

**CONSTITUTION  
OF  
GRAYS POINT  
PUBLIC SCHOOL  
COUNCIL  
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## **CONSTITUTION OF GRAYS POINT PUBLIC SCHOOL COUNCIL**

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# **CONSTITUTION OF GRAYS POINT PUBLIC SCHOOL COUNCIL**

## **1. NAME**

- 1.1 The name of the School Council will be Grays Point Public School Council. (Hereinafter called 'the 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 financial year.
- 2.3 'COMMUNITY MEMBER' means any person appointed to the Council, but not restricted to local government/business/industry or a particular section of the local community (which was previously unrepresented through elected parent members).
- (NB: 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 Grays Point Public School Council.
- 2.6 'COUNCILLOR' means an elected/appointed member, the Executive Member of the Council or the President of GPPS P&C (or the identified alternative executive member.)
- 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 GPPS.
- 2.9 'GPPS' means Grays Point Public School.
- 2.10 'P&C' means Grays Point Public School Parents' & Citizens' Association which is affiliated with the Federation of Parents' & Citizens' Associations of NSW.
- 2.11 'PARENT' means the parent, guardian or any person who has actual custody of a student enrolled at GPPS.
- 2.12 'PARENT COMMUNITY' means all parents of students enrolled at GPPS.
- 2.13 'PARENT MEMBER' means any parent elected to the Council as well as the President of P&C (or the identified alternative executive member).

- 2.14 'PARENT ORGANISATION/S' means the GPPS P&C and its Sub Committees.
- 2.15 'QUOROM' means the minimum number of persons required to attend a meeting before any business can be transacted.
- 2.16 'SCHOOL COMMUNITY' means the school staff, parents and local community of GPPS.
- 2.17 'SCHOOL STAFF' means all persons employed at GPPS by the Department of School Education (teaching and non-teaching staff). This includes persons employed at the school under externally funded programs and all casual teaching staff.
- 2.18 'STUDENT' means any student enrolled at GPPS.
- 2.19 '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 AIMS**

- 3.1.1 To enable Parents and Community members to share in the decision-making at GPPS.
- 3.1.2 To enable Parents and Community members to share with development of school programs.
- 3.1.3 To ensure necessary resources are available to provide an optimum learning environment for the students.
- 3.1.4 To develop community participation in the management of the school.

#### **3.2 OBJECTIVES**

- 3.2.1 To be responsible for the broad school policy.
- 3.2.2 To assist and advise with the development of new policies.
- 3.2.3 To assess and make recommendations on the educational priorities.
- 3.2.4 To determine the educational resource needs of the students.
- 3.2.5 To draw up a maintenance program and monitor repairs.
- 3.2.6 To determine the school's financial needs and prepare an annual budget.
- 3.2.7 To present a positive image of the school within the community and promote community participation.

3.2.8 To maintain communication with staff/parents/community.

3.2.9 To define out of hours use of school facilities.

#### **4. ROLE OF THE SCHOOL COUNCIL**

- 4.1 The Council will operate within the context of the relevant legislation and stated policies and priorities of the Department of School Education.
- 4.2 The Council is accountable to the Assistant Director-General (Region), through the Cluster Director.
- 4.3 The Principal remains accountable under the Public Finance and Audit Act for the management of school finances including, where appropriate, the negotiation of all contracts on behalf of the Council.
- 4.4 The Principal is accountable to the Cluster Director for the total management of the school and for the implementation of the broad policies and priorities determined by the Council.
- 4.5 Within the context of relevant legislation and the stated policies, priorities and expenditure and staff allocations of the Government and the Department of School Education, the Council will:
  - a) have representation on the interviewing panel for the selection of the incoming Principal when a vacancy occurs and is to be filled by advertisement and interview.
  - b) develop a profile, in liaison with the Cluster Director, for the position of Principal of the school for the consideration of the Assistant Director-General (Region) on the transfer or retirement of an incumbent Principal and the selection of a new Principal.
  - c) determine the aims and educational goals of the school.
  - d) identify local educational needs and priorities.
  - e) determine local student welfare policies and the school's Fair Discipline Code.
  - f) assess the school's financial needs.
  - g) determine the school's broad budget priorities and develop a budget plan.
  - h) advise the Principal on the implementation of the budget plan.
  - i) examine reports on expenditure provided by the Principal at intervals determined by the Council.

- j) provide guidance for the Principal on supplementary services required by the school.
- k) determine the broad policies of the school canteen.
- l) establish policies for community use of school facilities.
- m) 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 could affect neighbouring schools.
- n) advise the Assistant Director-General (Region) and the Principal on these and other issues except those relating to the employment, appointment and efficiency of school staff.
- o) establish effective liaison with other school/community committees to promote activities consistent with school policies.
- p) 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
- q) provide an annual report to the school community on the activities of the Council.
- r) be discreet and loyal at all times to the Aims and Objectives of the Council.

## **5. MEMBERSHIP AND COMPOSITION**

### **5.1 Composition of the Council**

#### **5.1.1 The Composition of the Council will be as follows:**

- (i) The Principal as Executive Member;
- (ii) The President of the P&C (or the identified alternative executive member);
- (iii) Three (3) parent members elected from parent community and P&C;
- (iv) Two (2) school staff members elected from the teaching and non-teaching staff; and
- (v) One community member appointed from local government/business/industry or other relevant groups from the local community.

The total number of Councillors is eight (8).

An additional Council member may be appointed by the Assistant Director-General (Region), on the advice of the Cluster 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 P&C
  - 5.3.1 The President of the P&C is automatically a member of the Council.
  - 5.3.2 Where the President of the P&C declines to join the Council, the P&C is to identify another executive member for this position.
  - 5.3.3 The President of the P&C (or alternative executive member) is to provide a verbal and written report of each Council meeting to the P&C meeting within fourteen (14) days of that meeting.
- 5.4 Elected Members
  - 5.4.1 A member of GPPS staff may not be a parent member on the Council. Only one (1) parent member may be a currently employed member of a school staff from another school.
  - 5.4.2 At least one (1) school staff member must be a teacher.
  - 5.4.3 Elected members must provide a written report of each Council meeting to staff and parents (via school newsletter) within fourteen (14) days of that meeting.
  - 5.4.4 Any elected member representing school staff or parents may be removed by the respective group following a Special General Meeting of the relevant constituency called for that purpose. (See Constitution section 16.2)
- 5.5 Community Members
  - 5.5.1 An appointed member may only be removed by the Assistant Director-General (Region). (See Constitution section 16.3)
- 5.6 Co-opted Members
  - 5.6.1 Council may co-opt other members of the community to assist the Council for 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 GPPS Council except with the approval of the relevant Clusters Directors(s).

## **6. TENURE OF COUNCIL**

- 6.1 The term of office for elected/appointed members of the Council will be two (2) years, commencing the first meeting after the Annual General Meeting. Initially the Council would establish a process for a 'staggered' election with part of the Council being elected for 1 year and the balance for 2 years. This would allow for 'staggered' tenure, subsequently the tenure would be for a 2 year period.
- 6.2 Elected/appointed Council members may hold office for no more than two (2) terms consecutively, ie. elected/appointed members may hold office for no more than four (4) years consecutively.

## **7. ELECTION OF COUNCILLORS**

- 7.1 Elections for members to represent the school staff and parent community will take place in March.
- 7.2 Announcement of Council members representing the school staff and the parent community will be made in writing in the School Newsletter within 14 days of their election.
- 7.3 Method
- 7.3.1 Election for Representatives of the School Staff and the Parent Community.
- (i) The Principal will arrange for the compilation of a list of eligible voters in each constituency before elections take place.
  - (ii) All members of the school staff are eligible and entitled to vote for their representatives on the Council.
  - (iii) All parents are eligible and entitled to vote for their parent representatives on the Council.
  - (iv) Election procedures will be advised so that all school staff and the parent community have the opportunity to nominate and to vote for their particular representatives.
  - (v) Nominations are to be submitted by the advertised closing date, in writing, on the form provided. Each nominee must be PROPOSED and SECONDED by members of the constituency she/he is to represent.
  - (vi) 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.
  - (vii) Any election for school staff or parent representatives will take place by secret ballot of the respective constituency at a meeting called for the purpose and/or through postal vote.

- (viii) The results will be published 14 days after the ballot in the School Newsletter.

#### 7.3.2 Community members

- (i) The Assistant Director-General (Region) will appoint the community members.
- (ii) The Principal and the President of the Council, in consultation with the Cluster Director, will recommend members from, but not restricted to local government/business/industry 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.)
- (iii) Appointed members will be confirmed at the first meeting of the newly constituted Council.

## 8. COUNCIL OFFICE BEARERS

8.1 The Council will have the following office bearers:

**PRESIDENT:**

An elected parent member or an appointed community member (other than a member of a school staff).

**SECRETARY:**

An elected parent member or an appointed community member (other than a member of a school staff, except with the approval of the Cluster director).

**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 Annual General Meeting. (See Constitution section 9.1.2.)

8.3 The President of the Council may not be a member of any school staff.

8.4 The Principal as Executive Member will assume the responsibilities normally associated with the position of Treasurer.

8.5 Office bearers have the power to co-opt assistance from time to time as approved by Council. Co-opted persons have no voting rights.

8.6.1 President:

- Chairs the meetings
- Prepares in consultation with the Executive Member the meeting Agenda.

8.6.2 Secretary:

- Is responsible for preparing and circulating the minutes of each meeting within fourteen (14) days of that meeting to all Councillors.
- Is responsible for displaying copies of the confirmed minutes at the school office.

- Is responsible for the preparation of correspondence.
- Maintains official records of the Council.
- Prepares in consultation with the President and Executive Member items for inclusion in a newsletter to inform the school community of the Council's decision.

#### 8.6.3 Executive Member:

- Is responsible for the implementation of the broad policies and priorities determined by Council.
- Is responsible for negotiating all contracts on behalf of the Council.
- Is adviser to the Council on educational matters.
- Is responsible for the preparation of the Annual Report on the activities of the Council to be presented at the AGM.
- Is responsible in consultation with the President for the preparation of financial reports of the Council as required by the Council.
- Is responsible in consultation with the President for the provision of financial advice as necessary to the Council.
- Is responsible to consultation with the President for the preparation of the draft budget plan for consideration by Council.
- Is responsible in consultation with the President for the preparation of the Annual Financial Report to be presented at the AGM.
- Is responsible for the transition of one Council to the next.

## 9. COUNCIL MEETINGS

### 9.1 Frequency

9.1.1 The Council will meet eight (8) times per year.

9.1.2 The first meeting of a newly constituted Council will be held within one(1) month of the AGM to elect office bearers. (See Constitution section 8.2.)

9.1.3 The dates, venues and times of Council meetings will be decided by Council.

9.1.4 The dates, venues and times of Council meetings will be advertised via the School Newsletter 7 days prior to the meeting.

### 9.2 Quorum

9.2.1 A quorum for Council meetings will be five (5).

9.2.2 If the quorum is not reached, matters on the Agenda may be discussed but no decisions will 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 the councillor will notify verbally, prior to the meeting or where possible, in writing to the Secretary or Executive Member.

- 9.3.3 Should an elected member fail to attend three (3) meetings consecutively over the period of their elected term, pro-rata, without approval, the member should provide in writing reasons for not being stood down.
- 9.3.4 Should an elected member resign or transfer out of the school community the relevant constituency will be requested to make an appointment until the following AGM.
- 9.3.5 Should an appointed member fail to attend three(3) meetings consecutively over the period of their elected term, pro-rata, without approval, the member should provide, in writing, reasons why a recommendation to be stood down should not be sent to the Assistant Director-General (Region).
- 9.3.6 In the absence of the President of the Council, chair will be voted by majority.

#### 9.4 Agenda

- 9.4.1 The meeting Agenda will be published in the School Newsletter and posted on the school notice board seven (7) days prior to the meeting.
- 9.4.2 Any member of the school community who wishes Council to debate a particular matter, will submit in writing to the Executive Member or President ten (10) days prior to the meeting.
- 9.4.3 Items not on the published Agenda may be discussed as an informal motion for the next meeting.

#### 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 on the school notice board.
- 9.5.3 Minutes of all meetings will be kept at the school and a complete copy kept for public access, at the main office.

### 10. COUNCIL MEETING PROCEDURES

#### 10.1 Formal meeting procedures will apply.

##### 10.1.1 Time limits for each speaker are:

- reports: 5 minutes
- mover of motion: 3 minutes when moving the motion plus 2 minutes right of reply before voting takes place; and
- seconder and subsequent speakers on motion: 3 minutes, speaking once only unless to amend, to 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.

##### 10.2.2 Decisions will be taken by simple majority and status quo is to be maintained if voting is equal.

10.2.3 Co-opted members or visitors will not have voting rights.

10.3 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.

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

11.1 The Annual General Meeting will be held in March.

11.2 Notice of the AGM will be given fourteen (14) days in advance to all members of the school community.

11.3 The quorum for the AGM will be give (5) Council members and at least ten (10) general school community members.

11.4 Items not on the published Agenda may be discussed as an advanced motion for the next meeting.

11.5 Reports of all Council activities will be presented at the AGM 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:

- (i) by the majority of the Councillors.
- (ii) by representatives of 20% of families with students at the school in writing to the President or the Executive Member.
- (iii) by the Principal in writing.

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

- (i) recommending amendments to the constitution.
- (ii) recommending the removal of an appointed member.
- (iii) dissenting from a Council decision.
- (iv) recommending dismissal of the present Council.
- (v) obtaining the views of as many people as possible.

12.1.3 Such meetings will be held within fourteen (14) days of the request.

12.1.4 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 Council meeting is to obtain the views of as many people as possible an open meeting will be held.

12.2.2 The quorum for amending the constitution will be 10% of the family representation plus the Council's quorum.

12.2.3 The quorum for dismissal of a Council member will be 20% of the family representation.

### 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 meeting 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.

12.4.3 Recommendations arising from meetings held to amend the constitution, to remove appointed members, to dissent from a Council decision or to seek the dismissal of the present Council will be forwarded to the Assistant Director-General (Region) by the President and the Executive Member, through the Cluster Director, for approval.

## 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 President or the Executive Member.

## 14. BUDGET PLAN

14.1 The Council, in determining broad budget priorities and developing the school budget plan, will take account of all funds available to the school from government, parent and community sources. This budget plan will be developed in the context of the School Manual on Financial Management.

14.1.1 The Council will provide the opportunity for all members of the school community to make their priorities known in the context of the educational aims of the school, the school's organisation and the available resources before developing the budget plan.

14.1.2 The Council will give due consideration to the views expressed by contributing groups or individuals in determining broad budget priorities and developing the school budget plan.

## 15. AMENDMENTS TO THE CONSTITUTION

15.1 Amendments to the Constitution will only be considered at a Special General Meeting of the school community called for that purpose (see Constitution

section 12). All proposed amendments will be submitted to the Assistant Director-General (Region), through the Cluster Director, for approval.

## **16. REPLACEMENT OF COUNCIL MEMBERS**

### **16.1 Casual Vacancies**

16.1.1 When a casual vacancy for an elected Councillor occurs the position will be filled by appointment or by election by the relevant constituency.

16.1.2 Where the former Councillor was an office bearer of the Council, that position will be filled by an existing member at the first meeting after the vacancy occurs.

16.2 Any Council member who represents the school staff or the 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 (see Constitution section 7.3.1).

16.3 An appointed member may only be removed by the Assistant Director-General (Region) and replaced according to Constitution section 7.3.2.

## **17. DISMISSAL OF THE SCHOOL COUNCIL**

17.1 Any proposal to dismiss the School Council may only be considered at a Special General Meeting called in accordance with the Constitution section 12. Any recommendation from the Special General Meeting to dismiss the Council will be forwarded to the Assistant Director-General (Region), through the Cluster Director, for approval.

17.2 If the Council is dismissed, a new Council will be formed in accordance with the established election procedures (see Constitution section 7.3.1).

17.3 Members of a dismissed Council are eligible for election to a new Council.

## **18. RESOLUTION OF DISPUTES**

18.1 Where matters occur which cannot be resolved by established Council procedures or by the calling of a Special General Meeting, the Cluster Director shall resolve the matter in dispute.

## **19. RELATIONSHIP WITH COMMITTEES/ORGANISATIONS**

19.1 The Council will establish procedures for liaison with the P&C.