CONSTITUTION OF EDGEGORTH SCHOOL COUNCIL

1 NAME

1.1 The name of the School Council will be EDGEGORTH PUBLIC COUNCIL (hereinafter call “The Council”)

2 DEFINITIONS

2.1 “APPOINTED MEMBER” means any person on the Council appointed as a community member.
2.2 “BUDGET PLAN” means a general outline of anticipated income and expenditure for the financial year.
2.3 “COMMUNITY MEMBER” means any person appointed to the Council from local government/business/industry or a particular section of the community (which was previously unrepresented through elected parent members)
   (NB A currently employed member of a school staff cannot be an ‘APPOINTED MEMBER’ on the Council.)
2.4 “CONSTITUENCY” means the whole body of voters who are eligible to elect their representatives on Council.
2.5 “COUNCIL” means the Edgeworth School Council
2.6 “COUNCILLOR” means an elected/appointed member.
2.7 “ELECTED MEMBER” means any person on the Council elected by the relevant constituency to represent the school staff or the parents.
2.8 “EXECUTIVE MEMBER” means the Principal of Edgeworth Public School.
2.9 “PARENT” means the parent, guardian or any person who has actual custody of a student enrolled at Edgeworth Public School.
2.10 “PARENT COMMUNITY” means all parents of the students enrolled at Edgeworth Public School.
2.11 “PARENT MEMBER” means any parent elected to the council from Edgeworth Public School Parent Group.
2.12 “PARENT ORGANISATION” means the Edgeworth Public School P & C.
2.13 “QUORUM” means the minimum number of persons required to attend a meeting before any business can be transacted.
2.14 “SCHOOL COMMUNITY” means the school staff, parents and the local community of Edgeworth Public School.

2.15 “SCHOOL STAFF” means all persons employed at Edgeworth Public School by the Department of School Education (teaching and non-teaching staff). This includes persons employed at the school under externally funded programs and all casual teaching staff.

2.16 “SUPPLEMENTARY SERVICES” means support provided to the school by the parents and other members of the community to enrich the educational program of the school.

2.17 “DEPARTMENT OF EDUCATION & COMMUNITIES” (known from here on as DEC) means the position of responsibility currently used, eg “SCHOOL EDUCATION DIRECTOR” (known from here on as SED)

3 AIMS AND OBJECTIVES

3.1 AIMS:

Through formal school participation in the planning and decision making of Edgeworth Public School, to strive together to make our school a happy and safe place in which to be and to maintain a high quality standard of education for our students.

3.2 OBJECTIVES:

3.2.1 Determine the broad aims and educational goals of the school encompassing education priorities and needs;

3.2.2 Determine student welfare policy;

3.2.3 Determine the schools broad budget priorities and develop a budget plan;

3.2.4 Determine the needs of the school in respect of buildings and grounds, and advise the DEC, SED;

3.2.5 Determine policies for the community use of school facilities (buildings and grounds);

3.2.6 Encourage and promote community participation in the school;

3.2.7 Present and promote a positive imagine of the school in the local community;
4 ROLE OF THE SCHOOL COUNCIL

4.1 The School Council will operate within the context of the relevant legislation and the stated policies and priorities of the Government and the Department of School Education.

4.2 The school council is accountable to the DEC, SED.

4.3 The Principal remains accountable under the Public Finance and Audit Act for the management of school finances including where appropriate, the negotiation of all contracts on behalf of the School Council.

4.4 The Principal is accountable to the DEC, SED for the total management of the school and for the implementation of the broad policies and priorities determined by the council.

4.5 Within the context of relevant legislation and the stated policies, priorities and expenditure and staff allocations of the Government and the Department of School Education the parent community will have representation on the interviewing panel for the selection of the incoming Principal and Executive Staff, and Special Fitness vacancies.

- develop a profile, in liaison with the DEC, SED for the position of Principal of the school, on the transfer or retirement of an incumbent Principal and the selection of a new Principal.
- determine the broad aims and educational goals of the school;
- identify local educational needs and priorities;
- determine local student welfare policies and the school’s Discipline Policy;
- assess the school’s financial needs;
- determine the school’s broad budget priorities and develop a budget plan;
- examine reports on expenditure provided by the Principal at the intervals determined by The Council;
- provide guidance for the Principal on supplementary services required by the school;
- establish policies for community use of school facilities;
- assess the needs of the school from time to time in areas such as buildings, grounds, facilities, school transport, starting/finishing times and matters that could affect neighbouring schools;
- advise the DEC, SED and the Principal on these and other issues except those relating to the employment, appointment and efficiency of the school staff;
- establish effective liaison with other school/community committees to promote activities consistent with school policies;
- present and promote a positive image of the school in the local community, in order to increase parent and community awareness and willingness to become involved in the school; and
- provide an Annual Report to the school community on the activities of the School Council.

5  MEMBERSHIP AND COMPOSITION

5.1 The composition of the Council will be as follows:

(i) The Principal as Executive Member
(ii) The President of P & C automatically a member of the School Council. Where the President of P & C declines to join the Council, the P & C meeting is to identify another executive member for the position.
(iii) Four parent members - 2 elected by P & C and 2 elected from general parent body.
(iv) Two school staff members ELECTED from the teaching and non-teaching staff; and
(v) A maximum of two community members APPOINTED from local government/business/industry/community from the local community

The total number of Councillors is a maximum of 10.
5.2 **Executive Member**

5.2.1 The Principal of the school is automatically the Executive Member.

5.3 **P & C**

5.3.1 The President of P & C is automatically a member of the School Council.

5.3.2 Where the President of P & C declines to join the Council, the P & C is to identify another executive member for this position.

5.3.3 P & C will elect a delegate to the School Council at the P & C AGM.

5.3.4 The P & C representatives are members of Council for one (1) year at a time.

5.4 **Elected Members**

5.4.1 A member of Edgeworth School Staff may not be a parent member on the Council.

5.4.2 At least one (1) school staff member must be a teacher.

5.4.3 Elected members must provide a report of each Council meeting to their constituency.

5.4.4 Any elected member representing school staff or parents may be removed by the respective group following a Special General Meeting of the relevant constituency called for that purpose. (See Constitution section 16.2).

5.5 **Community Members**

5.5.1 A currently employed member of a school staff cannot be a community member on the Council.

5.5.2 An appointed member may only be removed by the DEC, SED (Constitute 16.3).
5.6 Co-opted Members

5.6.1 Council may co-opt other members of the community to assist the Council for a specific purpose and for a specific period.

5.6.2 Such positions are advisory and do not have voting rights on the Council.

6 TENURE OF COUNCIL

6.1 The term of office for elected members of the Council will be two (2) years, commencing the first meeting after the Annual General Meeting.

6.2 Elected Council members may hold office for no more than two terms of office consecutively, i.e. elected members may hold office for no more than four (4) years consecutively. Members can re-nominate if no other nominations are received.

6.3 The P & C delegates are members for one (1) year at a time.

7 ELECTION OF COUNCILLORS

7.1 Elections for members to represent the school staff and parent community will take place as soon as possible following the P & C AGM.

7.2 Announcement of Council members representing the school staff and the parent community will be made in the School Newsletter within one week of the election.

7.3 Method

7.3.1 Election for Representatives of the School Staff and the Parent Community.

(i) The Principal will arrange for the compilation of a list of eligible voters in each constituency before elections take place.

(ii) All members of the school staff are eligible and entitled to vote for their representatives on the School Council.
(iii) The Parent Community is eligible and entitled to vote for their parent representatives on the School Council.

(iv) Election procedures will be advertised in the Newsletter so that all school staff and the parent community have the opportunity to nominate and to vote for their particular representatives.

(v) Nominations are to be submitted by the advertised closing date, in writing, on the form provided. Each nominee must be PROPOSED and SECONDED by members of the constituency she/he is to represent. The nominee must sign the nomination form indicating a willingness to accept the nomination. Nominations to be called two weeks before the election.

(vi) If more than the required number of candidates is nominated, the Principal will ensure that an election is conducted so that all members of the respective constituency have the opportunity to vote for their representatives.

(vii) Any election for school staff or parent representatives will take place by secret ballot through postal vote.

(viii) The results will be published in the Newsletter.

7.3.2 Community Members

(i) The DEC, SED will appoint the community members.

(ii) The Principal and the President of the School Council, in consultation with the DEC, SED will recommend members from local government/business/industry
and, where necessary, other relevant groups in the local community for consideration by the SED, DEC as the appointed community members. (See Constitution section 5.5).

(iii) Appointed members will be confirmed at the first meeting of the newly constituted Council.

**Secretary:** An elected member or an appointed community member.

**Executive Member:** The Principal

8.2 Office bearers will be elected at the first meeting of the newly constituted Council.

8.3 The Principal as Executive Member will assume the responsibilities normally associated with the position of Treasurer.

8.4 Office bearers have the power to co-opt assistance from time to time as approved by Council. Co-opted persons have no voting rights.

8.5 **Roles and Responsibilities**

8.5.1 **President:**

- Chairs the meeting
- Prepares, in consultation with the Executive Member, the meeting agenda
- Is responsible, in consultation with the Executive Member, for the preparation of the Annual Report on the activities of The Council to be presented at the Annual General Meeting
- Provide appropriate leadership promoting effective liaison between school and community.
- Ensure adherence to the constitution.
8.5.2 **Secretary:**
- Is responsible for preparing and circulating the minutes of each meeting to all councillors.
- Is responsible for inserting a copy of the confirmed minutes in a booklet held at the School Office for perusal by interested persons.
- Is responsible for the preparation of the correspondence.
- Prepares, in consultation with the President and the executive member, items for inclusion in a newsletter to inform the school community of The Council’s decisions.

8.5.3 **Executive Member:**
- Is responsible for the implementation of the broad policies and priorities determined by Council.
- Is responsible for negotiating all contracts on behalf of the Council.
- Assume the responsibilities normally associated with the position of Treasurer.
- Is responsible for the provision of financial advice and reports as necessary to The Council.

9 **Council Meetings:**

9.1 **Frequency:**

9.1.1 The Council will meet not less than six (6) times a year.
9.1.2 The first meeting of a newly constituted Council will be held within one month of AGM to elect officer bearers.
9.1.3 The date, venue and times of Council meetings will be decided by Council.
9.1.4 The dates, venues and times of Council meetings will be advertised in the school newsletter.
9.2 **Quorum:**

9.2.1 A quorum for Council meetings will be six (6) members.

9.2.2 If a quorum is not reached, matters on the Agenda may be discussed but no decisions will be taken.

9.3 **Attendance:**

9.3.1 If a Councillor is unable to attend a meeting, then one member should be notified, wherever possible, before the meeting.

9.3.2 Should an elected member fail to attend three (3) consecutive meetings without approval then a Special General Meeting will be called by the relevant constituency with the view to replacing that member.

9.3.3 Should an elected member resign or transfer out of the school community, the position will be filled by the relevant constituency electing a member until the next election.

9.3.4 Should an appointed member fail to attend three (3) meetings without approval, then a Special General Meeting will be called to discuss the removal of the Appointed Member. Any recommendations will be submitted to the DEC, SED.

9.3.5 In the absence of the President of Council any member may be elected to chair the meeting.

9.3.6 Observers are welcome to attend meetings but have not voting rights and cannot introduce items of business at the meeting.

9.4 **Agenda:**

9.4.1 The meeting Agenda will be advertised in the School Newsletter at least seven (7) days prior to the meeting.

9.4.2 Any member of the School Community who wishes The Council to debate a particular matter is to submit the
items in writing to the Executive Member of President for inclusion on the Agenda fourteen (14) days prior to its publication.

9.4.3 Items not on the published Agenda may be raised as general business, time permitting. If urgent, they could be dealt with immediately, but if they need to be discussed, place them on the next meetings agenda.

9.5 Minutes:

9.5.1 Minutes will be prepared by the Secretary and circulated to all Councillors.

9.5.2 Minutes of all meetings will be kept at the school office and will be available to all members of the community.

10 Council Meeting Procedures:

10.1 Formal meeting procedures will apply.

10.1.1 Meeting format will be decided by the School Council.

10.2 Voting:

10.2.1 Each member of The Council will be entitled to one vote.

10.2.2 Decisions will be taken by simple majority. The status quo is maintained when voting is equal.

10.2.3 Co-opted members or visitors will not have any voting rights.

10.2.4 Council may invite members of the school community to attend a Council meeting for a specific purpose. Such visitors have no voting rights and cannot introduce items of business at the meeting.
11 Annual General Meeting (AGM)

11.1 The Annual General Meeting will be held as soon as possible after the P & C AGM.
11.2 Notice of the A.G.M. will be given fourteen (14) days in advance to all members of the school community in the school newsletter.
11.3 The quorum for the A.G.M. will be six (6).
11.4 Items not on the published Agenda will not be dealt with.
11.5 Reports of all Council activities will be presented at the A.G.M. by the relevant office bearers and convenors of committees of the Council.
11.6 Office bearers are elected at the A.G.M.

12 Special General (Extraordinary) Meetings:

12.1 Procedure:

12.1.1 A Special General Meeting of the school community may be called at any time during the school term when requested by the following:
(i) the majority of Councillors
(ii) the representatives of 20% of families with students at the school in writing to the President or Executive Member
(iii) by the Principal in writing
(iv) a majority of school staff including supply casual staff in writing to the President or the Executive Member.

12.1.2 A Special General Meeting will be called for the purpose of:
(i) recommending amendments to the constitution
(ii) recommending the removal of an appointed member
(iii) dissenting from a Council decision
(iv) obtaining the views of as many people as possible

12.1.3 Such a meeting will be held within fourteen (14) days of the request
12.1.4 A Notice of Motion will be circulated to the school community at least
seven (7) days prior to the meeting date

12.2 Quorums
12.2.1 If the purpose of the meeting is to obtain the views of as many people as possible, no quorum need apply and the meeting may make a recommendation to The Council on the matter under consideration.
12.2.2 The quorum for Special General Meeting will be the usual quorum for a general meeting.

12.3 Voting:
12.3.1 To be carried, motions require two-thirds majority of those present and eligible to vote.

12.4 Outcomes of Special General Meetings:
12.4.1 Recommendations arising from such meetings must relate to the matters advertised for the purpose of the meeting and no other matters may be raised at that meeting.
12.4.2 A decision to act on any recommendations arising from meetings held to obtain the views of as many people as possible will remain the responsibility of the Council.
12.4.3 Recommendation arising from meetings held to amend the constitution, to remove the appointed members, to dissent from a Council decision or to seek the dismissal of the present Council will be forwarded to the Dec, SED by the President and the Executive Member for approval.

13 Council Records

13.1 Council records including copies of the constitution and all Agenda, minutes, correspondence, files, financial reports and committees reports will be retained within the school at all times unless authorised by the President or the Executive member.
14 **Budget Plan:**

14.1 The Council, in determining broad budget priorities and developing the school budget plan, will take account of all funds available to the school from the government, parent and community sources. This budget plan will be developed in the context of the School Manual on Financial Management.

14.2 The Council will provide the opportunity for all members of the school community to make their priorities known in the context of the educational aims of the school; the school’s organization and the available resources before developing the budget plan.

14.3 The budget plan should be completed by the end of the calendar year for implementation the following year.

15 **Amendments To The Constitution:**

15.1 Amendments to the constitution will only be considered at a Special General Meeting of the school community called for that purpose (see constitution section 12). All proposed amendments will be submitted to the Dec, SED for approval.

16 **Replacement of Council Members:**

16.1 **Casual Vacancies:**

When a casual vacancy for an elected Councillor occurs the position will be filled by the relevant constituency electing a member until the next election. Where the former Councillor was an office bearer of the School Council, that position will be filled from the existing Council Members at the first meeting after vacancy occurs.

16.2 Any Council member who represents the school staff or the parents may only be used by the respective group after a Special General Meeting called for that purpose by that constituency and a replacement elected according to the established election procedures. (see Constitution section 7.3.1).

16.3 An appointed member may only be removed by the Department of School Education Senior Officer and replaced according to Constitution section 7.3.2.
If the School Council wishes to have an appointed member removed, a Special General Meeting will be called for that purpose. Any recommendations from the Special General Meeting to have an appointed member removed will be submitted to the DEC, SED.

17 **Dismissal of the School Council:**

17.1 Any proposal to dismiss the School Council may only be considered at a Special General meeting called in accordance with Constitution section 12. Any recommendation from the Special General meeting to dismiss the Council will be forwarded to the DEC, SED for approval.

17.2 If the Council is dismissed, a new Council will be formed in accordance with the established election procedures (see Constitution section 7.3.1)

17.3 Members of a dismissed Council are eligible for an election to a new Council.

18 **Resolution of Disputes:**

18.1 Where matters occur which cannot be resolved by established Council procedures or by the calling of a Special General Meeting the DEC, SED shall resolve the matter in dispute.

19 **Relationship with Committees/Organisations:**

19.1 The Council will establish procedures for liaison with Staff, Parents and Citizens Association and relevant School and Community Committees.

*Revised April 2013*