



# STANDING ORDERS FOR ROSANNA GOLF LINKS PRIMARY SCHOOL

## 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 15 members – eight Parent, five Department employee and up to two Community members.

## 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.

Community members serve a maximum of two-years before needing to be co-opted again. They can also be used for short-term assignments with their membership ending once the reason for their co-option is satisfied.

## Office bearers

The school council will have the following office bearer positions:

- President
- Vice president
- Treasurer
- Secretary

Office bearers will be elected at the first meeting of the school council after declaration of the poll each year and following a special meeting to co-opt community members. The school council executive is composed of the president, principal, vice president, secretary and treasurer. The roles and responsibilities of each office bearer positions is outlined in *RGLPS School Council Office Bearer Roles and Responsibilities* (Appendix 1).

## Election of office bearers

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 or drawing of lots. If a new election is held and is also tied, the school council may decide the election by the drawing of lots or 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
- Education
- Facilities
- School Council Operations
- Instrumental Music.

Each sub-committee will be chaired by a member of school council unless otherwise decided by council. A sub-committee must include at least one school council member and have at least three members. The *RGLPS Guidelines for Sub-committees of School Council* (Appendix 2) provides more detailed information about the purpose and membership of the sub-committees of School Council at RGLPS.

## Meetings

### *Regular*

The school council will meet twice a term on a Thursday evening (dates will be confirmed at the second school council meeting each year). The meeting will commence at 7.00pm and will finish no later than 9.00pm unless agreed by the school council. If business has not been concluded by the scheduled closing time for the meeting, the chair should ask councillors whether they wish to defer the rest of the business until the next meeting or to extend the meeting by an agreed amount of time, generally 15 minutes. Meetings will be held in the staff room.

### *Annual general meeting*

The school council will call an annual general meeting at least once 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 not less than 24 hours' notice of the time, date, place and subject of the meeting. Of course, the principles of quorum apply.

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.

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 subject of the meeting.

The business of an extraordinary meeting will be confined to the subject for which it is called.

### **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.

### **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. 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 particular 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.

### **Circular resolutions**

From time-to-time, council may agree to resolve an issue before the council is next scheduled to meet via circular resolution. If a lengthy discussion is required to assist in the decision making, an extraordinary meeting of council should be convened if the matter is urgent.

Relevant paper/s and their corresponding recommendation/s are circulated to members to facilitate the decision-making and approval process without the need to call an extra-ordinary meeting. It is the responsibility of the principal and president to ensure the circular resolution is properly drafted by the Secretary and circulated by the Secretary to all council members.

Circular resolutions take the form of a document, on School letterhead, outlining a decision of Council in the form of a proposition, e.g., "It is proposed that, by circular resolution, council ....".

The process for the consideration and adoption of a circular resolution is:

- A councillor requests through the president as presiding officer, a circular resolution be distributed;
- The secretary prepares the resolution in the form, "It is proposed that, by circular resolution, council ...." and emails it to the president and principal for review;
- Once reviewed and approved by the president and principal, the resolution is emailed to all councillors;
- A period of 72 hours is permitted for questions, comments and amendments to be made. At all times, the current version of the resolution is the most recent sent by the secretary.
- After 72 hours, the secretary will notify members that a vote is now required; and
- Voting on circular resolutions is by objection. If, 24 hours following the notification above, the majority of councillors have not objected, the resolution is accepted.

### **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 will chair the school council meeting. If the vice president is unable to preside at a school council meeting in the absence of the president, 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.

### **Conflict of interest**

If a school council member or a member of his or her immediate family has any perceived or actual conflict of interest (either financial or non-financial), or if School Council agrees that there is a perceived or actual conflict of interest, in a subject or matter under discussion at a school council meeting, that councillor:

- 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.

The declaration of interest will be included in the minutes of 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.

## 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 five 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.

If the meeting is open, visitors may speak by invitation of the presiding member.

## Length of meetings and extensions of meeting times

If business has not been concluded within 2.5 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 council wants to extend the meeting. The meeting will be extended for no more than 15 minutes.

## Minutes

The principal will ensure a record of each school council 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; name of 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 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

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

## Review and modifications to standing orders

Each year, at the first meeting of council the standing orders will be presented for review. If no modifications are required, council will ratify the standing orders unchanged. Any proposed modifications will be discussed. If necessary, a working party consisting of at least the executive, will be established to consider any proposed modifications and presented at the next meeting of council for ratification by council.



RGLPS Standing Orders - Appendix 1

# RGLPS

## School Council Office Bearer

### Roles and Responsibilities

19 May 2020

## Introduction

The school council shall select from its members the following office bearers:

- President, who shall not be a DET employee
- Vice-President, who shall not be a DET employee
- Secretary
- Treasurer, who shall not be the Business Manager

The **terms of office bearers** shall be **twelve months**, and office bearers shall be elected at the first council meeting following the declaration of the poll (usually in March). The council meeting will be held as soon as practicable after the declaration of the poll. The first component of the meeting will be held for the appointment of community members, if relevant for this council. The co-option of community members and the filling of casual vacancies through co-option, and the subsequent election of office bearers will be presided over by the Principal.

## Election of office bearers

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 or drawing of lots. If a new election is held and is also tied, the school council may decide the election by the drawing of lots or decide to conduct further elections until the election of office bearers is decided.

The **roles of the office bearers** are as follows:

- a) The role of the **President** is to:
  - effectively chair school council meetings (ensure that everyone has a say in meetings and that decisions are properly understood and well-recorded)
  - ensure a quorum exists at the beginning of the meeting
  - be a signatory to contracts, the school strategic plan and financial accounts
  - sign minutes of meetings when they have been confirmed
  - together with the school council, endorse the school self-evaluation, terms of reference for school review, the school annual implementation plan and school annual report to the school community
  - ensure council stays focused on improving student outcomes
  - with the principal, be council's spokesperson and official representative on public occasions
  - when votes are tied, have a second or casting vote
  - foster a participatory relationship between all members of the school community

The school council president is an ex-officio member of all council sub-committees.

- b) The **Vice-President** shall, in the absence of the President, represent the President when necessary.
- c) The **Secretary** is responsible for:
  - tabling all correspondence relevant to the meeting
  - drafting all correspondence authorised by the council

- issuing amendments to policy and standing orders as decided by council
  - managing the process of circular resolutions as necessary.
- d) The **Treasurer** is responsible for:
- convening the Finance Sub-committee of Council and providing recommendations from the sub-committee to council at each meeting;
  - presenting to school council a monthly statement of the financial position of the council; and
  - providing Profit and Loss statements for all trading operations twice a year.

## The School Council Executive

The **Executive** is composed of the:

- President
- Principal
- Vice President
- Secretary
- Treasurer

The presiding member, who must not be a DET employee, shall have both a deliberative and casting vote. In its role as the administrative arm of the council, the Executive shall:

- a) make decisions of a routine nature in the name of the council when necessary (due to the urgency) between meetings
- b) report any decisions acted upon above hereof to the next ordinary meeting of council
- c) if it deems a matter to be of sufficient importance, call an extraordinary meeting of the council to decide the issue

## School Council Support – The School Business Manager

The School Business Manager is responsible for:

- a) the typing, copying, collating and distribution of all school council and committee materials
- b) distributing, in conjunction with the Principal, material for each school council and committee meeting at least 5 business days prior to the meeting
- c) forwarding to the Treasurer as soon as the end of the month financial report as listed in the Finance Manual for Victorian Government Schools.



RGLPS Standing Orders - Appendix 2

# RGLPS

## Guidelines for Sub-committees of School Council

28 May 2020

## Introduction

The school council appoints **sub-committees** to assist with the management of its various responsibilities and provide it with recommendations related to their area of responsibilities.

The council may appoint **special purpose sub-committees** (working parties) to recommend action of a specific issue or matter of concern. In deciding to establish such a committee, the council shall determine, in writing, its terms of reference and terms of operation. Committees can only provide advice and recommendations to school council. The school council has convened the following sub-committees in 2019 to assist in carrying out its duties:

- Education Sub-committee
- Facilities Sub-committee
- Finance Sub-committee
- School Council Operations Sub-committee
- Instrumental Music Sub-committee

The school council must not delegate any of its powers or duties to a sub-committee.

## Membership

Each sub-committee will be chaired by a member of school council unless otherwise decided by council.

Membership of sub-committees is open to interested persons in the school community in term 1 of the school year, which is when sub-committees are convened and membership is finalised. Sub-committees will usually have not more than seven members. Following the allocation of school council members to each of the sub-committees, the principal will call for community members to join sub-committees, outlining where there is specific need for community membership. This is to ensure that sub-committees are able to work efficiently and effectively throughout the year. Once sub-committee membership is finalised, if a member of the school community has an issue that they would like raised at a sub-committee meeting, they can raise this through the Principal or with the school council President.

All sub-committees and special purpose committees must include at least one school council member and have at least three members. In consideration of the role of Council as a representative community body, all committees, with the exception of the finance sub-committee, should consist of a majority of community members, except where authority is granted by Council for this to be varied or where there is insufficient community interest to fill the positions.

## Attendance

Any member who is absent from three consecutive meetings of a sub-committee without special leave previously granted by the chair, may cease to be a member of the sub-committee. The President and chair of the sub-committee will discuss the membership of this committee with the member

concerned. A member of a sub-committee may apply in writing to the chair to request extended leave of up to two sub-committee meetings.

When the membership is confirmed, each sub-committee then proceeds with its prescribed activities and responsibilities for the year.

All school council sub-committees are appointed by the school council and shall:

- a) recognise that the school council is the ultimate decision-making body in formation of the school policy
- b) recognise and appreciate that within the school policy, the principal and staff are responsible for the implementation of school policy and the day-to-day management and operation of the school
- c) recognise and appreciate that within school policy the teaching strategies used in the school curriculum program are the professional responsibility of the principal and the staff

All school council sub-committees should:

- a) oversee the management, operation and functioning of their particular area of responsibility and make recommendations to the council accordingly
- b) provide the principal with a written report or minutes containing recommendations and/or options for council consideration, as soon as possible after their meeting
- c) liaise with the principal, council and, where appropriate, staff, of the council committees and the school community
- d) implement council policy decisions as appropriate
- e) prepare submissions for programs to be considered when budgets are prepared
- f) where appropriate, co-opt people with special expertise after consideration of the conditions of the appointment and obtaining school council approval
- g) participate in major and minor evaluations where appropriate
- h) with the exception of the Finance sub-committee, be open to members of the school community to join, including staff. Before being accepted, potential sub-committee members should discuss their experience and ability to participate with the chair
- i) meet prior to council meetings, ensuring that documents and minutes are submitted prior to the deadline of 5 business days prior to council meeting.

The chair of a committee should:

- a) nominate themselves or be nominated in the second council meeting in each calendar year
- b) call all meetings and in agreement with sub-committee members, establish a suitable time for the sub-committee to meet. Ensure all meeting dates are set in conjunction with the Principal
- c) advertise the time, date, location and agenda to the school community in the school newsletter at least 14 days prior to the meeting
- d) prepare an agenda and/or minutes for typing and circulation prior to the meetings
- e) in the event of the chair's absence, nominate another member of the sub-committee to act as chairperson of the meeting
- f) ensure all the duties listed above are carried out
- g) provide the principal with reports of these meetings as soon as possible before the next school council meeting
- h) when needed, submit a report from each sub-committee to be submitted for printing in the school newsletter

- i) not be a DET employee.

## EDUCATION SUB-COMMITTEE

Members of the Education Sub-committee should be familiar with the School Strategic Plan, Annual Implementation Plan and current school policies.

The role of the Education Sub-committee is to:

- a) act as an advisory group in determining selected educational policies of the school within the DET guidelines
- b) monitor the implementation of the School Strategic Plan and the Annual Implementation Plan
- c) fulfil the accountability requirements for annual reporting
- d) make recommendations to the school council regarding community education projects
- e) make recommendations to council on selected aspects of the school's educational policy
- f) encourage the participation and involvement of the school community in the selected programs of the school
- g) make recommendations regarding priorities and costs of educational programs for consideration in the school council budget
- h) promote, develop and review selected school policies

## FACILITIES SUB-COMMITTEE

The role of the Facilities Sub-committee is to:

- a) oversee the maintenance of the entire school site
- b) make recommendations regarding maintenance, development and use of the school environment and facilities
- c) implement building and grounds projects
- d) encourage the participation and involvement of the school community in maintenance and improvement of school facilities through appropriate working bees
- e) conduct an annual health and safety audit in conjunction with the Occupational Health and Safety Officer and the Principal
- f) ensure, with the funds allocated, that the facilities are maintained in a satisfactory state, providing for any maintenance required
- g) develop and continue to update a masterplan and timeline for the future development of facilities
- h) make recommendations regarding priorities and costs of facility improvements for consideration in the school council budget
- i) obtain approval from the school council for the work to be undertaken by volunteers at working bees at the council meeting prior to the working bee to ensure voluntary workers are covered by DET insurance
- j) establish and co-ordinate working groups and working bees
- k) ensure working bee notices and reminders are at least ten days before the working bee and ensure that each working bee has a co-ordinator and a list of tasks to cover
- l) maintain a register of all parent and staff attendance at working bees for school records and insurance purposes.

## FINANCE SUB-COMMITTEE

The role of the Finance Sub-committee is to:

- a) maintain an overview of the finances of the school and monitor the financial assets and resource management requirements
- b) act as a forum to discuss financial matters referred to it and make recommendations to school council accordingly
- c) liaise with school council committees and the school community throughout the annual budget process and submit this information for the consideration of council in term four when indicative budgets are tabled for approval.
- d) assist the school community with fundraising projects
- e) review budget submissions and program priorities, including an annual review of Parent Payments in line with DET policy
- f) monitor and review spending in the school council budget
- g) monitor and review fundraising activities at the school.

*Please note:* Given the confidential nature of selected reports and information reviewed by the finance sub-committee, some reports may not be distributed to non-council members of the Finance sub-committee as non-council members are not formally bound by the Code of Conduct for Directors of Victorian Public Entities.

## SCHOOL COUNCIL OPERATIONS SUB-COMMITTEE

The role of the School Council Operations Sub-committee is to:

*(a) Regarding Out of School Hours Care (OSHC):*

- liaise with the contracted service provider in relation to the functioning of the program
- implement the policies of the school regarding the OSHC program
- monitor the program regularly and make recommendations to school council accordingly
- provide Council with copies of the relevant reports provided to the Department of Health and Human Services
- oversee the implementation and compliance to the National Standards
- ensure all personnel, programs, activities meet the Child Safe Regulations and Standards

*(b) Regarding Canteen and Uniform Shop:*

- ensure the efficient operations of the canteen and uniform shop
- maintain a canteen in accordance with local and state health regulations and DET guidelines
- ensure the School Canteens and Other School Food Services Policy is implemented
- monitor the popularity and prices of items for sale
- monitor the range, quality and nutrition of items for sale in canteen
- overview the implementation of the school uniform policy
- ensure the quality of uniforms is kept to a high standard
- ensure the canteen and uniform shops' profitability is in accord with policy
- have a profit and loss statement prepared by the Treasurer after Terms 2 and 4
- ensure the canteen and uniform manager's duties are fulfilled
- make recommendations to school council regarding costs and types of items for sale.

The chair of the School Council Operations Sub-committee should:

- liaise with the canteen and uniform shop managers
- ensure that both are operating efficiently
- ensure stock takes are made at the end of terms 2 and 4 and that profit and loss statements are drawn up
- monitor and review the canteen and uniform policies as required
- support the canteen and uniform shop managers in monitoring all changes in costs and quality of products
- provide school council with regular updates of the operations and decisions of canteen operations and uniform shop processes.

## **INSTRUMENTAL MUSIC SUB-COMMITTEE**

The role of the Instrumental Music Sub-committee is to:

- a) monitor the instrumental music program regularly and make recommendations to school council accordingly
- b) co-ordinate annual fundraising activities to support student participation and the financial sustainability of the instrumental music program in consultation with other fund-raising groups and with school council approval
- c) support ensemble participation in school-approved off-site music events
- d) ensure, with the funds allocated, that the instrumental music program operates efficiently and effectively
- e) act as a liaison between instrumental music program staff and school council
- f) work with the Instrumental Music Co-ordinator to support student recruitment to music bands.