

**BOWRAL PUBLIC SCHOOL COUNCIL  
CONSTITUTION – August 2009**

**1. NAME**

The name of the Council will be Bowral Public School Council (**the Council**).

**2. AIMS, GOALS AND ROLE OF THE COUNCIL**

- A) The paramount aim of the Council is to represent the whole school community in a contributory, advisory, creative, innovative and decision making capacity by overseeing the purpose and function of the school.
- B) The goals of the Council shall be to:
- i) review and contribute to the setting of policy goals consistent with the curriculum and budget of the school;
  - ii) support the values of the school;
  - iii) create conditions to maximize student achievement;
  - iv) promote the school within the community, in order to increase parent and community awareness and willingness to become involved in the school;
  - v) assist the school to access resources both from government and from private sources;
  - vi) evaluate the school performance in relation to its ongoing priorities (annual school report/school management plan).
- C) The Council will operate within the context of the relevant legislation and the stated policies and priorities of the NSW Government and the priorities of the Department of Education and Training. Within this context the school Council shall:
- i) review the broad aims and educational goals of the school;
  - ii) in conjunction with the P&C be represented on the interviewing panel to select the school Principal when a vacancy occurs which is to be filled by advertisement and interview;
  - iii) assist the nominated interviewing panel member to develop a profile, in liaison with the School Education Director, for the position of Principal when a vacancy occurs for consideration by the Regional Director;
  - iv) review the school's broad budget priorities and endorse the budget plan;
  - v) examine reports on expenditure provided by the Principal at intervals determined by the Council;
  - vi) provide guidance for the Principal on supplementary services required by the school;
  - vii) establish policies and negotiate contracts for community use of school facilities;
  - viii) 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 that could affect neighbouring schools.
- D) Notwithstanding the above, the principal remains accountable:
- i) under the Public Finance and Audit Act for the management of the school finances;
  - ii) to the School Education Director for the total management of the school and for the implementation of the policies and priorities determined by the Council.

### **3. MEMBERSHIP OF THE COUNCIL**

A) The Council shall have up to 11 members:

- i) Elected members:
  - a) four parent members elected by parents;
  - b) four school staff members elected from the teaching and non-teaching staff.
- ii) One Community Member.
- iii) One Executive Member being the school Principal.
- iv) The President of the P&C.

B) Elected members

- i) A member of school staff may not be a parent member of the Council.
- ii) At least two school staff members must be teachers.
- iii) Any elected member representing school staff or parents may be removed by the relevant constituency and shall be replaced as a casual vacancy.

C) Appointed members

- i) A member of the school staff cannot be a Community Member.
- ii) A Community Member may only be removed by the Regional Director and shall be replaced in accordance with **section 4 (J)**.

D) Co-opted members

- i) Council may co-opt other members to assist the Council for a specific purpose and for a specific period.
- ii) Such positions are advisory and do not have voting rights on the Council.
- iii) A person who is a member of a school Council at another school cannot be a member of the Council.

### **4. ELECTION AND TERM OF COUNCIL MEMBERS**

A) The term of office for elected members of Council will be two years.

B) Elected and appointed members may hold office for no more than two consecutive terms ie four years.

C) Elections for elected members shall take place as required no later than March 31 each year. Tenure for each member will be deemed to begin at March 31.

D) In the event of a casual vacancy arising, the Executive Member shall call for nominations from the parents and give notice of such elections in the next possible school newsletter. A school staff vacancy shall be placed on the next possible staff meeting agenda.

E) Nominations shall be in writing, proposed and seconded by members of the relevant constituency and accepted by the nominee within 14 days of the announcement. Staff representatives must hold a current position at the school. Parent representatives must be members of the P&C.

F) The Executive Member will ensure that any election is conducted so that all members of the respective constituency have the opportunity to vote.

- G) Any election for parent and school staff shall take place by secret ballot at a meeting called for that purpose if more than the required nominees exist. The elected members shall have received a majority of votes.
- H) A nominee of the P&C or school staff will collect votes and count the votes for their respective constituency.
- I) Announcement of the elected members will be made through the school newsletter.
- J) The Council shall recommend elect a candidate from local government/business/industry and any other relevant group or individual in the local community (not having a student enrolled at the school) as the Community Member.
- K) In the event of a casual vacancy election, the tenure of the elected term will be identical to the remaining term of the previous member. The election will take place as per **section 4 (D - I)**.
- L) If the entire Council is dismissed, a new Council will be formed in accordance with the established election procedures and members of a dismissed Council are eligible for election to the new Council.

## **5. COUNCIL OFFICE BEARERS**

- A) The Council shall elect from its members the following office bearers:
  - i) The President who shall be a parent or the Community Member.
  - ii) One Vice President who shall be any elected or Community Member.
  - iii) The Secretary who shall be any elected or Community Member.
- B) Office bearers will be elected at the first meeting after the elections for Council.
- C) The office bearers shall have the following roles and responsibilities:
  - i) The President shall:
    - i. chair Council meetings in accordance with the normal rules of business meetings;
    - ii. represent the Council at official functions.
  - ii) The Secretary shall:
    - i. be responsible for the preparation of Council correspondence;
    - ii. maintain official records of the Council in conjunction with the Executive Member;
    - iii. prepare the meeting agenda in consultation with the Executive Member and President;
    - iv. prepare in consultation with the President and the Executive Member items for inclusion in a newsletter and website to inform the school community of the Council's decision.
  - iii) The Executive Member shall:
    - i. be responsible to the Council and the School Education Director for implementing the policies, priorities and decisions of the Council;
    - ii. advise the Council on educational matters;
    - iii. prepare financial reports as required by the Council;
    - iv. provide financial advice as necessary to the Council;

- v. be responsible for the transition from one Council to the next including the annual election of members.

## **6. COUNCIL MEETINGS**

- A) The Council will meet at least once per term and not less than four times per year. The first meeting shall be held within one month of the Council elections.
- B) The date, venue and time of Council meetings will be decided by the Council and advertised in the school newsletter and website.
- C) A quorum for council meetings will be six members present, three of which must be parents/the Community Member. If the quorum is not reached, matters on the agenda may be discussed but no decisions will be taken.
- D) Council members are expected to attend all meetings.
- E) In the absence of the President, the Vice President will chair Council meetings. In the absence of the Vice President, the members will nominate another member to preside.
- F) The meeting agenda will be sent to all members prior to the meeting date. Any member of the school community who wishes Council to consider any matter may so request in writing to the President, Executive Member or Secretary and the matter shall be included in the agenda.
- G) Brief minutes will be prepared by the Secretary and circulated within fourteen (14) days of the meeting. Confirmed minutes of meeting will be displayed on the website and kept at the school office. Members of the school community may have access to the minutes during school hours.
- H) Each member of the Council will be entitled to one vote. Decision will be taken by a simply majority.
- I) Council may invite members of the student body and the school community to attend a Council meeting for a specific purpose.

## **7. ANNUAL GENERAL MEETING**

- A) The Annual General Meeting (AGM) will be held in Term One after the AGM of the P&C.
- B) Notice of the AGM will be given 14 days in advance to all members of the school community.
- C) Reports of Council activities will be presented at the AGM by the relevant office bearers.

## **8. SPECIAL MEETINGS**

- A) A Special Meeting of the school community may be called for the purpose of :
  - i) recommending amendments to the Constitution;
  - ii) dissenting from a Council decision;

- iii) recommending the dissolution of the Council;
  - iv) any other purpose relevant to the school community.
- B) A Special Meeting of the school community shall be called at any time during the school term when requested by the following:
  - i) a majority of Council members;
  - ii) representations by 10% of families with students at the school in writing to the President or the Executive Member;
  - iii) the Principal.
- C) The meeting will be held within 14 days of the request. A notice of any business or motions to be considered at a Special Meeting shall be circulated to the school community at least seven days prior to the meeting in writing in such manner as the Executive Member deems appropriate.
- D) Where the purpose of the Special Meeting is to dissent from a Council decision or seek the dismissal of the Council, a quorum shall be 30% of the combined constituencies of parents and school staff.
- E) Any recommendation arising from the Special Meeting must relate to the purpose of the meeting and requires a majority of those present and eligible to vote to be carried. Such recommendations are to be carried forward forthwith by the Executive Member to the Regional Director.
- F) A decision to act on any recommendation arising from meetings held for any other purpose other than those specified in **section 8 (A)** will remain the responsibility of the Council.

## **9. DISSOLUTION AND DISMISSAL OF THE COUNCIL**

See Special Meetings in **section 8**.

- A) Any recommendation to dissolve or dismiss the Council will be forwarded by the Executive Member to the Regional Director for action.
- B) If the Council is dismissed, a new Council will be formed in accordance with the established election procedures in **section 4**.
- C) Members of the dismissed Council are eligible for election to a new Council.

## **10. 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.

## **11. AMENDMENTS TO THE CONSTITUTION**

This Constitution shall be amended only by a resolution considered at a Special General Meeting of the School Community called for that purpose. All proposed amendments will be submitted to the Regional Director through the School Education Director.

## **12. 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.

## **13. DEFINITIONS**

In this Constitution, the following terms shall have the following meanings:

- A) "Casual vacancy" is a vacancy arising through the resignation, death or inability of a Council member to fulfil his/her obligations.
- B) "Community Member" means any person appointed to the Council as the Community Member.
- C) "Constituency" means the whole body of voters who are eligible to elect their representatives on Council.
- D) "Elected member" means parent members and school staff members.
- E) "Executive member" means the Principal of Bowral Public School.
- F) "Parent" means the parent, guardian or any person who has actual custody of a student enrolled at Bowral Public School.
- G) "Parent community" means all parents of students enrolled at Bowral Public School.
- H) "P&C" means the Bowral P&C Association Inc.
- I) "School community" means any student enrolled at Bowral Public School.
- J) "School staff" means any person employed by the Department of Education and Training and working onsite at Bowral Public School.
- K) "Supplementary services" means support provided to the school by parents and other members of the community to enrich the educational programs of the school.