

Croydon Community School & OPTIONS

School Council Meetings Policy



PURPOSE

To ensure School Council meetings are conducted according to legal requirements.

To ensure Croydon Community School & OPTIONS complies with DET guidelines and legislation in relation to School Council meetings.

SCOPE

School Council operations, including meetings, are governed by legislation.

POLICY

The Principal will ensure School Council:

- meets at least eight times a year
- once per term
- has a quorum to enable a meeting to proceed
- keeps records of decisions made
- calls a public meeting once a year for the purpose of presenting the annual report to the school community

Meetings will be chaired by a President who is a community member.

If the President is unable to attend, the Vice-President if appointed, will chair the meeting. If the School Council has not appointed a Vice President, the Council will decide who is to chair the meeting.

The Principal as Executive Officer of Council ensures:

- adequate and appropriate advice is provided to the council on educational and other matters
- Council decisions are implemented
- adequate support and resources are provided for the conduct of School Council.

A School Council meeting must operate with a quorum. A quorum requires not less than one half of School Council members currently holding office to be present at the meeting and the majority of members present must not be Department employees. Any parent/carers members on School Council who also work for the Department are counted as Department employees for the purpose of a quorum.

A member of the School Council may be present in person or by videoconferencing or teleconferencing.

If at the end of 30 minutes after the appointed time for a School Council meeting there is not a quorum, the meeting must stand adjourned to a time and place determined by the School Council members present.

Decisions will be made by a majority vote of eligible members who are present including the Principal. If votes are tied the presiding member has a second or casting vote.

School Council meetings are normally open to the school community. Visitors or observers can be present at meetings with the agreement of the Principal and a decision of Council. However, there are times when the meeting, or part of the meeting, needs to be closed.

An Extraordinary Meeting may be held at any time decided by the Council if all members are given reasonable notice of the time, date, place and object of the meeting.

An Extraordinary Meeting is called if either the President or Principal receives a written request from at least three Council members.

The business of the Extraordinary Meeting will only cover the specific matter for which it is called.

Minutes of all meetings will be taken and will record:

- the type of meeting (regular, extraordinary or public)
- date, time and venue of meeting
- names of attendees and apologies received from members
- name of presiding officer
- the business of the meeting including the decision on the minutes of the previous meeting, inward and outward correspondence and reports of any sub-committees tabled at the meeting
- decisions of the meeting including motions and any amendments, names of movers and seconders
- whether the motion was carried or rejected
- the number of votes for and against

Minutes will be confirmed as accurate and signed by the Council President and provided to members.

There is no right of access to the Minutes of a School Council meeting under the *Freedom of Information Act 1982*. However, the school community will be kept informed of School Council matters by way of a report in the school newsletter and/or on the school website.

If a member of the Council or their immediate family has a direct conflict of interest (including a pecuniary interest) in a matter under discussion at a School Council meeting, that member must not be present during discussion and vote taking but contributes to the establishment of a quorum.

FURTHER INFORMATION AND RESOURCES

Reference:

www.education.vic.gov.au/school/principals/spag/governance/Pages/meetings.aspx

Please refer also to the school's:

- Freedom of Information Policies
- Record Keeping Procedures Policy
- School Council Elections
- School Legal Framework

REVIEW CYCLE

This policy, first developed in this format in May 2019 and will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update early February 2018). This policy will be reviewed in February 2022.