



## Albany Primary School School Council Operational Guidelines (Revised 2013 and 2016)

### **Name**

The School Council will be named the Albany Primary School Council.

### **Membership**

The School Council will have a membership of:

1. Six (6) parents of students from Albany Primary School with one parent elected by the P & C as their representative.
2. Four (4) staff members of Albany Primary School
3. The principal of Albany Primary School
4. The School Council may co-opt members onto the Council for a specific purpose and length of time determined by members at a Council meeting. Co-opted members have no voting rights.

### **Term of Office**

1. School Council members are elected for a term of two years excepting the principal who remains on the Council throughout his/her tenure at the school.
2. Council members may re-nominate to be elected to the School Council at the end of their two year term.
3. The term of office commences from the second meeting of each year. Outgoing Councillors remain a member of the School Council up to this meeting.

### **Resignation**

1. A representative must resign from their position immediately they no longer are a staff member or a parent of a child at the school.
2. Members of the Council may resign in writing to the principal during a term of office.
3. The principal will conduct an election to replace the outgoing member using the guidelines set out in this document.
4. Members who miss more than four (4) meetings in a year may be asked to resign by the Council membership during a scheduled meeting, through a formal vote, and after being given opportunity to outline reasons as to why they may remain on the Council. An outgoing member will be replaced through the election processes contained within this document.

### **School Council Functions**

1. The School Council may be used as a forum for staff and parents to present ideas, possibilities and processes that assist in the development of the school.
2. The School Council may be used by the membership to seek clarification on matters such as policy, procedures and planning for improvement across a range of areas. This does not include personal matters and issues that should be raised with the principal or a class teacher regarding curriculum delivery, classroom management and student management by a particular staff member.
3. Promote the school in the community
4. Determine the dress code (in consultation with students, parents and staff)
5. Take part in formulating codes of conduct for students
6. Take part in establishing and reviewing school's objectives, priorities and general policy directions. Planning of financial arrangements necessary to fund, and evaluating the schools performance in, achieving these objectives, priorities and directions.

**The Principal will consult Council about:**

1. General policy concerning the use in school activities of prayers, songs and other material based on religious, spiritual or moral values being used in a school activity as part of general religious education.
2. The implementation of special religious education (which is not to exceed 40 hours in a school year).

**The School Council will:**

s99(4) – Approve Charges or Contributions, determined by the Principal, no later than 2 months before the beginning of the school year.

s100(3) – Approve Extra Cost Optional component of an education program participation costs, (where instruction provided by a person other than teaching staff) no later than 2 months before the beginning of the school year.

s108(2) – Approve Items, determined by the Principal, to be supplied by a student for the student's personal use in the school's educational program.

s63(e) – Consult with the Principal and Teachers in setting the schools objectives and how the objectives and priorities will be achieved, and monitor and report on the schools performance in relation to the plan.

s216(5) – In consultation with the principal establish and approve an agreement or arrangement for advertising or sponsorship in relation to the school.

Note: The Principal will provide Council with such support service as it may reasonably require.

**The School Council cannot intervene in**

1. The control or management of the school
2. The management or operation of a school fund
3. The educational instruction of students, or
4. Exercise authority over teaching staff or other persons employed at the school

**Elections**

1. All elections will be conducted by the principal.
2. Elections are held separately for parent and staff representatives and must be conducted before the second meeting of the school year.
3. All parents and staff of the school may only vote for their representatives and have only one (1) vote.
4. Information that outlines the election process, including timelines, must be provided to all school community members at the commencement of the process.
5. The nomination process includes:
  - a. Nominations for vacancies must appear in the school newsletter at the commencement of the school year.
  - b. Parents and staff members to nominate for advertised vacancies through a form made available through the office and/or the school newsletter.
  - c. A minimum of a two (2) week nomination period.
  - d. Dates and closing times for the nomination clearly stipulated.
  - e. All processes to be conducted confidentially.
6. The election process includes:
  - a. Elections are held if there are more nominations than vacancies.
  - b. Voting is non-compulsory.
  - c. A process of secret ballot with ballot papers made available through the newsletter and the school office.
  - d. An advertised period of time over one (1) week during which voters return ballot papers into the ballot box.

- e. Ballot paper position to be decided through “chance” processes.
  - f. A ballot box placed in the school office with the office staff recording the names of those persons who have voted and checking that they have voted only once.
  - g. Voters will be required to place a number against each candidate on the ballot paper according to preference.
  - h. Counting of votes by the principal and school registrar using preferences if required.
  - i. Successful candidates notified in writing immediately after counting has been concluded.
  - j. Elected representatives to be advertised in the school newsletter.
7. The Council will endeavour to ensure that approximately only half the positions on the Council require re-election within any given “term of office” cycle.

### **School Council Chairperson**

1. The election of the School Council Chairperson will be conducted by the principal.
2. School Council representatives may nominate for the position of Chairperson during the first meeting of the school year.
3. In the event of more than one nominee the principal will conduct a secret ballot during the first meeting to determine this position. If no Council member nominates for the position the Principal will chair meetings until such time that a member nominates and accepts the position.
4. The School Council chair will conduct meetings and set agendas in consultation with School Council members and follow standard meeting protocols.

### **Meetings**

1. The School Council will meet at least once per term with meetings scheduled for twice per term throughout most years.
2. Meeting dates, times, processes and duration will be determined by the School Council.
3. The School Council may decide to hold a special meeting if and when required.
4. The School Council meetings minutes must be recorded and available to the public.
5. The School Council may determine meeting processes to be used for discussion and debate.
6. Meetings may be open to the public. The Council may close a meeting if the membership agree to this.
7. The Council will advertise that there is one public meeting per year during which the Council will report on its business.
8. **Special Meetings** - Families of students (at least 20 families) may call a Special Meeting relevant to the Council’s functions, in a notice to the chairperson.

### **School Council Quorum**

1. A meeting quorum will consist of 7 School Council members with a minimum four (4) parents and three (3) staff. The principal (or acting principal) must be one of the staff present.

### **School Council Decisions**

1. Where ever possible decisions will be made through general consensus following reasonable debate.
2. Council members are to seek the opinions of constituents so that decisions reflect the broader school communities thinking as much as possible.
3. Before making a decision the Council may formally gather school community responses and opinions on matters before the Council.
4. Where a general consensus can’t be agreed to a motion must be put forward with a seconder and then a vote conducted in keeping with meeting protocols. A motion is carried through simple majority.
5. Decisions made by the Council will be promoted and broadcast to the school community.
6. The School Council cannot make a decision on matters that are outside its functions and responsibilities.

