



School Council Standing Orders

PURPOSE OF SCHOOL COUNCIL

School Council is the legally formed body that, within the Department of Education (DE) guidelines, works in partnership with the Principal to enhance the educational opportunities for students.

The purpose of the Standing Orders is to assist the School Council to operate efficiently and effectively within the legal framework and DE guidelines for school councils.

THE LEGISLATIVE FRAMEWORK

School councils operate under a framework provided by the:

- Education and Training Reform Act 2006 (the Act)
- Education and Training Regulations 2017 (the Regulations)
- Individual school's constituting Order

Subject to this framework, the School Council may regulate its own proceedings.

SCHOOL COUNCIL MEMBERSHIP

The constituting Order of Croydon Hills Primary School states the composition of the Council is:

- 8 elected parent members. Parent members that are DE employees, but not of the school, are counted in this number; the exception being when determining a quorum.
- 5 DE employee members. The principal who is the executive officer is included in this number.
- Up to 2 community members. It should be noted that community membership is optional and that these positions are co-opted, rather than elected. DE employees are not eligible for co-option to this category.

CO-OPTION OF COMMUNITY MEMBERS

The community members included in the constituting Order will be co-opted to the school council at a special meeting of council held as soon as practicable after the declaration of the poll and before office bearers are elected. If the appointment of the community members either cannot be resolved at the special meeting called or on the resumption of the adjourned special meeting, the school council may proceed to the first meeting of the school council to elect office-bearers. Co-Opted members have the same voting rights as elected members.

CASUAL VACANCIES

Should a casual vacancy occur on council, this vacancy is filled by council co-opting a person from the appropriate category who then completes the rest of

the term of office of the corresponding vacancy.

OFFICE BEARERS

The Regulations require there be at least two office bearers – the president and the executive officer:

- The president is elected by all members of school council and may not be a DE employee.
- The position of executive officer is filled by the principal. The principal is a full member of council with the same voting rights as other councillors.
- The vice-president is elected by all members of school council. As the vice-president may need to chair a meeting in the absence of the president, it is recommended this position should be filled by a non-DE parent member or community member.

Other potential office bearers:

- The treasurer will be the convener of the finance sub-committee and is appointed by school council. It is recommended this position be held by a non-DE parent member or a community member. This position should not be filled by the office manager / bursar.
- The minute secretary may be either an elected member of school council or a person appointed to this role who is not a member of school council and is therefore a silent observer with no voting rights.

SUB-COMMITTEES

Sub-committees assist the council in all the work that needs to be done. They report regularly at school council meetings, provide advice and make recommendations to council, which has the final responsibility for decisions. Sub-committees cannot make decisions for school council, rather they make recommendations to council.

All school councillors are expected to play an active role in at least one sub-committee.

All Sub-committee minutes are to be lodged as soon as practicable, preferably by the Friday prior to the meeting, with the School Council Secretary or Minute Secretary for lodgment on the School Council website for review prior to the next School Council meeting. Sub-Committee reports may be accepted after this date and then they must be distributed immediately prior to the meeting. All reports are to be accepted as tabled with the Agenda before any discussion to take place.

Any update on the submitted reports can be presented verbally.

The School Council will have the following sub-committees:

- Finance
- Education
- Facilities and the Learning Environment (Buildings and Grounds)

- Croydon Hills Association of Parents (CHAPS) incorporating Men of the Hills (MOTHS)
- Uniform
- Canteen
- Out of Hours School Care Program

Each sub-committee will be chaired by a member of school council unless otherwise decided by council. A sub-committee must have 3 members in total and include at least one school council member.

QUORUM

A quorum requires not less than of school council members currently holding office to be present at the meeting with a majority of members present who are not DET employees. Any parent members on school council who also work for the Department are counted as DET employees for the purpose of a quorum.

A member of the school council may be present in person or by video conferencing or teleconferencing.

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.

SCHOOL COUNCIL DECISIONS

Decisions of Croydon Hills Primary School Council will be by a majority of those eligible to vote and who are a part of the Quorum of the meeting.

TIED VOTES

When a vote is tied (i.e. an even number of people are for and against the decision), the president has the casting or deciding vote. It is therefore important that when the president offers a personal opinion on an issue, this is clearly stated. In the event of a vote being tied, the chairperson of the meeting (usually the president) has the casting vote. The President can use their casting vote to defer the motion by voting in opposition to their original vote.

PROXIES AND VOTING PROCEDURES

Croydon Hills Primary School Council will try to reach decisions by consensus however when that is not possible, a count will be taken with the number for and against recorded in the minutes.

Eligible members of council must be present, either in person or dialed in and be acknowledged as a part of the Quorum, to be part of the decision-making process. A vote by proxy is not valid.

Voting will normally be by a show of hands, but, at the discretion of the School Council President and Executive Officer, a secret ballot may be used.

ABSENCE OF THE PRESIDENT AND OTHER MEMBERS FROM A MEETING

In the absence of the president, the vice president must chair the school council meeting. If neither the president nor vice president is present, councillors may elect a member to chair the meeting. This person should be a non-DE employee.

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

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 three 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.

SCHOOL COUNCIL MEETINGS

General meeting

Unless otherwise decided, school council meetings will be held from 7.30 – 9.00pm twice a term on the third Wednesday each month. A motion is necessary if the council wants to extend the meeting. The meeting will be extended for no more than 15 minutes.

Public Reporting (annual) meeting

School council must also hold at least one public meeting each year and at that meeting will:

- A. Report to the school community on its activities and to present a statement of the school's income and expenditure for the previous calendar year.
- B. Present the Annual Report
- C. If the accounts of 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 may be held at any time decided by council, provided all members are given prior notice of the date, time, place and purpose of the meeting. At least one week's notice is preferable if an extraordinary meeting is to be held.

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 three members of the school council. This will be done by sending a notice to all school council members, giving the members reasonable notice of the time, date, place and subject of the meeting.

The business of the extraordinary meeting will be confined to the subject for which is

has been called.

OPEN AND CLOSED MEETINGS

While all school council meetings are expected to be open to the school community, there may be times when the council meeting, or part of the meeting needs to be closed to protect confidentiality or privacy or for another valid reason. Should this occur, school council will need to approve a recommendation (called a 'motion') to go into a 'closed' session. School council should then go back into open session once the topic under discussion has been concluded.

Visitors or observers can be present with the agreement of the principal and a decision by school council, but they must direct all their comments through the chairperson. If a visitor to school council wishes to raise an issue it should be provided in writing to the President prior to the meeting. Visitors have no voting rights.

CONFLICT OF INTEREST

A conflict of interest occurs when a school council member or their immediate family's personal interests may influence, or may be seen to influence, their public duty. A personal interest may be a preference, relationship, connection, bias, personal property, hobby, or a desire to help family and friends. Personal interests can also be pecuniary (financial) or non-pecuniary.

Therefore, if a member of the council, or their immediate family, has a direct conflict of interest (including a pecuniary interest) in/with a matter under discussion at a school council meeting that member:

- Must not be present:
 - During the discussion unless invited to do so by the person presiding at the meeting.
 - When a vote is taken on the matter.
- May be included in the quorum for that meeting.

The declaration of interest should be included in the minutes of the meeting.

AGENDA AND NOTES

The agenda for each meeting shall be prepared by the secretary in consultation with the President and the Executive Officer (the Principal).

Any Council member may request that an item be placed on the agenda by contacting any of the above office bearers.

Meeting agenda will include

- Opening and Apologies
- Conflict of Interest
- Minutes of Previous Meeting
- Business Arising from Minutes
- Correspondence In/Out
- Principal's Report
- Reports from Sub-Committees:

- Finance
- Education
- Facilities and the Learning Environment
- Croydon Hills Association of Parents (CHAPS) incorporating Men of the Hills (MOTHS)
- Uniform
- Canteen
- Out of Hours School Care Program
- Junior School Council
- General Business
- Meeting dates

Previous minutes and any documents relevant to the upcoming meeting will be lodged on the School Council website as soon as is practicable, preferably by the Friday prior to the meeting. It is the responsibility of all Council members to read all documents before the meeting.

MEETING CYCLE

Following on from last month's conversations around changes to our School Council cycle and meeting structures, I have drafted our year and agenda items:

Date	Mode	Business / Workshops
February <input type="checkbox"/>	In person	Meeting for Election of Office Bearers <i>(moved a month earlier than previous years)</i> <ul style="list-style-type: none"> ● SC Induction including Child Safe Standards ● Establishment of Council and Committees February Meeting <ul style="list-style-type: none"> ● Presentation of Annual Implementation Plan ● Presentation of the School Annual Report ● Presentation of annual policies and motions.
March	In person	<ul style="list-style-type: none"> ● Committees: Action Plans ● Annual Public Reporting Meeting <ul style="list-style-type: none"> ○ Present the Annual report to the school community
May	In person	<ul style="list-style-type: none"> ● Presentation of Confirmed Budget
June	Virtual	
August	In person	<ul style="list-style-type: none"> ● Workshop: NAPLAN Data
September	In person	<ul style="list-style-type: none"> ● Workshop: Student Attitude to School Survey Data ● Parent Payments
November	Virtual	<ul style="list-style-type: none"> ● Presentation of Indicative Budget
December	In person	<ul style="list-style-type: none"> ● Acknowledgment Dinner ● School Council President's Annual Report ● School Council Self-Reflection <i>(survey prior)</i>

MINUTES

All decisions of council shall be recorded as minutes. Also included in the minutes are the dates, times and venue of the meeting, those present and apologies, 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 tabled at the meeting; and decisions of the meeting including motions and any amendments, names of movers, 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 chaired the meeting and the Principal.

Business arising from the minutes is dealt with after the minutes have been confirmed.

SCHOOL COUNCIL VALUES

School councillors will at all times behave in a civil and respectful manner and conduct themselves in such a way so as to align with DE's values of -

- Responsiveness
- Integrity
- Impartiality
- Accountability
- Respect
- Leadership
- Human Rights

REVIEW CYCLE

These Standing Orders will be reviewed annually at the first meeting of School Council.

Policy Length	- 1 year
Ratified by School Council	- February 2026
Review Date	- February 2027