



SCHOOL COUNCIL CONSTITUTION AND OPERATIONAL GUIDELINES

BEACONSFIELD SCHOOL COUNCIL

NAME: The official name of the Council will be "Beaconsfield School Council".

PURPOSE AND FUNCTIONS

Purpose Statement

To represent the whole school community in a contributory, advisory, creative and decision-making process by overseeing the purpose and functions of the school as expressed in the School Education Act 1999.

Functions

The functions of the Beaconsfield School Council are to: -

- take part in:
 - establishing and reviewing from time to time, the school's objectives, priorities and general policy directions;
 - the planning of financial arrangements necessary to fund those objectives, priorities and directions;
 - evaluating the school's performance in achieving them; and
 - formulating codes of conduct for students at the school.
 - determine in consultation with students, their parents and staff a dress code for students when they are attending or representing the school;
 - promote the school in the community;
 - approve:
 - charges and contributions for the provision of certain materials, services and facilities;
 - extra cost optional components of educational programs;
 - items to be supplied by a student for personal use in an educational program; and
 - any agreements or arrangements for advertising or sponsorship in relation to the school.
- (Note: "to determine", "to promote" and "to approve" represents a change from "taking part in" to a stronger, more direct and authoritative role for the School Council with a greater depth of involvement and a clearly defined decision-making function.)*
- provide advice to the Principal of the school on:
 - a general policy concerning the use in school activities of prayers, song and material based on religious, spiritual or moral values being used in a school activity as part of religious education; and
 - the implementation of special religious education.

- take part in the selection of the School Principal or any other member of the teaching staff, subject to approval of the Director General of Education.

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- A School Council does not take part in the day to day management of the school or its staff and under the legislation cannot:
 - intervene in the control or management of a school unless it is performing a function approved for incorporated Councils;
 - intervene in the educational instructions of students;
 - exercise authority over teaching staff or other persons employed at the school; or
 - intervene in the management or operation of a school fund.

COMPOSITION/MEMBERSHIP

The Beaconsfield School Council shall consist of:

- The Principal
- Three staff members, one from the Intensive English Centre and 2 mainstream staff members.
- Five parents, ideally being a mix of parent members representing the mainstream school and Intensive English Centre.
- Community members will be co-opted, when necessary, for their expertise in certain areas. They will remain on the Council only for the period of the co-option. The co-opted members will not have decision-making rights.

TERM OF OFFICE

Members of the Council (other than the Principal) may hold office for a term not exceeding two years. A member may renominate at the end of his/her term of office.

RESIGNATION PROCEDURES

- Any member wishing to resign will notify the Principal writing. The Principal will call for nominations and organise an election if required.
- Any casual vacancy of the Council may be filled as follows:
In the case of the Principal of the school, by the Acting or Relieving Principal.
In the case of a parent, at a by-election of the parents.
In the case of a staff member, at a by-election of the staff.
- A member of School Council who is elected to fill a casual vacancy holds office for the residual period of the predecessor's term.

APPOINTMENT AND ELECTION OF MEMBERS

STAFF

- The Principal automatically holds one position on the School Council.
- The Principal will ask for nominations from all staff employed at the school on the first School Development Day (this is not restricted to teaching staff only), and hold elections if more nominations are received than places available.

PARENT REPRESENTATIVES

- The Principal will contact all parents of enrolled students requesting nominations. If more nominations are received than there are places available, then the Principal will organise an election. All parents of students enrolled at the school are eligible to vote.

QUORUM

The quorum required for a meeting will be the same as the absolute majority required to pass a motion. As we have nine (9) members, the absolute majority is five (5), therefore a minimum of five people are to be present at the meeting.

VOTING

Each Council member (including the chairperson) is entitled to one vote. It is expected that School Councils will reach decisions by voting on a motion put to them. A decision of a Council does not have effect unless it has been made by an absolute majority.

MEETING PROCEDURES

- The Beaconsfield School Council will meet twice per term. When necessary, extra meetings of the Council will be called.
- The meetings are public and open to any members of the local community who may wish to attend. People who are not members have only observer status at the meetings and may not speak or vote.
- At least one meeting must be held each year that is open to the public and where the Council presents a report on its performance for the previous 12 months.

- Chairperson – this position is to be rotated for each meeting.
- Secretary – this position is to be rotated for each meeting.
- Agenda items may be submitted to the Council by staff, parents and community members.
- To be included, agenda items must be submitted to a member of the Council prior to the advertised meeting date and circulated to Council members not less than two days before the next Council meeting.

COMMUNICATION / PUBLICATION

Information in relation to decisions made to be communicated to both staff and parents.

CHANGES TO CONSTITUTIONAL ITEMS

Changes to the constitution need to be notified to both the staff and parents.