley Primary School
- Be willing to participate in at least one annual professional development activity pertinent to the operation of School Councils as required.

RELATIONSHIP WITH OTHER GROUPS

1. Principal and Staff

School Council sees its role as supportive to the Principal and Staff in a general role of providing the best possible educational opportunity for the students of the school.

Towards achieving this aim, staff are represented on School Council by four teachers and the Principal. Other members of the staff are encouraged to take an active part in the work of various School Council committees. An open invitation is extended to members of staff to attend meetings of School Council.

A free interchange of thought and ideas is encouraged. Close co-operation in all matters pertaining to the well being of the school is promoted.

2. The Community

School Council supports the concept of community use of school property and encourages such use.

Further, School Council supports the policy of Community representatives being brought into the school for education purposes and of the school visiting and using the Community for educational and recreational purposes as required.

School Council believes it has a responsibility to report to the Community via the AGM and Annual Report. The AGM is held in March of each year where the Annual Report is presented.

CONDUCT OF MEETING

Standing Orders

School Council meetings shall be conducted in accordance with the following standing orders.

Quorum

The quorum for general meetings of the School Council shall be one half of the members of whom a majority of members are not employees of DET.
The quorum for all committees shall be a simple majority.

Order of Business

The order of business shall follow a standard agenda prepared by the Principal. Members shall introduce new business only after completion of the business set out on the agenda. The first item on the agenda shall be the confirmation of the previous minutes as a correct record.

Suspension of Standing Orders

Should any matter of urgency arise, a member may move suspension of Standing Orders for a stated period of time to allow the urgent question to be discussed.

Conduct of Speakers

No interruption of a speaker is allowed except for two formal motions and on a point of order, which must be taken immediately the alleged breach has occurred.

School Council expects that a mutual respect for all members is exhibited during discussion.

President's Ruling

The President's ruling on all points and procedure shall be final, unless a motion is moved, seconded and carried "that the President's ruling be disagreed with".

The mover may speak briefly in support of their motion and the President explains why their ruling was given. After which, a second round of votes must be sought in the form of a secret ballot. The votes are to be counted by the Executive and immediately reported to School Council.

Motions and Amendments

All proposals made to the meeting shall be in the form of motions.

The President shall ask for speakers alternating supporting and opposing the motion.

Every speaker must keep to the question before the meeting. Any member who digresses from the subject may be called to order by the President.

All motions and amendments proposed should be clearly expressed and be capable of only one interpretation to enable them to be recorded accurately by the Minute Secretary.

All motions and amendments, except the closure, must be moved and seconded. If no seconder is found, the motion or amendment lapses.

Withdrawal

No motion or amendment which has been moved and seconded shall be withdrawn without the unanimous consent of the meeting.

No person may speak twice to the same questions except in explanation unless he is the mover of the original motion exercising his right of reply.

Personal Explanation

By permission of the President, a member may speak briefly in personal explanation of their previous statement but must keep strictly to the point which has been misunderstood. Their explanation must not interrupt another speaker.

Only One Amendment

When an amendment is moved to an original motion no further amendment shall be discussed until the first amendment is disposed of, but further amendments may be foreshadowed without discussion.

Not Direct Negotiation

An amendment must be relevant to the question and so framed that it forms, with the part of the original motion unaffected by it, a sensible and consistent proposal. It must not be a direct negation of the original motion.

Speaking to Amendments

No person may move or second more than one amendment to an original motion, but the mover and seconder of a motion of amendment may speak to subsequent amendments.

An amendment may not be moved or seconded by any person who has already spoken to the original motion or to a previous amendment.

Right of Reply

The mover of a motion which is opposed may reply to the arguments raised before the motion is put but he/she may not introduce any new matter. His/her reply ends the debate, if there are no amendments. If an amendment is moved, the mover of the original motion exercises his/her right of reply before the first amendment is put. His/her reply need not end the debate on the substantive motion. The mover of the amendment has no right of reply.

Amendment Negated Negated

If the first amendment is negated negated, the original motion again becomes open to amendment.

Substantive Motion

If the first amendment is carried the motion, as amended, becomes the substantive motion and is again open to amendment. When the substantive motion is put to the meeting and carried it becomes the resolution.

No member may speak on any motion after it has been put to the vote. No amendment may be moved after the substantive motion has been put to the vote.

Amendments to Motions on Notice

Amendments may be moved to motions on notice, provided they are within the scope of the notice and can involve the School Council in no greater obligations than the notice specifies.

No motion can be accepted by the President which is the same in effect as one already negated, except on notice of motion.

Rescinding Resolutions

Resolutions may not be rescinded until six months have elapsed except on notice of motion, forwarded to every member.

Resolutions Null and Void

If a resolution is passed inadvertently in contravention to the Constitution, it may be declared null and void by a unanimous vote of the meeting.

Next Business

A motion “that the meeting proceed to the next business” may be moved either on a motion or an amendment. It requires a seconder and cannot be discussed. Its effect is to dispose of the question under discussion.

Closure

A motion “that the question be now put”, known as “the closure” may be moved during the discussion either of a motion or an amendment. It can interrupt a speaker and may not be debated. It needs no seconder. If moved on an amendment only it does not prevent the mover of the original motion exercising a right of reply.

Speaker No Longer Heard

A motion “that the speaker be no longer heard” must be seconded and must not be debated. The President should try to obtain a fair hearing for the speaker if he is in order.

Formal Motions

The three motions above, are known as formal motions, because they cannot be debated or amended. They can only be moved by someone who has not previously spoken at any time during the debate.

Adjournment Motions

Any member who has not already spoken may move the adjournment of the debate, the adjournment of the meeting or “that the President leave the chair”. The two adjournment motions may be amended but only as to time and place. These motions may not be moved a second time until a reasonable period has elapsed.

Casting Vote

The President shall have both a deliberative and a casting vote but is not bound to exercise them. Where voting is equal he may declare the motion “not carried”. This will not debar the motion from being debated again at the next meeting.

Resolve Into Committee

A motion that the meeting resolve itself into committee may be duly moved, seconded and carried, so that there shall be no restriction on the number of times a member may speak to the question.

Voting

Voting shall be by voices or by show of hands, except where a ballot is specified in the Constitution. Any School Councillor dissatisfied with the President’s decision as to a majority may call for a division. Counting of such division shall be carried out by the President whose decision as to a majority shall be final.

MEETING AGENDA

1. Present
2. Apologies
3. Guests
4. Acknowledgment of Country
5. Minutes of Previous Meeting – corrections to be made prior to confirmation.
6. Business Arising from the Minutes
7. Correspondence – incoming/outgoing, received and answered.
8. Business Arising from the Correspondence.
9. Principal’s Report.
10. Sub – Committee Reports
 - 10.1 Finance and Facilities
 - Treasurer’s Report, including:
 - Accounts to be passed for payments and Investment Transfers
 - School Purchasing Cards Payments
 - 10.2 Policy Development (Education)
 - Policies to be reviewed and ratified
 - 10.3 Community Relations (Fundraising and Parent Education)
 - School community event feedback and report.
- 11 General Business.
- 12 Date of next Meeting.
- 13 Closure of Meeting.