

# CONSTITUTION OF KIRRAWEE HIGH SCHOOL COUNCIL

Updated October 1998

## 1. NAME

- 1.1 The name of the School Council will be Kirrawee High School Council. (Hereinafter called "The Council").

## 2. DEFINITIONS

- 2.1 "BUDGET PLAN" means a general outline of anticipated income and expenditure for the financial year.
- 2.2 "COMMUNITY MEMBER" means any person appointed to the Council from the local community (which was previously unrepresented through elected parent members).  
[N.B. A currently employed member of a school staff cannot be the "COMMUNITY MEMBER" on the Council.]
- 2.3 "CONSTITUENCY" means the whole body of voters who are eligible to elect their representatives on the Council.
- 2.4 "COUNCIL" means the Kirrawee High School Council.
- 2.5 "COUNCILLOR" means an elected/appointed member, the Executive Member of the Council or the President of Kirrawee High School P & C (or the identified alternative executive member).
- 2.6 "ELECTED MEMBER" means any person on the Council elected by the relevant constituency to represent the school staff, parents or students.
- 2.7 "EXECUTIVE MEMBER" means the Principal of Kirrawee High School.
- 2.8 "MANAGEMENT PLAN" means a plan indicating the organisation and operation of the school according to annual priorities.
- 2.9 "PARENT" means the parent, guardian or any person who has actual custody of a student enrolled at Kirrawee High School.
- 2.10 "PARENT COMMUNITY" means all parents of students enrolled at Kirrawee High School.
- 2.11 "PARENT MEMBER" means any parent elected to the Council as well as the President of the Kirrawee High P & C (or the identified alternative executive member).  
[N.B. A member of Kirrawee High School staff may not be a parent member on the Council.]
- 2.12 "PARENT ORGANISATION" means the *Kirrawee High P & C*.
- 2.13 "QUORUM" means the minimum number of persons required to attend a meeting before any business can be transacted.
- 2.14 "SCHOOL COMMUNITY" means the school students, staff, parents, and local community of Kirrawee High School.
- 2.15 "SCHOOL STAFF" means all persons employed at Kirrawee High School (teaching and non-teaching).
- 2.16 "STUDENT" means any student enrolled at Kirrawee High 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.
- 2.18 "FINANCE COMMITTEE" means a group of appointees and elected members who determine the financial organisation and operation of the school according to annual priorities.

## 3. AIMS AND OBJECTIVES

### 3.1 Aim:

To foster the values, purpose and goals expressed in Kirrawee High School's current school plan through formal school community participation in management.

### 3.2 Objectives:

The School Council will:

- (i) provide input and assistance to the Principal and staff in determining broad school directions.
- (ii) encourage and promote community participation in the school.
- (iii) regularly report to parents and the community on matters relating to the operation of the school
- (iv) promote a positive image of the school in the community

## 4. ROLE OF THE SCHOOL COUNCIL

- 4.1 The School Council will operate within the context of the relevant legislation and the stated policies and priorities of the Government and the Department of Education & Training.

- 4.2 The School Council is accountable to the District Superintendent.
- 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 School Council.
- 4.4 The Principal is accountable to the District Superintendent 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 Education & Training, the School Council,;
- 4.5.1.1 through a consultative process with constituent groups will assist in:
    - (i) determining the aims and educational goals of the school;
    - (ii) identifying local educational needs and priorities;
    - (iii) developing student welfare policies;
    - (iv) determining discipline policies;
    - (v) determining financial priorities for the school;
  - 4.5.1.2 through a consultative process with constituent groups will:
    - (i) determine uniform policies;
    - (ii) determine the broad policies of the School Canteen;
    - (iii) assess the needs of the school from time to time in areas such as buildings, grounds, facilities, school transport, starting and finishing times and matters which could affect neighbouring schools;
  - 4.5.2 develop a profile, in liaison with the District Superintendent, for the position of Principal of the school on the transfer or retirement of an incumbent Principal and the selection of a new Principal;
  - 4.5.3 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;
  - 4.5.4 examine reports on income expenditure provided by the Finance Committee;
  - 4.5.5 provide guidance for the Principal on supplementary services required by the school;
  - 4.5.6 establish policies for community use of school facilities;
  - 4.5.7 advise the District Superintendent and the Principal on these and other issues except those relating to the employment, appointment and efficiency of school staff;
  - 4.5.8 establish effective liaison with other school/community committees to promote activities consistent with school policies;
  - 4.5.9 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
  - 4.5.10 provide an annual report to the school community on the activities of the School 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 Kirrawee High School P & C Association (or the elected alternative member of the Kirrawee High School P & C);
  - (iii) Four parent members elected from the parent community;
  - (iv) Four school staff members elected from the staff (teaching and non-teaching);
  - (v) Two student members to be elected from the student body of Kirrawee High School;
  - (v) One community member appointed from local government/ business/industry or other relevant group from the local community.
- The total number of Councillors will be 13.
- 5.2 **Executive Member**
- 5.2.1 The Principal of the school is the Executive Member.
- 5.3 **President of Kirrawee High P & C association**
- 5.3.1 The President of Kirrawee High School P & C association is a member of the School Council.
- 5.3.2 Where the President of Kirrawee High School P & C association declines to join the Council, the P & C association is to elect another member for this position.
- 5.3.3 The President of Kirrawee High School P & C. association (or alternative member) is to provide a verbal report of each Council meeting to the following P & C meeting.
- 5.4 **Elected members**
- 5.4.1 (i) A member of Kirrawee High School staff may not be a parent member on the Council.
  - (ii) Elected members cannot be drawn from the same family as any other member.
  - 5.4.2 (i) Elected members must provide a verbal and/or written

report of each Council meeting to the next meeting of their respective groups  
(ii) A copy of the minutes will be available in the Library and front office and in addition a summary of meeting will be included in the subsequent school newsletter.

5.4.3 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 member**

5.5.1 A currently employed member of the Kirrawee High School staff cannot be a community member on the Council.

5.5.2 Community members may be removed at a Special General Meeting of the Kirrawee High School Council called for that purpose.

#### 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.

### 6. **TENURE OF COUNCIL**

6.1 The inaugural Council will have a term of office up to the second A.G.M.

6.2 Thereafter, the term of office for elected/community members of the Council will be one year, commencing the first meeting after the Annual General Meeting.

6.3 Elected/community Council members may hold office for no more than three consecutive terms of office.

### 7. **ELECTION OF COUNCILLORS**

7.1 Elections for members to represent the school staff and parent community will take place within the month following the P & C A.G.M.

7.2 Announcement of Council members representing the school staff and the parent community will be made in the school newsletter following the elections.

#### 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 School Council.

(iii) All members of the school's Parent Community are eligible and entitled to vote for their parent representatives on the School Council.

(iv) All students are eligible and entitled to vote for their student representatives on the School Council.

(v) Election procedures will be advertised so that all school staff, parent community and students have the opportunity to nominate and to vote for their particular representatives.

(vi) 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.

(vii) 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, using first past the post voting system.

(viii) Any election for school staff representatives will take place by secret ballot.

(ix) Any election for student representatives will take place by secret ballot.

(x) An election of parent representatives will take place by the return of a ballot paper distributed by home delivery.

(xi) The results will be published in the following school newsletter.

#### 7.3.2 **Community Member**

(i) The Principal and the President of the School Council, in consultation with the school community and Superintendent of Schools, will recommend a member from local government/business/industry and, where necessary, other relevant groups in the local community as the appointed community member. (See Constitution section 5.5. & 2.3)

- (ii) The name of the nominated community member will be presented to the Superintendent of Schools for approval.

## 8. COUNCIL OFFICE BEARERS

8.1 The School Council will have the following office bearers:

**President:** ..... An elected member or community member.

**Secretary:** ..... An elected member or community member.

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

8.4 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 Roles and Responsibilities

8.5.1 President:

- (i) chairs the meetings.
- (ii) ensures that the constitution is upheld.
- (iii) in consultation with another office bearer will set the agenda for the following meeting.
- (iv) may make representations to the District Superintendent on the Council's behalf.
- (v) in conjunction with the Executive member the President is responsible for preparing the Annual Report on the activities of the Council to be presented at the A.G.M.
- (vi) shall represent the School Council at public functions or nominate a representative to attend such functions.
- (vii) in conjunction with the Executive member, the President is responsible for the preparation of the draft budget plan for consideration by the Council.

8.5.2 Secretary:

- (i) distributes agendas and any relevant papers to councillors at least seven (7) days prior to the meeting.
- (ii) is responsible for preparing and circulating the minutes of each meeting within fourteen (14) days of that meeting to all Councillors.
- (iii) is responsible for displaying copies of the confirmed minutes.
- (iv) is responsible for dealing with correspondence on behalf of the Council.
- (v) is responsible for advertising dates, times and venues for meetings of the Council.
- (vi) is responsible for any other duties as determined by the Council.
- (vii) maintains official records of the Council.

8.5.3 Executive Member:

- (i) is responsible for the implementation of the broad policies and priorities determined by the Council.
- (ii) is responsible for negotiating all contracts on behalf of the Council.
- (iii) is an adviser to the Council on educational matters.
- (iv) is responsible for the preparation of financial reports of the Council as required by the Council.
- (v) in conjunction with the President is responsible for the preparation of the draft budget plan for consideration by the Council.
- (vi) is responsible for the transition from one council to the next.
- (vii) is responsible for any other duties as determined by the Council.

## 9. COUNCIL MEETINGS

### 9.1 Frequency

9.1.1 The Council will meet not fewer than four (4) times a year excluding the A.G.M.

9.1.2 The first meeting of a newly 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 date, venue, time and Agenda of Council meetings will be advertised in the school newsletters and by personal letter to the Council members at least seven (7) days prior to the meeting.

### 9.2 Quorum

- 9.2.1 A quorum for Council meetings will be seven.
- 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 expected to attend all meetings.
- 9.3.2 If a Councillor is unable to attend a meeting, an apology should be tendered to the Secretary.
- 9.3.3 Should an elected member fail to attend two consecutive meetings without approval, then their membership of the Council will be withdrawn and the relevant constituency will elect another representative.
- 9.3.4 Should an elected member resign or transfer out of the school community then their membership of the Council will be withdrawn and the relevant constituency will elect another representative.
- 9.3.5 Should the community member fail to attend two consecutive meetings without approval, then membership of the Council will be withdrawn and a substitute appointment recommended.
- 9.3.6 In the absence of the President of the Council, another member will chair the meeting.
- 9.4 **Agenda**
- 9.4.1 Any member of the school community who wishes Council to debate a particular matter must submit it in writing to the Secretary.
- 9.4.2 Items not on the published Agenda may be discussed, but decisions associated with those items will not be made until a subsequent 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 the meeting will be available to all groups through their elected Councillors.
- 9.5.3 Minutes of all meetings will be kept at the school as official school records and be accessible.
- 9.5.4 School Council minutes will be kept as a permanent school record.
- 10. COUNCIL MEETING PROCEDURES**
- 10.1 Formal meeting procedures will apply.
- 10.2 **Voting**
- 10.2.1 Each member of the Council will be entitled to one (1) vote.
- 10.2.2 Decisions will be taken by majority decision.
- 10.2.3 Co-opted members or visitors will not have voting rights.
- 10.3 The 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.
- 10.4 The School Council is an open forum and interested parties are welcome to attend meetings as observers.
- 11. ANNUAL GENERAL MEETING (A.G.M.)**
- 11.1 The Annual General Meeting will be held within a month of the election of councillors.
- 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 nine (9) council members.
- 11.4 Items not on the published agenda will not be considered for the immediate meeting unless raised as an urgent matter and considered as such by the Council members present.
- 11.5 Reports of all Council activities will be presented at the A.G.M. 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:
- (i) the majority of councillors;
  - (ii) representatives of 20% of families with students at the school. This must be in writing to the President or the Executive Member;
  - (iii) the Principal, in writing;
  - (iv) a majority of staff;
  - (v) two thirds of the S.R.C. representatives.
- 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 the community member;

- (iii) recommending the removal of any of its elected members;
- (iv) dissenting from a Council decision;
- (v) recommending dismissal of the present Council;
- (vi) obtaining the views of as many people as possible;
- (vii) for any purpose the Council deems appropriate.

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

12.1.4 The purpose of this meeting 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 meeting is to obtain the views of as many people as possible, no quorum is needed.

12.2.2 The quorum for a meeting to amend the constitution, remove the community member, remove any of the elected members, dissent from a Council decision or dismiss the present Council, will be fifty (50) people with at least twenty-five (25) being parent community representatives.

## 12.3 Voting

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

12.3.2 Those eligible to vote are those who are members of the Kirrawee High School Council, school staff, parents and students.

## 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 the community member, to dissent from a Council decision or to seek the dismissal of the present Council, will be forwarded to the District Superintendent by the President and the Executive Member.

## 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 otherwise authorised by the President or the Executive Member.

## 14. BUDGET PLAN

14.1 The Council, in determining broad budget priorities, will take account of all funds available to the school from government, parent and community sources. The budget plan will be developed by the Finance Committee 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.

14.1.3 A Finance Committee will be formed as a sub-committee of the Council to develop, maintain and report on the progress of the 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 District Superintendent for consideration.

## 16. REPLACEMENT OF COUNCIL MEMBERS

### 16.1 Casual Vacancies

When a casual vacancy for an elected Councillor occurs, the position will be filled at any time by the relevant constituency appointing a member until the next election when the established election procedures apply.

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

- 16.2 Any Council member who represents the school staff, parents or students 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 The community member may only be removed and replaced according to Constitution section 7.3.2. at a Special General Meeting called for that purpose.  
Any recommendations from the Special General Meeting to have the community member removed will be submitted to the District Superintendent.

## **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 Constitution section 12. Any recommendation from the Special General Meeting to dismiss the Council will be forwarded to the District Superintendent.
- 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 District Superintendent will have the responsibility for resolving the matter in dispute.

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

- 19.1 The Council will establish procedures for liaison with the Kirrawee P & C, S.R.C., staff and any other relevant organisation.