

GLENMORE ROAD PUBLIC SCHOOL COUNCIL

Council Constitution Document
Version 2.0

4 September 2012





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1 Name

The name of the School Council shall be Glenmore Road Public School Council
(the **Council**).



2 Terms and definitions

'Appointed Member' means any person on the Council appointed as a Community Member.

'Budget' means a budget containing anticipated income and expenditure for the financial year.

'Community Member' means any person appointed to the Council from the local community. A currently employed member of a Glenmore Road Public School staff cannot be an Appointed Member on the Glenmore Road Public School Council.

'Constituency' means the whole body of voters who are eligible to elect their representatives on Council.

'Council' means the Glenmore Road Public School Council.

'Councilor' means an elected/appointed member, the Executive Member of the Council or the President of the Glenmore Road Public School P&C or the identified alternative Executive Member of the P&C.

'Elected Member' means any person on the Council elected by the relevant constituency to represent the Glenmore Road Public School staff or the parents.

'Executive Committee' means the Executive Member, the President of the Council and the President of the P&C Association (or the identified alternative P&C Association Member, see Constitution 5.4.2)

'Executive Member' means the Principal or acting Principal of Glenmore Road Public School.

'GRPS' means Glenmore Road Public School.

'Parent' means the parent, guardian or any person who has actual custody of a student enrolled at Glenmore Road Public School and is listed on the School office records as such.

'Parent Community' mean all Parents of students enrolled at Glenmore Road Public School.

'Parent Member' means any parent elected to the Council as well as the President of the P&C Association or the identified alternative Executive Member of the P&C.

Note: A member of the GRPS staff a currently employed member of a school staff may not be a parent member. The P&C President need not be a parent according to its Constitution.

'P&C' means the Glenmore Road Parents and Citizens Association.

'Quorum' means the minimum number of persons required to attend a meeting before any business can be transacted.

'School' means Glenmore Road Public School

'School Community' means the School Staff and Parent Community of Glenmore Road Public School.



'School Staff' means all persons employed at Glenmore Road Public School by the Department of School Education (teaching and non-teaching staff). This includes persons employed at the Glenmore Road Public School under externally funded programs and all casual teaching staff employed for at least one day per week.

'Student' means any student enrolled at Glenmore Road Public School.

'Supplementary Services' means support provided to Glenmore Road Public School by parents and other members of the community to enrich the educational program of Glenmore Road Public School.



3 Aims

The Council is an advisory body comprising of members elected from the School Community. The Council acts in conjunction with the Executive Member to develop School policies, evaluate priorities and review the School's financial management.

4 Role of the Glenmore Road Public School Council

The Council will operate within the context of the relevant legislation and the stated policies and priorities of the New South Wales Government and the New South Wales Department of Education and Communities.

4.1 Responsibility

The Executive Member (and not the Council) is responsible for all aspects of the management of the School. The Council is responsible to act in accordance with its aims, role and functions as set out in this constitution.

4.2 Functions

The Functions of the Council are to:

4.2.1 consider and advise on:

- (a) the aims and educational goals of the School;
- (b) the policies of the School;
- (c) issues concerning student welfare;
- (d) use of School facilities by persons or entities other than the School Community;
- (e) the needs of the School (including areas such as buildings, grounds, facilities, school transport, starting/finishing times and any matter which could affect neighbouring schools);
- (f) each ongoing School Budget;
- (g) any matter raised by any member of the School Community pursuant to clause 9.4.2 of this constitution; and
- (h) any issue which the Executive Member seeks advice on from the Council.

4.2.2 prepare and provide an annual report to the School Community on its activities.

5 Membership and Composition

5.1 Composition

The Council includes:

- 5.1.1 The Principal as Executive Member;
- 5.1.2 The President of the P&C or the identified alternative executive member;
- 5.1.3 Three (3) parent members elected from and by the Parent Community;
- 5.1.4 Two (2) School staff members elected from and by the teaching and non-teaching staff; and
- 5.1.5 One (1) Community Member appointed from the local government / business / industry or other relevant groups from the local community.

5.2 Executive Member

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 of the P&C for this position.
- 5.3.3 The President of the P&C or alternative executive member of the P&C is to provide a report of each P&C meeting to the next Council meeting.

5.4 Elected Members

- 5.4.1 A member of the School Staff may not be a Parent Member on the Council. Only one (1) Parent Member may be a currently employed member of School Staff from another school.
- 5.4.2 At least one (1) School Staff member must be a teacher.

5.5 Community Members

A currently employed member of the School Staff cannot be a Community Member on the Council.

5.6 Co-opted Members

The Council may co-opt other members of the School Community to assist the Council for a specific purpose and for a specific period. Such positions are advisory and do not have voting rights on the Council.



5.7 General

A person who is a member of a school council at another public school cannot be a member of the Council except with the approval of the relevant School Education Director.



6 Tenure of Council

6.1 Term of Office

The term of office for Elected Members and an Appointed Member shall be one (1) year commencing after the Council's Annual General Meeting.

In the event an Elected Member ceases to be a member of the School Community, their position on Council will be declared vacant and filled by a casual vacancy election.

6.2 Consecutive Terms

Elected Members and an Appointed Member may hold office for no more than three (3) terms of office consecutively.

7 Election of Councillors

7.1 Elections

Elections for members to represent the Parent Community and School Staff will take place in the second week of March each year.

7.2 Method for Election of Representation

The method for the election of representatives of the School Staff and the Parent Community is as follows:

- 7.2.1 The Principal and the President of the P&C will arrange for the compilation of a list of eligible voters in each constituency before elections take place. The Principal or nominated appointee will be the returning officer in all elections.
- 7.2.2 The School Staff and the Parent Community are eligible and entitled to vote for their representatives on the Council.
- 7.2.3 The P&C is responsible for organising the election of Parent Members.
- 7.2.4 Election procedures will be advertised in the School's newsletter so that all School Staff and the Parent Community have the opportunity to nominate and to vote for their particular representatives.
- 7.2.5 Nominations are to be submitted by the advertised closing date, in writing, on a form provided by the Council. Each nominee must be proposed and seconded by members of the constituency s/he is to represent.
- 7.2.6 If more than the required number of candidates is nominated, the Principal and the President of the P&C will ensure that an election is conducted so that all members of the respective constituency have the opportunity to vote for their representatives.
- 7.2.7 Any election for any Elected Member will take place by secret ballot at any meeting of the School Staff and at any regular meeting of the P&C, using the optional preferential voting system within fourteen (14) days of nominations being declared.
- 7.2.8 The names of the Elected Members will be published in the School's newsletter.

7.3 Method for selection of Community Members

The Council will select the Community Member.

The Appointed Member will be confirmed at the first meeting of the newly constituted Council.

8 Council Office Bearers

8.1 Office Bearers

The Council will have the following office bearers:

- 8.1.1 President: Is an elected Parent Member (other than the President of the P&C)
- 8.1.2 Secretary: This may be any member of the Council except for the President and Executive member, or a School Staff member.
- 8.1.3 Executive Member: The role can only be filled by the Principal or Acting Principal.

8.2 Election of Office Bearers

Office bearers shall be elected at the first meeting of the newly constituted Council.

8.3 Principal as Executive Member

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

8.4 Co-opting Assistance

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

8.5 Rules and Responsibilities

The President:

- Chairs the meeting;
- Sets the meeting agenda in conjunction with the Executive Member.
- Conducts the meetings in an orderly and efficient manner;
- Is responsible for the preparation of the Council's annual report;
- Is responsible for the preparation of a short summary of each Council meeting to the School Community (via the School's newsletter);
- Must appoint a chairperson to chair the meeting in his/her absence.

The Secretary:

- Must send an agenda to all Councillors seven (7) prior to each meeting.
- Is responsible for preparing and circulating the minutes of each meeting within fourteen (14) days of that meeting to all Councillors;
- Is responsible for providing copies of the confirmed minutes to the School's office;
- Is responsible for posting confirmed minutes on the School's website;



- Is responsible for preparation of correspondence;
- Maintains official records of the Council;
- Performs other duties as determined by the Council.

The Executive Member:

- Is adviser to the Council on educational matters;
- Is responsible for the implementation of broad policies and priorities determined by the Council;
- Sets the meeting agenda in conjunction with the President.
- Is responsible for the preparation of general financial reports as required by the Council;
- Is responsible for the preparation of the annual financial report to be presented at the annual general meeting;
- Is responsible for the transition from one Council to the next;
- (as Principal of the School), is required to receive, take account of and have reasonable regard to advice received from the Council on any of the matters described in paragraph 4.2 of this constitution;
- Performs other duties as determined by the Council.

9 Council Meetings

9.1 Frequency

- 9.1.1 The Council will meet a maximum of twice per term.
- 9.1.2 The first meeting of a newly constituted Council will be the first meeting following the Council's Annual General Meeting, see paragraph 8.2 herein.
- 9.1.3 The date, venue and time of Council meetings will be decided by Council.
- 9.1.4 The dates, venues and times of Council meetings will be advertised in the term Calendar and the School's Newsletter at least fourteen (14) days in advance.

9.2 Quorum

- 9.2.1 A quorum for Council meetings will be four (4).
- 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 Councilors are expected to attend all meetings.
- 9.3.2 If a Councilor is unable to attend a meeting, an apology should be forwarded to the Council.
- 9.3.3 Should an Elected Member fail to attend two (2) consecutive meetings without approval, their position must be reviewed by the Council.
- 9.3.4 Should an Elected Member leave the School Community, the vacancy will be filled by a casual vacancy election of the relevant constituency (provided such vacancy occurs more than six months prior to the next annual general meeting).

9.4 Agenda

- 9.4.1 The meeting agenda will be published in the School's newsletter the week prior to the meeting
- 9.4.2 Any member of the School Community who wishes Council to debate a particular matter should forward the item to the Secretary for attachment to the Agenda at least ten (10) days prior to the advertised meeting date.
- 9.4.3 Items not on the published agenda may be dealt with in general business only with the approval of the Council.
- 9.4.4 Meetings are to be no longer than two (2) hours with an extension of fifteen (15) minutes if agreed by a simple majority of those present.
- 9.4.5 Agenda items not dealt with at the meeting will lapse

10 Council meeting procedures

10.1 Formal meeting procedures will apply

- 10.1.1 Reports will be limited to five (5) minutes.
- 10.1.2 Mover of motions may speak for three (3) minutes plus two (2) minutes right of reply before voting takes place.
- 10.1.3 Subsequent speakers may speak for three (3) minutes and speak once only unless to seek clarification or unless The Council moves into committee.

10.2 Voting

- 10.2.1 Each member of the Council present at the meeting will be entitled to one (1) vote.
- 10.2.2 Decision will be taken by simple majority.
- 10.2.3 Co-opted members or visitors will not have voting rights.

10.3 Invitation for Attendance

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 (AGM)

The AGM will be the last meeting in Term 1.

11.1 Notice of the AGM

- 11.1.1 Notice of AGM will be given fourteen (14) days in advance to the School Community.
- 11.1.2 The quorum for the AGM will be five (5).
- 11.1.3 Items not on the published Agenda will not be dealt with.
- 11.1.4 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 any of the following:

- the majority of Councillors;
- the representatives of twenty (20) percent of the Parent Community in writing to the President or the Executive Member;
- the Principal in writing.

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

- recommending amendments to the Constitution;
- recommending the removal of an appointed member;
- dissenting from a Council decision;
- recommending dismissal of the present Council;
- Obtaining the 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 published in the School's newsletter at least seven (7) days prior to the meeting date.

12.2 Quorums

12.2.1 A quorum of twenty five (25) will apply where the meeting is called for:

- the purposes of recommending amendments to the constitution;
- recommending the removal of an appointed member; or
- dissenting from a Council decision.

12.2.2 A quorum of fifty (50) will apply where the meeting is called for the purpose of recommending the dismissal of the Council.

12.2.3 No quorum will apply where the purpose of the meeting is to obtain the views of as many people as possible and written submissions will be accepted.

12.3 Voting

12.3.1 All members of the School Community are eligible to vote.

12.3.2 To be carried, motions require a two-thirds (2/3) majority of those present and eligible to vote.

12.4 Outcomes of Special General Meetings

- 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 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 Regional Director by the President and the Executive Member, through the School Education Director, for approval.



13 Council records

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 Amendments to the Constitution

Amendments to the Constitution will only be considered at a Special General Meeting of the School Community called for that purpose, see paragraph 12 herein. All proposed amendments will be submitted to the School Education Director.

15 Replacement of Council members

15.1 Casual Vacancies

- 15.1.1 When a casual vacancy for an elected Councilor occurs and provided such vacancy occurs more than six months prior to the next AGM, the vacancy will be filled by an election of the relevant constituency as outlined in section 7 herein.
- 15.1.2 Where the former Councillor was an office bearer of the Council, that position will be filled by an existing member of the Council by simple majority.

15.2 Removal of Council Member(s)

- 15.2.1 Any Council member who represents the School Staff or Parent Community may only be removed by the respective group after a Special General Meeting called for that purpose by the constituency and a replacement elected according to the established election procedures in paragraph 7.2 herein.
- 15.2.2 An Appointed Member may only be removed by the Director-General of Education and replaced according to the Constitution, see paragraph 7.3 herein. If the Council wishes to have an appointed member removed, a Special General Meeting will be called for that purpose. Any recommendations from the Special General Meeting to have an appointed member removed shall be submitted to the Director General through the School Education Director



16 Dismissal of Glenmore Road Public School Council

16.1 Dismissal of Council

- 16.1.1 Any proposal to dismiss the Council may only be considered at a Special General Meeting called in accordance with paragraph 12 herein. Any recommendation from the Special General Meeting to dismiss the Council shall be forwarded to the Director General through the School Education Director, for approval.
- 16.1.2 If the Council is dismissed, a new Council will be formed in accordance with the established procedures in paragraph 7 herein.
- 16.1.3 Members of a dismissed Council are eligible for election to a new Council.



17 Resolution of disputes

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



18 Approval

This Glenmore Road Public School Council Constitution was approved and dated this day of , 2012.

Authorised Signatories:



Glenmore Road Public School, Principal



Glenmore Road Public School Council, President



Glenmore Road Public School Council, Secretary



Glenmore Road Public School, Staff Member



Glenmore Road Public School Council, Representing Parent



Glenmore Road Public School, P&C President