

Constitution of the Burren Junction Public School Council

Revised 2004, 2012, 2020

Burren Junction Public School Council Constitution

1. Name The name of the School Council will be Burren Junction Public 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 financial year.
- 2.3.** "Community Member" means any person appointed to the Council from local government / business / industry or a particular section of the local community (which was previously unrepresented through elected parent members).
[N.B. A currently employed member of the school staff cannot be an "Appointed Member" on Council.]
- 2.4.** "Constituency" means the whole body of voters who are eligible to elect their representative on Council.
- 2.5.** "Council" means Burren Junction Public School Council.
- 2.6.** "Councillor" means an elected / appointed member, the Executive Member or the President of Burren Junction Public School P & C Association (or the identified alternative 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 Burren Junction Public School or the acting Principal in her / her absence.
- 2.9.** "Parent" means the parent, guardian or any person who has actual custody of a student enrolled at Burren Junction Public School.
- 2.10** "Parent Community" means all parents of students enrolled at Burren Junction Public School.
- 2.11.** "Parent Member" means any parent elected to the Council as well as the President of Burren Junction Public School P & C Association (or the identified alternative executive member).
[N.B. A member of Burren Junction Public School 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.]
- 2.12.** "Parent Organisation/s" means the Burren Junction Public School P & C Association.
- 2.13.** "Quorum" means the minimum number of persons required to be in attendance at a meeting before any business can be transacted.
- 2.14.** "School Community" means the school staff, students, parents and local community of Burren Junction Public School.
- 2.15.** "School Staff" means all persons employed at Burren Junction Public School by the NSW Department of Education (teaching and non-teaching staff). This includes all Casual Teaching Staff. Casual Teaching staff who are parents must declare their allegiance to School staff or parent-community constituency and any future changes in interest must be declared.
- 2.16.** "Student" means any student enrolled at Burren Junction Public 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. Aim:

To provide a forum for community decision-making in the planning process of Burren Junction Public School and to encourage cooperation and closer links between the School and its community.

3.2. Objectives:

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The School Council will:

- i. Advise and assist the Principal with financial administration and school budgets.
- ii. Determine planning and monitoring of broad school policies.
- iii. Encourage community participation in all aspects of school life.
- iv. Assist Principal in formulation and implementation of the School Management Plan.
- v. Actively promote the worth of educational opportunities available at Burren Junction Public School within and beyond the local community.
- vi. Provide an input into the school's curriculum.
- vii. Assist in the selection of the Principal.
- viii. Assist with the preparation of the Annual School Report.
- ix. Seek consultation with the Director, Educational Leadership, on matters of concern and educational importance pertaining to Burren Junction Public School.

4. Role of the School Council

- 4.1.** The Council will operate within the context of the relevant legislations and the stated policies and priorities of the Government and the NSW Department of Education.
- 4.2.** The Council is accountable to the Executive Director, NSW Department of Education (Tamworth) through the Director, Educational Leadership.
- 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 Director, Educational Leadership 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 NSW Department of Education, the Council will:
 - have representation on the interviewing panel for the selection of the incoming Principal when a vacancy occurs and is to be filled by merit selection;
 - develop a profile, in liaison with the Director, Educational Leadership, for the position of Principal of the school on the transfer or retirement of an incumbent Principal and the selection of a new Principal;
 - determine the aims and educational goals of the school;
 - identify local educational needs and priorities;
 - determine local student welfare policies and the school's *Fair Discipline Code*;
 - assess the school's financial needs;
 - determine the school's broad budget priorities and develop a budget plan;
 - examine reports on expenditure provided by the Principal at intervals determined by the Council;
 - provide guidance to the Principal on supplementary services required by the school;
 - determine the broad policies on the School Canteen;
 - establish policies for community use of school facilities;
 - 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;
 - advise the Director, Educational Leadership and the Principal on these and other issues except those relating to the employment, appointment and efficiency of school staff;

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- establish effective liaison with other school / community committees to promote activities consistent with school policies;
- 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
- provide an annual report to the school community on the activities of the Council.

5. Membership And Composition

5.1. The composition of the Council will be as follows:

- i. The Principal as Executive Member;
- ii. The President of Burren Junction Public School P & C Association (or the identified alternative executive member);
- iii. Up to four (4) parent members **elected** by the Burren Junction parent community and one (1) parent member elected from the Burren Junction Public School P & C Association;
- iv. Two (2) school staff members elected from the teaching and non-teaching staff; and
- v. One (1) community member appointed from local government / business/ industry or other relevant groups from the local community.

The maximum number of Councillors is ten (10).

An additional Council member may be appointed by the Executive Director, NSW Department of Education (Tamworth) ,on the advice of the Director, Educational Leadership, to remedy any imbalance of representation.

5.2. Executive Member

- 5.2.1. The Principal of the school is automatically the Executive Member.
- 5.2.2. The executive member is to make available the report of the Council meetings to the School staff and community.

5.3. President of Burren Junction Public School P & C Association

- 5.3.1. The President of the Burren Junction Public School P & C Association is automatically a member of the Council.
- 5.3.2. Where the President of the Burren Junction Public School P & C Association declines to join the Council, the Burren Junction Public School P & C Association at its Annual General Meeting is to identify another member of the P & C Executive for this position.
- 5.3.3. The President of the Burren Junction Public School P & C (or alternative member of the P & C Executive) is to provide a written report of each Council meeting to the Junction Public School P & C Association at the following meeting.

5.4. Elected Members

- 5.4.1. A member of Burren Junction Public School staff may not be a parent member of 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. One (1) elected member must provide a written report of each Council meeting to the school staff and Parent Community.
- 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. A currently employed member of a school staff cannot be a community member of the Council.

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- 5.5.2. An appointed member may only be removed by the Executive Director, NSW Department of Education (Tamworth) (See Constitution 16.3).

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 Burren Junction Public School Council except with the approval of the Director, Educational Leadership.

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.
- 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 years (4) consecutively.

7. Election of Councillors

- 7.1. Elections for members to represent the school staff and parent community will take place in Term Two (2).
- 7.2. Announcement of Council members representing the school staff and the parent community will be made in Term Two (2) by Public Notice or by School Newsletter.

7.3. Method

- 7.3.1. Election for Representation 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 staff representative on council.
 - iii. A combination of parent, community and Burren Junction Public School P & C Association members are eligible and entitled to vote for their parent representative on the School Council.
 - iv. Election procedures will be advertised through householders, school newsletter and public notice 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.
- The nominee must sign the nomination form indicating a willingness to accept the nomination.
- 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 representative will take place by secret ballot at a meeting.
 - viii. Any election for Parent representative will take place by secret ballot through the school newsletter.
 - ix. The results will be published prior to the A.G.M. of Council through the school newsletter and public notice.

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7.3.2. Community Members

- i. The **Regional Director (New England Region)** will appoint the community member(s).
- ii. The Principal and the President of the Council, in consultation with the Director, Educational Leadership, will recommend members from local government / business / industry or other groups and, where necessary, other relevant groups in the local community for consideration by the Executive Director, NSW Department of Education (Tamworth) as the appointed community members. (See Constitution sections 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 member or an appointed community member (other than a member of a school Staff).

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 School 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. **Roles and Responsibilities:**

8.6.1. **President:**

- chairs the meetings;
- prepares, in consultation with the Executive Member, the meeting Agenda;
- publishes the School Council operations to the community;
- liaises with members of the P & C Association where necessary.

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 the preparation of correspondence for the meeting,
- 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 decisions and supplies a written report to the P & C President, the Executive Officer and the Community Member.

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 the adviser to the Council on Educational matters;

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- is responsible, in consultation with the President, for the preparation of the Annual Report on the activities of the Council including the Annual Financial Report, for presentation to the A.G.M.;
- is responsible, in consultation with the President, for the provision of financial advice, as necessary, to the Council;
- is responsible, in consultation with the President and members of Council, for the preparation of the Draft Budget Plan for consideration by the Council;
- is responsible for the transition of one council to the next;
- is responsible for circulating Council reports to School staff and School community.

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 elected constituted 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 the Council.
- 9.1.4. The dates, venues and times of Council meetings will be advertised through School newsletters and Public Notices at least seven (7) days in advance.

9.2. Quorum

- 9.2.1. Quorum of Council meetings will be four (4). (accepted in October, 2012)
- 9.2.2. If the quorum is not reached, matters on Agenda may be discussed but no decisions can 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 he / she may request a leave of absence.
- 9.3.3. Should an elected member fail to attend two (2) consecutive Council meetings without the (?) then they may be approached by the President regarding the continuation of their duties
- 9.3.4. Should an elected member resign or transfer out of the school community that member shall be replaced by the relevant constituents appointing another member until the next elections.
- 9.3.5. Should an elected member fail to attend two (2) consecutive Council meetings without the approval, the President, after consultation with the **Director, Educational Leadership,** will approach the member concerning the continuation of their duties
- 9.3.6. In the absence of the President of the Council a Chairperson will be nominated by the President and that person advised of the Agenda for the next meeting.

- 9.4.1. Any member of the school community who wishes Council to debate a particular matter should notify the President at least forty-eight (48) hours prior to the next meeting.

- 9.4.2. Items not on the published Agenda will be discussed at the discretion of the President.

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 and placed in the minute book.
- 9.5.2. Minutes of all meetings will be kept at the school.

10. Council Meetings Procedures

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10.1 Formal meeting procedures will apply.

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.
- 10.2.3. Co-opted members of 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 Term Two (2).

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

11.3. The quorum for the A.G.M. will be six (6). (amended as per AGM 9.2.2011)

11.4. Items not on the published Agenda may be discussed at the discretion of the President.

11.5. Reports of all Council activities will be presented at the A.G.M. by the relevant office bearers and convenors 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. a majority of councillors; or
- ii. twenty (20) percent of families with students at the school in a written and signed submission to the President; or
- iii. the Principal, in writing to the President.

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; obtaining views of as many people as possible.

12.1.3. Such a meeting 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. At a Special General Meeting, if the purpose of the meeting is to obtain views of as many people as possible then, no quorum shall apply.

12.2.2. The quorum for the purpose of Objections to a Council decision, or dismissal of the present Council, will be sixty (60) percent of families represented at the school.

12.2.3. The quorum for removal of an appointed member, or amending the Constitution, will be five (5) Council members. Amended 17.10.2012

12.3. Voting

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

12.4. Outcomes of Special General Meetings

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- 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 recommendations arising from meetings held to obtain 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 Executive Director, NSW Department of Education (Tamworth) by the President and the Executive Member, through the Director, Educational Leadership, 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 of Financial Management.
 - 14.1.1. The Council will provide the opportunity for all members of the school community to make their priorities known in 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 Executive Director, NSW Department of Education (Tamworth), through the Director, Educational Leadership, for approval.

16. Replacement Of Council Members

- 16.1. Casual Vacancies.

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

- 16.2. Where the former Councillor was an office bearer of the Council, that position will be filled by election conducted by members of the School Council.
- 16.3. 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

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constituency and a replacement elected according to the established election procedures. (See sections 7.3.1.)

- 16.4.** An appointed member may only be removed by the Executive Director, NSW Department of Education (Tamworth) and replaced according to section 7.3.2.

If the School Council wishes to have an appointed member removed, a Special General Meeting will be called for that purpose. Any recommendations for the Special General Meeting to have an appointed member removed will be submitted to the Executive Director, NSW Department of Education (Tamworth,)through the Director, Educational Leadership, for approval.

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 section 12. Any recommendation for the Special General Meeting to dismiss the Council will be forwarded to the Executive Director, NSW Department of Education (Tamworth), through the Director, Educational Leadership, for approval.
- 17.2.** If the Council is dismissed, a new Council may be formed in accordance with the established election procedures. (see Constitution section 7.3.1.)
- 17.3.** Members of a dismissed School 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, Educational Leadership shall resolve the matter in dispute.

19. Relationship With Committees / Organisations

- 19.1.** The Council will establish procedures for liaison with the Parents and Citizens Association, the Pre-School Committee, the Parent Body, Community Members and Community Organisations.