# Constitution of Peakhurst Public School Council

2013

MAY 2013

## 1. Name

The name of the School Council will be Peakhurst Public School Council.
[Hereinafter called "The School 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 the local community (which was previously unrepresented through elected parent members). This member cannot be a teacher at Peakhurst Public School.
2.4 "CONSTITUENCY" means the whole body of voters who are eligible to elect their representatives on Council.
2.5 "COUNCIL" means the Peakhurst Public School Council.
2.6 "COUNCILLOR" means an elected/appointed member of the School Council.
2.7 "DEPARTMENT OF EDUCATION AND TRAINING" (D.E.C.)
2.8 "ELECTED MEMBER" means any person on the School Council elected by the relevant constituency to represent the school staff or the parents.
2.9 "EXECUTIVE MEMBER" means the Principal of Peakhurst Public School.
2.10 "PARENT" means the parent, guardian, caregiver of any person who has actual custody of a student enrolled at Peakhurst Public School.
2.11 "PARENT COMMUNITY" means all parents of students enrolled at Peakhurst Public School.
2.12 "PARENT MEMBER" means any parent elected to the School Council.
2.13 "PARENT ORGANISATIONS" means the Peakhurst Public School P&C Association.
2.14 "QUORUM" means the minimum number of persons required to attend a meeting before any business can be transacted.
2.15 "SCHOOL COMMUNITY" means the school staff, parents and local community of Peakhurst Public School.
2.16 "SCHOOL STAFF" means all persons empolyed at Peakhurst Public School by the Department of Education and Training (teaching and non-teaching staff).
2.17 "STUDENT" means any student enrolled at Peakhurst Public School.
2.18 "COMMUNITY INVOLVEMENT" means support provided to the school by parents and other members of the community to enrich the education program of the school.

## 3. AIMS AND OBJECTIVES

3.1 AIM:

To foster the values, purpose and goals of Peakhurst Public School's vision statement, through formal school community participation in the planning and management of the school, and to encourage closer links between the school and its community.

3.2 OBJECTIVES:

The School Council will:

a) Identify the school's priorities and endorse polilcies in relation to education and student welfare;
b) Endeavour to ensure that school facilities meet the needs of the school;
c) Promote a positive image of the school in the community; and
d) Provide input to the selection of the school Principal and other executive teaching positions when a vacancy occurs.

## 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 D.E.C.

4.2 The School Council is accountable to the designated position within the D.E.C.

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 designated position within the D.E.C. for the total management of the school and for the implementation of the broad policies and priorities determined by the School Council.

4.5 Within the context of relevant legislation and the stated policies, priorities and expenditure and staff allocations of the Government and the D.E.C., the School Council will:

a) have representation on the interviewing panel and help to develop a profile for the selection of the incoming Principal and other position when a vacancy occurs and is to be filled by advertisement and interview;

b) The School Council will assist in the development of the following:
   - i aims and educational goals of the school;
   - ii needs and priorities of the school;
   - iii student welfare discipline policies;
   - iv budget priorities and school plans;
   - v policies of the School Canteen;
   - vi policies for community use of school facilities;

c)
   - i assess the school's financial needs;
   - ii examine reports on expenditure provided by the Principal at intervals determined by the School Council;
   - iii provide guidance for the Principal on community involvement required by the school;
   - iv assess the needs of the school from time to time in areas such as buildings' grounds, facilities, school transport, starting/finishing times and enrolments;
   - v establish effective liaison with other school/community committees to promote activies consistent with school policies;
   - vi 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
   - vii provide an annual report for the school community on the activities of the School Council.

4.6 To oversee, evaluate and endorse the activities and proposals of P&C.

4.7 To evaluate and endorse the School Uniform Policy.

4.8 To determine the voluntary contribution levels (annually) and where it is to be expended.

## 5. MEMBERSHIP AND COMPOSITION

5.1 The composition of the School Council will be as follows:

a The Principal as Executive member;

b Five parent members elected from the parent community;

c Four school staff members elected from the teaching and non-teaching staff; and

d One community member.

The total number of Councillors is eleven.

5.2 *Executive Member*

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

5.3 *Elected Members*

5.3.1 A member of Peakhurst Public School staff may not be a parent member on the School Council.

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

5.4 *Community Members*

5.4.1 A current member of the school staff cannot be the community member on the School Council.

5.5 *Co-opted Members*

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

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

5.6 *General*

5.6.1 A person who is a member of a School Council at another school cannot be a member of Peakhurst Public School Council except with the approval of the School Council.

## 6. TENURE OF COUNCIL

6.1 The term of office for elected/appointed members of the Council will be two years, commencing the first meeting after the commencement of Term 1.

6.2 An Elected/appointed Council member whose 2 year term has been completed, may be re-nominated for re-election/reappointment for an additional two years according to the process for election/appointment in section 7.

6.3 In the event of a position on the council, being unable to be filled, the council may elect to invite an outgoing member to continue for another 12 months after having been passed by a secret ballot by all other members of the School Council.

6.4 An elected/appointed council member may stand for a maximum of five consecutive years.

## 7. ELECTION OF COUNCILLORS

7.1 Elections for members to represent the school staff and parent community will take place prior to the meeting to be held in term 1.

7.2 Announcement of Council members representing the school staff and the parent community will be made through the school newsletter.

7.3 *Method*

7.3.1 Election for representatives of the school staff and the parent community;

a The Principal will advertise for nominations for School Council in the school newsletter. Election procedures will be advertised in the school newsletter so that all school staff and the parent community have the opportunity to nominate and to vote for their particular representatives;

b All members of the school staff are eligible and entitled to vote for their staff representatives on the School Council;

c All members of the parent community are eligible and entitled to vote for their parent representatives on the School Council;

d 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.

e If more than the required number of candidates are 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;

f Any election for school staff or parent representatives will take place by secret ballot at a meeting called for that purpose and/or through postal vote; and

g The results will be published in the school newsletter.

7.3.2 Community Member

a The Principal in consultation with the School Council will appoint the community member.

b The Principal and the President of the School Council, will recommend members from local government/business/industry and, where necessary, other relevant groups in the local community for consideration.

The community member may be a parent, however, they cannot be a teacher of this school.

## 8. COUNCIL OFFICE BEARERS

8.1 The School Council will have the following office bearers:

President: An elected parent member.

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

Executive Member: The Principal

8.2 Office bearers will be elected at the meeting held in Term 1.

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

8.4 ***Roles and Responsibilities***

8.4.1 President:

a Chairs the meeting;

b In conjunction with the Executive Member, set the meeting agenda; and

c May represent the council at school functions.

8.4.2 Minute Secretary:

a Is responsible for preparing and circulating the minutes of each meeting within fourteen (14) days of that meeting to all Councillors;

b Is responsible for displaying copies of the confirmed minutes; and

c Maintains official records of the Council.

8.4.3 Executive Member:

a Is responsible for the implementation of the broad policies and priorities determined by the council;

b Is responsible for negotiating all contracts on behalf of the Council; and

c In conjunction with the President, sets the meeting agenda.

## 9. COUNCIL MEETINGS

9.1 Frequency

9.1.1 The Council will meet four times per year (once per term).

9.1.2 The first meeting of a newly constituated Council will be held in Term 1 to elect office bearers.

9.1.3 The date, venue and time of the 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.

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

9.3 Attendance

9.3.1 Councillors are to attend all meetings.

9.3.2 Should an elected member or appointed member fail to attend two meetings without reasonable cause within one year his/her membership lapses. They will be notified by the council that their membership has lapsed.

9.3.3 Should an elected member resign or transfer out of the school community or should his/her membership lapse, a casual vacancy occurs. (see Constitution Section 15.1)

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9.3.4 In the absence of the President of the Council a chairperson shall be elected from those present at the meeting.

9.3.5 All members of the school community may attend Council meetings. Subject to Sections 5.5. and 10.2, only councillors have speaking and voting rights.

9.4 Agenda

9.4.1 The meeting agenda will be distributed to councillors prior to the meeting.

9.4.2 Any member of the school community who wishes Council to debate a particular matter must submit the item to a member of the Council in writing prior to the meeting.

9.4.3 Items not on the published agenda may be dealt with if Council is in agreeance and if time permits under general business.

9.5 Minutes

9.5.1 Minutes will be prepared by the Secretary and circulated to all Councillors within (14) days of the meeting.

9.5.2 Minutes of all meetings will be kept in a file in the school office and may be viewed by appointment.

## 10. COUNCIL MEETING PROCEDURES

10.1 Voting

10.1.1 Each member of Council will be entitled to one vote. The President does not have a casting vote.

10.1.2 Decisions will be taken by simple majority; status quo will be maintained if vote is equal.

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

10.2 Council may invite individual members of the school community to attend a Council meeting for a specific purpose. Such visitors have not voting rights and cannot introduce items of business at the meeting.

## 11. SPECIAL GENERAL (EXTRAORDINARY) MEETINGS

11.1 Procedure

11.1.1 A Special General Meeting of the school community may be called at any time during the school term when requested by the following, in writing to the Secretary:

a The majority of Councillors;

b 30% of the parent community by petition;

c 50% of the staff by petition; or

d The Principal.

11.1.2 A Special General meeting will be called for the purposes of:

a Recommending the removal of an appointed member;

b Removing an elected member;

c Dissenting from a Council decision;

d Recommending dismissal of the present Council;and

e Obtaining the views of as many people as possible.

11.1.3 Such a meeting will be held within (10) days of the request

11.1.4 A Notice of Motion will be circulated to the school community at least five (5) school days prior to the meeting date.

11.1.5 The Principal will chair such a meeting.

11.2 Quorums

11.2.1 The quorum for meetings in regards to points (a), (b), (d) and (e) in Section 11.1.2 will be 25.

11.2.2 The quorum for meetings in regard to point (c) in Section 11.1.2. will be:

a 25 in the case of parent representatives, and

b 75% of school staff in the case of staff representative.

11.2.3 If the purpose of the meeting is to obtain the views of as many people as possible no quorum shall apply and written submission will be accepted.

11.3 Voting

11.3.1 To be carried, motions require a two-thirds majority of those present and eligible to vote.

11.3.2 Eligible voters are all PPS staff and parents of enrolled students. However, only one (1) vote per family will be allowed.

11.4 Outcomes of Special General Meetings

11.4.1 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.

11.4.2 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.

11.4.3 Recommendations arising from meetings held to remove appointed members, to dissent from a Council decision or to seek the dismissal of the present Council will be forwarded to the School Education Director by the President and the Executive M/ember.

## 12. COUNCIL RECORDS

Council records including copies of the constitution and all agendas, minutes, correspondence, files, financial reports and committee reports will be retained within the school at all times unless authorised by the President or the Executive Member.

## 13. BUDGET PLAN

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

13.1.1 The Council will provide the opportunity for all members of the school community to make their priorities known in the context of the edcuational aims of the school, the school's organisation and the available resources before endorsing the budget plan.

## 14. AMENDMENTS TO THE CONSTITUTION

Amendments to the constitution will only be considered after discussions and agreement at School Council. These proposed amendments are to be presented to the School Community for comment. (refer Constitution Section 11).

## 15. REPLACEMENT OF COUNCIL MEMBERS

15.1 Casual Vacancies

When a casual vacancy for an elected Councillor occurs the position will be filled by election from within the relevant constituency. (refer Section 7.3 for method).

Note: Where the former Councillor was an office bearer of the School Council, that position will be filled from within the Council at its next meeting.

15.2 Any Council members who represent the school staff or the parents may only be removed by the respective group after a Special General Meeting called for that purpose by the constituency. A replacement will be elected according to the established election procedures (refer Section 7.3).

15.3 An appointed member may only be removed by the Principal in conjunction with the School Council and replaced according to Constitution Section 7.3.

## 16. DISMISSAL OF THE SCHOOL COUNCIL

16.1 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 School Education Director for approval.

16.2 If the Council is dismissed, a new Council will be formed in accordance with the established election procedures (refer Constitution Section 7.3).

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

## 17. RESOLUTION OF DISPUTES

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

## 18. RELATIONSHIP WITH COMMITTEES/ORGANISATIONS

The Council will establish procedures for liaison with Peakhurst Public School Parent and Staff groups/ committees.