

## CONSTITUTION OF BEAUMONT ROAD PUBLIC SCHOOL COUNCIL

### 1. NAME

- 1.1 The name of the School Council will be Beaumont Road Public School Council.

### 2. DEFINITIONS

- 2.1 *Additional Council Member* means a person appointed by Assistant Director-General to remedy an imbalance of representation.
- 2.2 *Appointed Member* means a member of the P & C Executive member elected by the Executive to the School Council.
- 2.3 *Budget Plan* means a general outline of the anticipated income and expenditure for the financial year.
- 2.4 *Community Member* means any person appointed to the council from local government/business/industry or a particular section of the local community.
- 2.5 *Constituency* means school community of voters who are eligible to elect their representatives on Council.
- 2.6 *Convenors of sub-committees* means those members of the school community responsible for sub-committees formed by the Council.
- 2.7 *Council* means the Beaumont Road Public School Council.
- 2.8 *Councillor* means an elected/appointed member, the Executive Member or Treasurer of the P&C Association.
- 2.9 *Elected Member* means any person on the Council elected by the relevant constituency to represent the school staff or the parents.
- 2.10 *Executive Member* means the Principal or Relieving Principal of Beaumont Road Public School.
- 2.11 *Parent* means the parent, guardian or any person who has custody of a student enrolled at Beaumont Road Public School.
- 2.12 *Parent Community* means all parents of students enrolled at Beaumont Road Public School.
- 2.13 *Parent Member* means any parent elected or appointed to the Council. A current member of the Beaumont Road Public School staff cannot be a parent member of the Council.

- 2.14 *P&C Association* means the Parents and Citizens organisation of Beaumont Road Public School.
- 2.15 *Quorum* means the minimum number of persons required to attend a meeting before any business can be transacted.
- 2.16 *School Community* means all school staff, parents and the local community of Beaumont Road Public School.
- 2.17 *School Staff* means all persons currently employed at Beaumont Road Public School by the Department of School Education. This includes persons employed currently at the school under externally funded programs, all casual teaching staff and part time teachers who have been employed for at least one term.
- 2.18 *Student* means any student who is enrolled at Beaumont Road Public School.
- 2.19 *Supplementary Service* means support provided to the school by parents and other members of the community to enrich the educational program of the school.
- 2.20 *Assistant Director-General (Region) and Director of Schools* or their equivalents are as defined in the current Department of School Education structure.
- 2.21 *Visitor* means a member of the Parent Community, School Community or Local Community who is not a member of Council.

### **3. AIMS**

- 3.1 To bring together partners in the school community in order to make decisions relating to policies, planning and governance (including the school finances).
- 3.2 To foster closer lines of communication between the school and its community.

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

#### **4.1 Department of School Education Requirements**

- 4.1.1 The Council will operate within the context of the relevant legislation and stated policies and priorities of the Government and the Department of School Education.
- 4.1.2 The Council is accountable to the Assistant Director-General (Region), through the Director of Schools.
- 4.1.3 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 school.

4.1.4 The Principal is accountable to the Director of Schools for the total management of the school and for the implementation of the broad policies and priorities as defined by the Council.

## **4.2 Executive Appointment Or Recruitment**

4.2.1 Within the context of the relevant legislation and stated policies, priorities and expenditure as well as the staff allocation of the Government and the Department of School Education, the Council will have representation on the interviewing panel for the selection of the incoming Principal or staff member when a vacancy occurs.

4.2.2 The Council shall develop a profile, in liaison with the Director of Schools, 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.

## **4.3 Planning**

The Council shall:

4.3.1 Determine the strategic plan of the school and educational goals.

4.3.2 Identify local education needs and priorities.

4.3.3 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 with input from relevant members of the school community as appropriate.

## **4.4 Policy**

The Council shall:

4.4.1 Determine the school policies.

## **4.5 Finances**

The Council shall:

4.5.1 Assess the school's financial needs as presented by the Principal.

4.5.2 Determine the school's broad budget priorities and develop a budget plan following sub-committee program submissions.

4.5.3 Advise the Principal and the P & C Association on the implementation of the budget plan.

- 4.5.4 Examine reports on expenditure provided by the Principal at intervals determined by the Council.

#### **4.6 Promotions & Liaison**

The Council shall:

- 4.6.1 Establish effective liaison with other school community committees to promote activities consistent with school policy.
- 4.6.2 Present and promote a positive image within the school and the local community.

#### **4.7 General**

The Council shall:

- 4.7.1 Provide guidance for the Principal on supplementary services required by the school.
- 4.7.2 Advise the Assistant Director-General (Region) and the Principal on these and other issues except those relating to the efficiency and management of school staff and implementation of curriculum.
- 4.7.3 Provide an Annual Report to the school community on the activities of the Council.
- 4.7.4 Establish sub-committees as appropriate to Council.

### **5. MEMBERSHIP AND COMPOSITION**

#### **5.1 The composition of the Council will be as follows:**

- 5.1.1 The Principal as the Executive Member
- 5.1.2 A member of the P&C Executive as Appointed Member of Council.
- 5.1.3 Two parent members elected from the parent body
- 5.1.4 Two school staff members elected by the teaching and ancillary staff (with at least one representative from the teaching staff).
- 5.1.5 One community member appointed from local government / business / industry or other relevant groups from the community.
- 5.1.6 The total number of councillors is seven, unless an additional Council member is appointed by the Assistant Director-General (Region) on the advice of the Director of Schools to resolve any stalemate as agreed by Council members. In this case, the total number of councillors would be eight. Voting rights of this member relate only to the specific issue/s on

which they were appointed. The membership term of this additional Council member is concluded upon the resolution of the specific issue/s for which they were appointed.

## **5.2 Executive Member**

The Principal of the school is automatically the Executive Member.

## **5.3 Appointed Member**

5.3.1 The P&C Association shall elect a member of the P&C Association Executive to represent the Association on Council.

## **5.4 Elected Members**

5.4.1 A member of the Beaumont Road Public School staff cannot be a parent member of the Council. No more than one parent member shall be a teacher currently employed at another school.

5.4.2 At least one school staff member must be a teacher.

5.4.3 Any elected member representing the school staff or parents may be removed by the respective group following a Special General Meeting of the relevant constituency specifically called for that purpose.

## **5.5 Community Members**

5.5.1 A current member of the Beaumont Road Public School Staff or the parent community cannot be the community member on the Council.

5.5.2 The community member may only be removed by the Assistant Director-General (Region) after consultation with both the Principal and the President of the Council.

## **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 as such do not have voting rights on the Council.

## **5.7 General**

5.7.1 A person who is a member of a Council at another school cannot be a member of the Beaumont Road Public School Council.

## **6. TENURE OF COUNCIL**

6.1 Each council will be elected for a two-year term of office commencing the

first meeting after the elections.

- 6.2 Elected and appointed members of Council may hold office for no more than two terms of office consecutively (four years).

## **7. ELECTION OF COUNCILLORS**

- 7.1 Nominations for the members to represent the school staff and parent community will take place in the first 4 weeks of Term 1. Elections if necessary are to be held prior to the Annual General Meeting.
- 7.2 Announcement of the Council members representing the school staff and parent community will be made at the Annual General Meeting and the results published in the first school bulletin following this meeting.

### **7.3 Method**

- 7.3.1 The Principal will oversee and co-ordinate the election procedure.
- 7.3.2 All members of the school staff are eligible to vote for their representatives on Council.
- 7.3.3 All members of the Parent Community are eligible and entitled to vote for their parent representatives on Council.
- 7.3.4 Election procedures will be advertised in the School Bulletin so that all school staff and the parent community have an opportunity to nominate and to vote for their particular representative.
- 7.3.5 Nominations are to be submitted in writing by the advertised closing date on the form provided. Each nominee must be proposed and seconded by a member of the constituency she/he is to represent. The nominee must sign the nomination form as an indication of a willingness to accept nomination. If there is more than the required number of candidates the Principal will ensure an election is conducted so that all members of the respective constituency have an opportunity to vote.
- 7.3.6 Any election for school staff or parent representative will be by secret ballot from amongst the respective constituencies.

### **7.4 Community Member**

- 7.4.1 The Assistant Director-General (Region) will appoint the Community Member.
- 7.4.2 The Principal and the President of the Council, in consultation with the Director of Schools, will recommend the community member to be appointed.
- 7.4.3 Appointed members will be confirmed at the first meeting of the newly

*BRPS School Council Constitution*  
constituted Council.

## 8. COUNCIL OFFICE BEARERS

8.1 The Council will have the following office bearers:

The President will be elected from the Parent or Community membership of the Council.

The Secretary will be elected from amongst Council Members.

The Principal will be the Executive Member.

8.2 Office bearers will be elected at the first meeting of the Council which will be within one month of the Annual General Meeting.

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

8.4 The Principal will assume the responsibilities of the Treasurer.

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

### 8.6 Duties

8.6.1 The President shall :

- chair meetings of the Council
- ensure formal meeting procedures are followed and that meetings are conducted in a decorous manner
- prepare (in consultation with the Executive member) the meeting agenda
- identify a date/s for subsequent meetings
- be responsible in consultation with the Executive Member for the preparation of the *School's Annual Financial Report*.
- be responsible for the preparation of the *Annual Report on the activities of the Council* to be presented at the Annual General Meeting.

8.6.2 The Secretary shall :

- prepare and circulate minutes of each meeting to all councillors within fourteen days.
- publically display copies of minutes for the school community within fourteen days.
- maintain meeting attendance book.
- receive and prepare correspondence for the Council.
- maintain official records of the Council.
- consult with the President and Executive Member on items for inclusion in the School Bulletin.



8.6.3 The Executive Member shall :

- be responsible for the implementation of broad policies and priorities determined by Council.
- be responsible for negotiating all contracts on behalf of Council.
- provide advice to the Council on educational matters.
- be responsible, in consultation with the Treasurer of the P&C Association, for the provision of financial advice as necessary to Council.
- be responsible for the preparation of the draft budget plan for consideration by Council.
- be responsible for the transition from one council to the next.

## **9. THE COUNCIL MEETING**

### **9.1 Frequency**

9.1.1 The Council will meet not less than once per term each year.

9.1.2 The first meeting of the newly constituted Council will be held within one month of the Annual General Meeting of the Council.

9.1.3 The date, venue and time of Council meetings will be decided by Council.

9.1.4 The date, venue and time of the Council meetings will be advertised in the School Bulletin no later than seven days before each Council meeting.

### **9.2 Quorum**

9.2.1 A quorum at Council meetings shall be five current Council members unless one group of school community constituents is disenfranchised by being unrepresented. In this case a meeting must be reconvened.

9.2.2 If a quorum is not reached within one hour of the time appointed for the meeting, the meeting shall be reconvened within two weeks. The secretary will advise Council Members and others of a new meeting date.

### **9.3 Attendance**

9.3.1 Councillors are expected to attend all meetings.

9.3.2 If a Councillor cannot attend a meeting, the Councillor shall contact the Secretary of the Council prior to such meetings.

9.3.3 Should an elected member fail to attend two consecutive Council meetings without the approval of the Council, the Council may resolve to declare that Councillor's position vacant, whereupon such position shall become vacant forthwith.

9.3.4 Should an elected member resign or transfer out of the school community that Councillor's position shall thereupon become vacant and a new election organised to find a replacement. The term for the newly elected members shall be the remaining term of the vacated councillor.

9.3.5 Should the Community Member fail to attend two consecutive Council meetings without the approval of the Council, the Council may resolve to recommend to the Assistant Director-General of Schools (Region) the replacement of the Community Member.

9.3.6 In the absence of the President of the Council an Acting Chairperson shall be selected from amongst Council Members for the duration of that meeting.

#### **9.4 Agenda**

9.4.1 The meeting agenda will be circulated to Councillors no less than two days prior to the meeting.

9.4.2 Any member of the school community who wishes to present particular matters at a Council meeting shall notify the Secretary of that matter in writing no less than four days prior to the meeting.

9.4.3 Items not on the published Agenda may, at the discretion of the President, be dealt with in General Business.

#### **9.5 Minutes**

9.5.1 Minutes of each Council meeting will be prepared by the Secretary and circulated to all Councillors within 14 days.

9.5.2 Minutes of each Council meeting will be publicly displayed within the school, within fourteen days.

9.5.3 Minutes of each Council meeting will be archived at the school.

#### **9.6 Sub-Committees**

9.6.1 Sub-committees shall be formed when required for specific tasks as determined by the Council

9.6.2 The nominated convenor of each sub-committee shall supply a written report to each Council meeting.

### **10. COUNCIL MEETING PROCEDURES**

10.1 Formal meeting procedures will apply.

## **10.2 Visitors**

- 10.2.1 Visitors will have observer status. Observer status means visitors may not participate in the meeting.
- 10.2.2 Visitors and co-opted members may supply specific information or advice at the request of Council.
- 10.2.3 Visitors who wish to address the Council must seek and receive permission in writing from the Council no less than four days prior to the meeting.

## **10.3 Voting**

- 10.3.1 Each member of Council will be entitled to one vote. Voting shall be by show of hands unless a Councillor requests that a secret ballot be held.
- 10.3.2 Decisions will be taken by majority. If there is a tied vote then the status quo will be maintained.
- 10.3.3 If the vote is tied, and in the opinion of the Council, it is important for a decision to be taken on the matter, then the Chairperson will contact by telephone the absent councillor/s to cast an oral vote (to be confirmed by the councillor in writing or at the subsequent meeting). Any such votes will have the same force as those cast at the meeting and shall be minuted by the Secretary.
- 10.3.4 If the vote remains tied refer to clause 5.1.6 -

where an additional Council member is appointed by the Assistant Director-General (Region) on the advice of the Director of Schools to resolve any stalemate. In this case, the total number of councillors would be eight. Voting rights of this member relate only to the specific issue/s on which they were appointed. The membership term of this additional Council member is concluded upon the resolution of the specific issue/s for which they were appointed.

## **11. ANNUAL GENERAL MEETINGS**

- 11.1 The Annual General meeting shall be held in conjunction with the P&C Annual General Meeting in Term 1.
- 11.2 Notice of the AGM will be given at least 14 days prior to the meeting.
- 11.3 The President has the discretion to hold over any items of business to a subsequent Council meeting if these items are not on the published agenda.
- 11.4 Reports of all Council activities will be presented at the AGM by the relevant office bearers of the Council and appointed convenors of each sub-committee.

## **12. SPECIAL GENERAL MEETINGS OF THE SCHOOL COMMUNITY**

12.1 A Special General Meeting of the Council may be called at any time when requested by the following:

A majority of all councillors

A written request to the President by signatures representing 20% of the parent community and school staff.

The Director of Schools in writing.

**12.2** A Special General Meeting can be called for the purpose of:

12.2.1 Recommending amendments to the constitution regarding changes in principles or processes. Name and title changes only may be addressed at normal Council Meetings through normal voting procedures by Council Members.

12.2.2 Recommending the replacement of a Councillor

12.2.3 Dissenting from a Council decision.

12.2.4 Recommending dismissal of the present Council

12.2.5 Obtaining the views of as many people as possible

12.3 A Special General Meeting will be held will be held within twenty-one days of the request being submitted.

12.4 At any Special General Meeting each parent and staff member shall have one vote either in person or by proxy. The proxy form must be completed and lodged with the Principal no less than 24 hours before the Special General Meeting. The proxy must state the name of the person giving the proxy, the name of the person to represent the proxy and the date and time of the Special General Meeting.

12.5 A Notice of Motion will be circulated to the school community at least seven days prior to the meeting date.

## **12.5 QUORUMS**

12.5.1 The quorum required for a Special General Meeting will be 20% of the Parent Community and School Staff.

12.5.2 If within 30 minutes from the appointed meeting time a quorum is not present, the meeting shall be dissolved and shall stand adjourned until the same day, time and place the next week.

12.5.3 If, at the next meeting, after 15 minutes from the time appointed a quorum is not present, the members present shall constitute a quorum.

## **12.6 SPECIAL GENERAL MEETING OUTCOMES**

All decisions made at any Special General Meetings will be forwarded to the Assistant Director-General (Region) by the President and the Executive Member, through the Director of Schools for approval within fourteen days.

### **13. COUNCIL RECORDS**

13.1 Council records including copies of the Constitution, all the agendas, minutes, correspondence, files, financial reports and committee reports will be retained at the school at all times unless authorised in writing 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, shall 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. (The Council will take over the functions of the previously formed Finance Committee).

14.2 The Council shall provide the opportunities 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.

14.3 The Council shall give due consideration to the views expressed by the 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 principles and processes of the constitution other than name or title changes will only be considered at a Special General Meeting of the School Community. All proposed amendments will be submitted to the Assistant Director-General (Region), through the Director of Schools for approval.

### **16. CASUAL VACANCIES**

16.1 Should a parent member resign then a replacement will be elected from within the Parent Community.

16.2 Should a staff member resign then the school staff will elect a replacement.

16.3 Should the community member resign then the President, in consultation with the Council will recommend a suitable replacement to the Director of Schools.

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

17.1 Any proposal to replace the Council shall only be considered at a Special General Meeting. Any recommendations by this meeting must be forwarded to the Assistant Director-General (Region), through Director of Schools for approval.

17.2 If the Council is dismissed, a new Council will be formed in accordance with the established election procedures within eight weeks.

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 Director of Schools shall resolve the matter in dispute.

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

19.1 The Council will establish procedures for liaison with the P & C Association, School Management Committees, Staff Committees and other groups as necessary.