



# Invermay PS Council

## Standing Orders to guide the efficient & consistent functioning of our school council

### Introduction

The purpose of these Standing Orders is to assist our IPS Council to operate efficiently and effectively within the legal framework and department guidelines for all school councils. These standing orders may be amended by SC vote, following the election of office bearers, at the Invermay PS Council AGM.

### School Council membership

Membership of our school council according to Constituting Order is a maximum of 11 staff and department members – comprising eight parent and three department employees, for a period of 2 years each. An optional school community representative, who may add desired skills or perspective to our quorum, may also be welcomed, thereby increasing the maximum number of school councillors at IPS to 12.

In the event of any midterm vacancy (ie a school councillor's family leaving our school), Invermay PS Council may co-opt a suitable replacement for the unexpired portion of the vacating member's term of office.

#### Co-opting of community members

All Victorian Government Schools also have *the* opportunity to co-opt an optional community member who does not fit the parent or department representative criteria, but nonetheless would add value to the work of our committee and assist us to achieve membership capacity and meeting quorum. A Community Member position may bring additional skill, expertise and perspective to our council. Parents are eligible, as are local community members (ie police, past parents etc). Department employees are not. Students may be co-opted to a community position.

Any community member to be included in the Constituting Order as above will be invited by the Principal to be co-opted to the school council at our AGM, before office bearers are elected.

\*\*Optional Community Member appointments are 12 monthly appointments.

### Office bearers

The school council will have the following office bearing positions, with President, Vice President & Secretary to be elected at the Invermay PS AGM.

**President – Dallas Warren**

**Vice president – Fiona Smith**

**Secretary – Bec Garlick**

*\*\*Additional D.E.T. advice for School Council consideration:*

*"It is recommended that school councils have a Treasurer, although this is not mandatory. Most school councils have a Finance Sub-Committee which handle many of the council's routine financial responsibilities. The Treasurer is the convenor of the finance sub-committee and is elected from council members." Pg23 Improving School Governance Training Manual for School Councillors*

Invermay PS do not operate a Finance Committee at this time and as such, do not have an elected Treasurer. Finance reports are prepared independently by admin officers Karen Rieniets and Sheree Holding and presented by our Principal to all school councillors for approval at our monthly meetings.

### Election of office bearers

In the election of an office bearer, if multiple nominations are received, moved and seconded - our school council will decide the outcome by silent ballot. Votes will be counted by the Principal and a council representative not involved. In the event of a tie, the original Principal vote will be counted as a deciding vote.

### Meetings

**Regular** - IPS Council will schedule eight meetings for the school year – aiming for twice per term on the second Wednesday of each month. This may vary occasionally, due to camps, staff training or like events preventing a required quorum from being available. Our meeting will commence at 7.00pm and will finish no later than 9.30pm, unless agreed by the school council. Meetings will be held in the senior classroom unless otherwise advised.

**Public reporting (annual) meeting** - School council will conduct a public AGM 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 reasonable notice of the time, date, place and subject of the meeting.

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 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**

Outside of the Election of Office Bearers process (where all positions have been vacated), when a vote is tied, our SC President will have a second or casting vote.

### **Absence of the president and other members from a meeting**

If the president is unable to preside at a school council meeting, 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) 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 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. In reasonable circumstance, our Principal will aim to distribute the agenda, draft minutes from the previous meeting and relevant meeting papers to school council members approximately 5 days before the next scheduled meeting. Items proposed for *General Business* therefore should be raised with the Principal no later than seven days prior to the next scheduled meeting.

### Open and closed meetings

School council meetings will generally be open to the school community, however our 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 meeting date, time and venue;
- names of attendees and apologies received from members;
- a record of the business of the meeting, including the decision on the minutes of the previous meeting; inward and outward correspondence tabled;
- decisions made at 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, as well as locally agreed etiquette. Our local etiquette will assume that it is good practice to:

- allow one person to speak to the table at a time
- avoid 'side conversation' of issues not on our meeting agenda
- silence mobile phones and similar personal electronic devices during our meetings
- listen attentively to avoid raising points that have already been discussed or answered

**RATIFIED BY SCHOOL COUNCIL – May 2020**