

CONSTITUTION
JINDABYNE CENTRAL SCHOOL
SCHOOL COUNCIL

1 NAME

- 1.1 The name of the School Council will be Jindabyne Central 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 Department of Education & Training (DET) nominated school financial year.
- 2.3 "COMMUNITY MEMBER" means any person appointed to the Council from local business/industry/government or a particular section of the local community. [N.B.: A currently employed member of a school staff cannot be an "APPOINTED MEMBER" on the Council.]
- 2.4 "CONSTITUENCY: means the whole body of voters who are eligible to elect their representatives on Council.
- 2.5 "COUNCIL" means the Jindabyne Central School Council.
- 2.6 "COUNCILLOR" mans an elected/appointed member, the Executive Member of the Council or the President of the P & C.
- 2.7 "ELECTED MEMBER" means any person on the Council elected by the relevant constituency to represent the school staff or the parents.
- 2.8 "EXECUTIVE MEMBER" means the Principal of Jindabyne Central School, or his/her delegate.
- 2.9 "PARENT" means the parent, guardian or any person who has actual custody of a student enrolled at Jindabyne Central School
- 2.10 "PARENT COMMUNITY" means all parents of students enrolled at Jindabyne Central School.
- 2.11 "PARENT MEMBER" means any parent elected to the Council as well as the President of Jindabyne Central School Parents & Citizens Association.
- 2.12 "PARENT ORGANISATION/S" means the Jindabyne Central School Parents & Citizens Association.

- 2.13 “QUORUM” means the minimum number of persons required to attend a meeting before any business can be transacted.
- 2.14 “SCHOOL COMMUNITY” means the school staff, parents and local community of Jindabyne Central School.
- 2.15 “SCHOOL STAFF” means all persons employed at Jindabyne Central School as teaching and non-teaching staff. This includes persons employed at the school as Temporary teachers.
- 2.16 “STUDENT” means any student enrolled at Jindabyne Central School.
- 2.17 “SUPPLEMENTARY SERVICES” means support provided to the school by parents and other members of the community to enrich the educational program of the school.

3 AIMS AND OBJECTIVES

3.1 The aim of the Jindabyne Central School Council is to assist in the ongoing development of the school for the benefit of students, staff and community through the fostering of closer links between Jindabyne Central School and its community; and by providing the opportunity to participate formally in the planning and governance processes.

3.2 Objectives

3.2.1 The School Council will:

- 3.2.1.1 provide advice to the Principal in the development of broad school policies.
- 3.2.1.2 in line with the local need, provide advice to the Principal regarding broad budget priorities and the development of a budget plan.
- 3.2.1.3 advise on welfare and discipline policy.
- 3.2.1.4 assess the needs of the school from time to time in areas such as buildings, grounds, facilities, school transport, starting/finishing times and matters that could affect neighbouring schools.
- 3.2.1.5 promote a positive image of the school in the community at large and raise awareness of local needs to state and federal education governments.
- 3.2.1.6 encourage and promote community participation in the school and its programmes.
- 3.2.1.7 assist in the preparation of the Annual School Report.

4 ROLE OF THE SCHOOL COUNCIL

- 4.1 The School Council will operate within the contest of the relevant legislation and the stated policies and priorities of the Government and the Department of Education & Training.
- 4.2 The School Council is accountable to the Regional Director, through the School Education Director.
- 4.3 The principal remains accountable under the Public Finance and Audit Act for the management of school finances.
- 4.4 The Council should not enter into contracts of agreements, purchase goods, services or equipment; operate a bank account or purchase insurance. It is the Principal who remains accountable for the financial management of the school and the management of the School Finances. Legal liability for these decisions and their implementation rests with the Department and not the School Council. Accordingly, it is not appropriate for School Council to incorporate.
- 4.5 The Principal is accountable to the DET for total management of the school and for the implementation of the broad policies and priorities determined by the Council within the boundaries outlined in point 4.1.
- 4.6 Within the context of relevant legislation and stated policies, priorities and expenditure and staff allocations of the Government and the Department of Education and Training, the school will:
 - 4.6.1 Facilitate the development of broad aims and education goals of the school;
 - 4.6.2 Identify local education need and priorities;
 - 4.6.3 Advise on local student welfare and discipline policies;
 - 4.6.4 Provide guidance for the Principal on supplementary services required by the school;
 - 4.6.5 Assess the needs of the school from time to time in areas such as buildings, grounds, facilities, school transport, starting/finishing times and matters which should affect neighbouring schools;
 - 4.6.6 Advise the Principal on these and other issues except those relating to the efficiency of school staff;
 - 4.6.7 Establish effective liaison with other school/community committees to promote activities consistent with school polices;

- 4.6.8 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
- 4.6.9 Provide an annual report to school community on the activities of the School Council.

5 MEMBERSHIP AND COMPOSITION

5.1 The composition of the Council will be as follows:

- 5.1.1 The Principal or their delegate, as Executive Member, or his/her delegate;
- 5.1.2 The President of Jindabyne Central School Parents & Citizens Association (or the identified alternative member of the P & C executive);
- 5.1.3 Four (4) Jindabyne Central School parent members elected from the parent community;
- 5.1.4 Two (2) Jindabyne Central School staff members elected from the teaching and non-teaching staff;
- 5.1.5 Two (2) Jindabyne community members appointed from local business/industry/government or other relevant groups from the local community;
- 5.1.6 The total number of Councillors will be ten (10);
- 5.1.7 An additional Council member may be appointed by the Regional Director, to remedy any imbalance of representation.

5.2 Executive Member

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

5.3 President of the Parents & Citizens Association

- 5.3.1 The President of the Parents & Citizens Association is automatically a member of the School Council.
- 5.3.2 Where the President of the Jindabyne President of the Parents & Citizens Association declines to join the Council, the Parents & Citizens Association is to identify another executive member for this position.

5.4 Elected Members

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

- 5.4.2 Any elected member representing school staff or parent may be removed by the respective group following a Special General Meeting of the relevant constituency called for that purpose. (See Constitution section 12).
- 5.5 Community Members
 - 5.5.1 As appointed member may only be removed by the Assistant Director-General (Region).
- 5.6 Co-opted Members
 - 5.6.1 Council may co-opt other members of the community to assist the Council for a specific purpose and for a specific period.
 - 5.6.2 Such positions are advisory and do not have voting rights on the Council.
- 5.7 General
 - 5.7.1 A person who is a member of a School Council at another school cannot be a member of Jindabyne Central School Council.

6 TENURE OF COUNCIL

- 6.1 The term of office for elected/appointed members of the Jindabyne Central School Council will be two (2) years.
- 6.2 Elected/appointed Council members may hold office for no more than two (2) terms of office consecutively, i.e. elected/appointed members may hold office for no more than four (4) years consecutively.
- 6.3 If there are no nominations, then the incumbent may remain in the position until the next election.
- 6.4 Special Requirements for the First Council
 - 6.4.1 At the first election of members to the Council, two (2) parent members and one (1) staff member will be elected for a two (2) year term, and two (2) parent members and one (1) staff member will be elected for a two (2) year term.
 - 6.4.2 At the first election of members the candidates will be required to state whether they are nominating for a one (1) year or two (2) year appointment, Candidates may nominate for both categories, in which case the two (2) parent candidates and one (1) staff candidate who secure the most votes will be elected for a two (2) year term; and the two (2) parent candidates and one (1) staff candidate who secure the next highest number of votes will be declared elected for a one (1) year term.

7 ELECTION OF COUNCILLORS

- 7.1 Call for members to represent the school staff and parent community will begin in Term 1 and be consolidated at the first meeting in Term 2.
- 7.2 Announcement of Council members representing the school staff and the parent community will be made within fourteen (14) days of the close of voting.
- 7.3 Method of Selection
- 7.3.1 Election for Representatives of the School Staff and the Parent Community.
- 7.3.1.1 The Principal will arrange for the compilation of a list of eligible voters in each constituency before elections take place.
- 7.3.1.2 All members of the school staff are eligible and entitled to vote for their representatives on the School Council.
- 7.3.1.3 All members of the Parent Community are eligible and entitled to vote for their parent representatives on the School Council and up to two (2) preferences may be indicated with the candidate securing the most preferences being declared elected.
- 7.3.1.4 Election procedures will be advertised in the school newsletter four (4) weeks prior to the election so that all staff and the parent community have the opportunity to nominate and to vote for their particular representatives.
- 7.3.1.5 Nominations are to be submitted by the advertised closing date in writing. Each nominee must be proposed and seconded by members of the constituency she/he is to represent. The nominee must sign the nomination including a willingness to accept the nomination.
- 7.3.1.6 Nominations will close two (2) weeks prior to the advertised election date.
- 7.3.1.7 If more than the required number of candidates is 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.
- 7.3.1.8 Any election for school staff or parent representatives will take place by secret ballot.

- 7.3.1.9 Voting will be by written ballot paper. Voters are to mark their ballot paper indicating their choice of up to a maximum of the number of positions vacant. The candidates receiving the highest number of votes will be declared elected. In the case of a tied vote for the final position to be filled the candidate will be drawn from a hat. Ballot papers will be returned in a sealed envelope to the Returning Officer.
 - 7.3.1.10 In the event of no nominations being received the incumbent may remain in the position until the next election.
 - 7.3.1.11 The Principal will act as Returning Officer.
- 7.3.2 Election of Community Members
- 7.3.2.1 The Principal and the President of the P & C in the case of the First Council, and thereafter the President of the School Council, in consultation with the Principal, will recommend members from the local business/industry/government and where necessary other relevant groups in the local community for consideration by the Assistant Director- General (Region) as the appointed community members. (see Constitution section 5.5)
 - 7.3.2.2 Appointed members will be confirmed at the first meeting of the newly constituted Council.

8 COUNCIL OFFICE BEARERS

- 8.1 The School Council will have the following office bearers:
 - 8.1.1 Chairperson: An elected parent member or an appointed community member (other than a member of Jindabyne Central School staff).
 - 8.1.2 Secretary: Any Council member.
 - 8.1.3 Executive Member: The Principal.
- 8.2 Office bearers will be elected at the first meeting of the newly constituted Council which will be held within one (1) month of the election.
- 8.3 The Chairperson of the School Council may not be a member of any school staff.
- 8.4 Office bearers have the power to co-opt assistance from time to time as approved by Council. Co-opted persons have no voting rights.

8.5 Roles and Responsibilities

8.5.1 Chairperson:

- 8.5.1.1 Chairs the meetings.
- 8.5.1.2 Prepares the meeting agenda in consultation with the Executive member.
- 8.5.1.3 Is responsible for the preparation of the Annual Report on the activities of the Council to be presented at the Annual general Meeting.

8.5.2 Secretary:

- 8.5.2.1 Is responsible for preparing and circulating the minutes of each meeting within fourteen (14) days of that meeting to all Councillors.
- 8.5.2.2 Is responsible for displaying copies of the confirmed minutes.
- 8.5.2.3 Is responsible for including a meeting report in the next available newsletter.
- 8.5.2.4 Can, via 8.4 co-opt a minutes secretary approved by the Council.
- 8.5.2.5 Is responsible for circulating the notice of meeting and agenda seven days prior to that meeting.

8.5.3 Executive Member:

- 8.5.3.1 Is responsible for the implementation of the broad policies and priorities determined by Council.
- 8.5.3.2 Is advisor to the Council on educational matters.
- 8.5.3.3 Is responsible for the transition from one Council to the next.

9 COUNCIL MEETINGS

9.1 Frequency

- 9.1.1 The Council will meet at least twice per term, or as deemed necessary by the Council.

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- 9.1.2 The first meeting of a newly constitute Council will be held within one (1) month of the A.G.M. to elect office bearers. (See Constitution section 8.2).
 - 9.1.3 The date, venue and time of Council meetings will be decided by Council.
 - 9.1.4 The dates, venues and time of Council meetings will be advertised via the school newsletter, or other notice, at least twenty (20) days prior to the meeting, and will call for agenda items to be submitted to the secretary in writing ten (10) days before the meeting.
- 9.2 Quorum
- 9.2.1 A quorum for Council meetings will be five members.
 - 9.2.2 If the quorum is not reached, matters on Agenda may be discussed but no decisions be taken.
- 9.3 Attendance
- 9.3.1 Councillors are to attend all meetings
 - 9.3.2 If a Councillor is unable to attend a meeting they will apologise to the secretary.
 - 9.3.3 Should an elected member fail to attend two (2) consecutive meetings without proper cause Council may declare their position vacant after consultation with the relevant constituency.
 - 9.3.4 Should an elected member resign or transfer out of the school community then the remaining Councillors of that constituency will co-opt until the next Council elections, with voting rights, a new Council from that Constituency.
 - 9.3.5 Should an appointed member fail to attend two (2) consecutive meetings without proper cause the Council may seek a replacement member after advising the Regional Director.
 - 9.3.6 In the absence of the Chairperson of the Council the Executive member will chair the meeting.
- 9.4 Agenda
- 9.4.1 The meeting Agenda will be distributed prior to the meeting with the notice of meeting.
 - 9.4.2 Any member of the school community who wished Council to debate a particular matter will submit that matter in writing to any member of Council at least five days prior to the meeting.

- 9.4.3 Items not on the published Agenda will be held over to the next meeting except in extreme circumstances where with the concurrence of a majority of Councillors present, it will be discussed in General Business.

9.5 Minutes

- 9.5.1 Minutes will be prepared by the Secretary and circulated to all Councillors within fourteen (14) days of the meeting.
- 9.5.2 Minutes of a meeting will be displayed in the school foyer.
- 9.5.3 Minutes of all meetings will be kept at the school and copies may be obtained from the Secretary of the Council.

10 COUNCIL MEETING PROCEDURES

10.1 Formal meeting procedures will apply.

- 10.1.1 Reports: Five minutes.
- 10.1.2 Move of Motion: Three minutes when moving a motion plus two minutes right of reply before voting takes place.
- 10.1.3 Seconder and subsequent speakers on motion: Three minutes, speaking once only, unless to amend, seek clarification or unless the Council moves into Committee.

10.2 Voting

- 10.2.1 Each member of Council will be entitled to one vote, with no proxy votes to be allowed.
- 10.2.2 Decisions will be taken by simple majority.
- 10.2.3 Where voting is equal the status quo is to be maintained, that is, the motion is deferred.
- 10.2.4 Co-opted members or visitors will not have voting rights.
- 10.2.5 Council may invite members of the school community to attend a Council meeting for a specific purpose. Such visitors have no voting rights and cannot introduce items of business at the meeting, and will be required to retire from the meeting at the discretion of the Council.

11 ANNUAL GENERAL MEETING (A.G.M.)

- 11.1 The Annual General Meeting will be held at the second meeting of Term 2.

- 11.2 Items not on the published Agenda will be referred to the next Council meeting.
- 11.3 Reports of all Council activities will be presented at the A.G.M. by the relevant office bearers and conveners of committees of the Council.

12 SPECIAL GENERAL (EXTRAORDINARY) MEETINGS

12.1 Procedure

12.1.1 A Special General Meeting of the school community may be called at any time during the school term when requested by the following:

12.1.1.1 requested in writing by a majority of councillors; or

12.1.1.2 requested in writing to the Chairperson or Executive member, signed by representatives of 20% of families with children at the school; or

12.1.1.3 requested in writing by the Principal.

12.1.2 A Special General Meeting will be called for the purpose of:

12.1.2.1 recommending amendments to the constitution;

12.1.2.2 recommending the removal of an appointed member;

12.1.2.3 dissenting from a Council decision

12.1.2.4 recommending dismissal of the present Council;

12.1.2.5 obtaining the views of as many people as possible.

12.1.3 For decisions regarding points 12.1.2.1 to 12.1.2.4 above a quorums to apply. This quorum will be 60% of the parent community with students at the school.

12.1.4 Any recommendation/s arising from the Special General Meeting must relate to the purpose of the meeting and require/s at least a two thirds majority of those present and eligible to vote to be carried.

12.1.5 Such a meeting will be held within fourteen (14) days of the request.

12.1.6 A Notice of Motion will be circulated to the school community at least seven (7) days prior to the meeting date.

12.2 Quorums

12.2.1 If the purpose of the meeting is to obtain views of as many people as possible no quorum need apply and the meeting may make

recommendations to be forwarded through channels outlined in 12.1.3.

12.3 Voting

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

12.4 Outcomes of Special General Meetings

12.4.1 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.

12.4.2 A decision to act on any recommendation arising from meetings held to obtain the views of as many people as possible will remain the responsibility of the Council.

13 COUNCIL RECORDS

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

14 REPLACEMENT OF COUNCIL MEMBERS

14.1 Causal Vacancies

14.1.1 When a causal vacancy for an elected Councillor occurs the position will be filled by the relevant constituency appointing a member until the next election when the established election procedures will apply (Constitution section 9.3.4).

14.1.2 Where the former Councillor was an office bearer of the School Council, that position will be filled from the existing Council members of the first meeting after the vacancy occurs.

14.1.3 Any Council member who represents the school staff or parents may only be removed by the respective group after a Special General Meeting called for that purpose by that constituency and a replacement elected according to the established election procedures.

14.1.4 An appointed member may only be removed by the regional Director and replaced according to Constitution section 7.3.2.

- 14.1.5 If the School Council wishes to have an appointed member removed, a Special General Meeting to have an appointed member removed will be submitted to the regional Director for approval.

15 DISMISSAL OF THE SCHOOL COUNCIL

- 15.1 Any proposal to dismiss the School Council may only be considered at a Special General Meeting to dismiss the Council will be forwarded to the Regional Director, for approval.
- 15.2 If the Council is dismissed, a new Council will be formed in accordance with the established election procedures (see Constitution section 7.3.1 and 6.4.1 and 6.4.2).
- 15.3 Members of a dismissed Council are eligible for election to a new Council.

16 RESOLUTION OF DISPUTES

- 16.1 Where matters occur which cannot be resolved by established Council procedures or by the calling of a Special General Meeting, the Regional Director or his nominee shall resolve the matter in dispute.