

# **HAY WAR MEMORIAL HIGH SCHOOL**



## **SCHOOL COUNCIL CONSTITUTION**

Updated 17 May 2016 in line with *Local Schools, Local Decisions* 2012

## 1. NAME

- 1.1 The name of the School Council will be the Hay War Memorial High School Council (hereinafter called “The Council”).
- 1.2 To ensure school councils and individual school councillors are not subject to any legal liability, “the council should not enter into contracts or agreements; purchase goods, services or equipment; operate a bank account or purchase insurance. It is the principal who remains accountable for the total management of the school and the management of the school finances. Legal liability for these decisions and their implementation rests with the Department and not the school council. Accordingly it is not appropriate for school councils to incorporate”.

## 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 the local community.  
(N.B. A currently employed member of a school staff cannot be an **Appointed Member** on the Council.)
- 2.4 **Constituency** means the whole body of voters who are eligible to elect their representatives on Council.
- 2.5 **Council** means the Hay War Memorial High School Council.
- 2.6 **Councillor** means an elected/appointed member, the Executive Member of the Council or the President of the Hay War Memorial High School Parents & Citizens Association (or the identified alternative executive member).
- 2.7 **Elected Member** means any person on the Council elected by the relevant constituency to represent the school staff and parents.
- 2.8 **Executive Member** means the Principal of Hay War Memorial High School.

- 2.9 **Parent** means the parent, guardian or caregiver of a student enrolled at Hay War Memorial High School.
- 2.10 **Parent Community** means all parents of students enrolled at Hay War Memorial High School.
- 2.11 **Parent Member** means any parent elected to the Council.
- (N.B. A member of Hay War Memorial High 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 Organization/s** means the Hay War Memorial High School Parents & Citizens Association.
- 2.13 **P&C President** means the President of Hay War Memorial High School Parents and Citizens Association.
- 2.14 **Quorum** means the minimum number of persons required to attend a meeting before any business can be transacted.
- 2.15 **RSL Representative** means the person elected by the Hay RSL Sub branch.
- 2.16 **School Community** means the school staff, parents and local community of Hay War Memorial High School.
- 2.17 **School Staff** means all persons permanently employed at Hay War Memorial High School by the NSW Department of Education (teaching and non-teaching staff).
- 2.18 **SRC Representative** means a student elected by the Hay War Memorial High School Student Representative Council.
- 2.19 **Student** means any student enrolled at Hay War Memorial High School.
- 2.20 **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 enable formal school community participation in planning and governance of Hay War Memorial High School by maintaining and enhancing traditionally close links between the school and its community.

### 3.2 Objectives:

The School Council will:

- (i) Promote community participation
- (ii) Maintain and develop the traditions of our unique War Memorial High School
- (iii) Present and promote a positive image of the school
- (iv) Participate in the administrative functions of the school
- (v) Assist the school in establishing priorities
- (vi) Inform the community concerning school policies and procedures

## 4. ROLE OF THE SCHOOL COUNCIL

### 4.1 Rationale

- to have validity the School Council must be a decision making body.
- the development of a role for the School Council is an evolutionary process.
- the issue for the school is that the roles outlined in the Constitution are broad and require considerable interpretation.
- this broadness offers an advantage because each school has the flexibility to assign tasks to the Council which best meets the needs of that school.
- the School must link its Council's role into the existing management structure by identifying specific tasks for which the Council has responsibility.
- To establish the roles of the School Council through guidance and negotiation with all groups.

4.2 The School Council will operate within the context of the relevant legislation and the stated policies and priorities of the Government and the NSW Department of Education.

4.3 The School Council is accountable to the Principal and Regional Director, through the Director of Public Schools.

4.4 The Principal remains accountable under the Public Finance and Audit Act for the management of school finances.

**4.5 The Principal is accountable to the Director of Public Schools for the total management of the school.**

- 4.6 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 School Council:
- 4.6.1 may participate in determining the school representation on a Principal Selection Panel.
  - 4.6.2 may assist to develop a profile, in liaison with the Director of Public Schools for the position of Principal of the school for the consideration of the Executive Director of Public Schools on the transfer or retirement of an incumbent Principal and the selection of a new Principal;
  - 4.6.3. may be consulted regarding the aims and educational goals of the school;
  - 4.6.4. identify and determine those educational priorities and needs of the local community which can be met by the school.
  - 4.6.5. may be consulted regarding local student welfare and discipline policies
  - 4.6.6. may be given the opportunity to review the school's financial needs;
  - 4.6.7. should present and promote a positive image of the school in the local community, in order to increase parent and community awareness and demonstrate a willingness to become involved in the school
  - 4.6.8. should provide an annual report to the school community on the activities of the Council
  - 4.6.9. is the auspicing body of the Hay War Memorial High School Museum and as such promotes the museum as an integral part of the school and the Hay community.

## **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 Hay War Memorial High School Parents & Citizen Association (or the identified alternative executive member);
- (iii) Three (3) parent members *elected* from Hay War Memorial High School parent community. Parent members need not necessarily belong to the Parents & Citizens Association;
- (iv) Three (3) school staff members *elected* from the teaching and non-teaching staff – two (2) teaching staff and one (1) SASS;
- (v) Two (2) community members *appointed* from the local community, one of whom must represent the Hay R.S.L. Sub-Branch;
- (vi) Two (2) students *elected* from the Hay War Memorial High School Student Representative Council.

The total number of Councilors is Twelve (12).

An additional Council member may be appointed, by unanimous agreement, to remedy any imbalance of representation.

### **5.2 Executive Member**

5.2.1 The Principal of the school is automatically the Executive Member.

5.3 President of Hay War Memorial High School Parents & Citizens Association.

5.3.1 The President of Hay War Memorial Parents & Association is automatically a member of the School Council.

5.3.2 Where the President of Hay War Memorial Parents & Citizens Association declines to join the Council, the Parents & Citizens Association is to identify another executive member for this position.

5.3.3 The President of Hay War Memorial Parents & Citizens Association (or alternative executive member) is to provide a written report of each Council meeting to Hay War Memorial Parents & Citizens Association within one month of that meeting.

5.3.4 The President of Hay War Memorial Parents & Citizens Association (or alternative executive member) is to provide a written report to the Hay War Memorial High School Council at each meeting.

#### **5.4 Elected Members**

- 5.4.1 A member of Hay War Memorial High 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
- 5.4.2 Elected members must provide a written report of each Council meeting to their constituencies.
- 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 Members**

- 5.5.1 The school staff definition is varied to include those employed irregularly. These people may be considered parent or community members.
- 5.5.2 The RSL Representative is to provide a written report at each Council meeting.

#### **5.6 Student Members**

- 5.6.1 The SRC Representatives are to provide a written report at each Council meeting.

#### **5.7 Co-opted Members**

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

#### **5.8 General**

- 5.8.1 A person who is a member of a School Council at another school cannot be a member of Hay War Memorial High School Council except with the approval of the principal and Director of Public Schools.
- 5.8.2 A school council can vary in size and proportion but the total of parent and community members must exceed the school staff members including the Principal.

## **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, with the option of a further two year term In the initial year of operation:
- 6.2** Elected Council members may hold office for no more than two (2) terms of office consecutively i.e. elected members may hold office for no more than four (4) years consecutively.

## **7. ELECTION OF COUNCILLORS**

- 7.1** Elections for elected members to represent the school staff and parent community will take place in March of each year as required
- 7.2** Announcement of Council members representing the school staff and the parent community will be made in the issue of the school newsletter *What's Happening* following the election.
- 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 for their particular constituency.
    - (iii) Parents of children currently enrolled at Hay War Memorial High School are eligible and entitled to vote for their parent representatives on the School Council.
    - (iv) Election procedures will be advertised via *What's Happening* so 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 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 representatives will take place by secret ballot held at Hay War Memorial High School in March following the Annual General Meeting of Hay War Memorial High School Parents & Citizens Association Inc.
- (viii) The results will be published in the *What's Happening*

## **8. COUNCIL OFFICE BEARERS**

**8.1** The School Council will have the following office bearers:

**President:** is an elected parent member or an appointed community member (other than a member of the school staff)

**Secretary:** can be any Council 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 immediately after the Annual General Meeting. (See Constitution section 9.1.2)

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

### **8.4 Roles and Responsibilities**

**8.4.1** President:

- chairs the meeting

**8.4.2** Secretary:

- is responsible for preparing and circulating the minutes of each meeting to all Councillors within fourteen (14) days of that meeting;
- is responsible for distributing copies of the confirmed minutes via the school's T drive
- is responsible, with the executive member, for preparation of correspondence.

**8.4.3** Executive Member:

- is responsible for the implementation of the broad policies and priorities determined by the school community
- is responsible for the transition from one Council to the next.
- is to be the official spokesperson for the School Council.

## **9. COUNCIL MEETINGS**

### **9.1 Frequency**

- 9.1.1 The Council will meet not less than eight (8) times per year.
- 9.1.2 The first meeting of the newly constituted Council will be held immediately after A.G.M. to elect office bearers.
- 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 notified by the Executive Member.

### **9.2 Quorum**

- 9.2.1 A quorum for Council will be six (6).
- 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 to attend all meetings
- 9.3.2 If a Councillor is unable to attend a meeting an apology will be submitted.
- 9.3.3 Should an elected member fail to attend three consecutive meetings without approval, his/her position shall be declared vacant and filled by an appropriate election within that person's constituency.
- 9.3.4 Should an elected member resign or transfer out of the school community their position shall be filled by an appropriate election within that person's constituency.
- 9.3.5 Should an appointed member fail to attend three (3) consecutive meetings without approval, Council shall recommend to the Principal that his/her position be declared vacant, and that a replacement be appointed.
- 9.3.6 In the absence of the President of the Council, the chair shall be occupied by a nominee from the floor of that meeting.

### **9.4 Agenda**

- 9.4.1 A draft Agenda will be prepared prior to the 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 a meeting will be stored on the school T drive

## **10. COUNCIL MEETING PROCEDURES**

**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 or 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**

**11.1** The Annual General Meeting will be held in March.

**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 of the A.G.M. will be six (6)

**11.4** 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**

12.1.1 A Special General Meeting of the school community may be called at any time during the school when requested by the following:

- (i) the majority of Councillors
- (ii) the Principal
- (iii) the Hay War Memorial High School Parents & Citizens Association, following a vote at its monthly meeting.
- (iv) The school staff, following a vote at a staff meeting.

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;
- (v) 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 circulated to the school community at least seven (7) days prior to the meeting date.

## **12.2 Quorums**

The quorum for any Special General Meeting will be twenty-five (25) persons.

## **12.3 Voting**

12.3.1 To be carried, motions require a two-thirds 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 Principal for approval.

## **13. COUNCIL RECORDS**

**13.1** Council records including copies of the Constitution and all agenda, minutes, correspondence, files and committee reports will be retained within the school at all times unless authorized by the President and the Executive Member.

## **14. AMENDMENTS TO THE CONSTITUTION**

**14.1** 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 Principal

## **15. REPLACEMENT OF COUNCIL MEMBERS**

### **15.1 Casual Vacancies**

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

Where the former Councillor was an office bearer of the School Council, that position will be filled by an election within the Council.

16.2 Any Council member who represents the school staff or the parents 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.

## **16. DISMISSAL OF THE SCHOOL COUNCIL**

**16.1** 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 Principal

**16.2** If the Council is dismissed, a new Council will be formed in accordance with the established election procedures

**16.3** Members of a dismissed Council are eligible for election to a new Council.

## **17. RESOLUTION OF DISPUTES**

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

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

**18.1** The Council will establish procedures for liaison with the Hay War Memorial High School Parents & Citizens Association, the school staff, the Student Council and Hay Sub-Branch of the R.S.L.

