



STANDING ORDERS POLICY

Standing Orders refer to the set of rules adopted by the council to run their Council and committee meetings.

These will be reviewed at the beginning of each council. Most councils will choose to work within the spirit of the orders rather than apply them rigidly.

1. School Council Structure.

Council Membership is specified in its constituting order as

Total membership	14
Parents	7
DEECD	4
Community co-opted	3

Committees of council will be established each year. These committees will provide advice and make recommendations to council on the following:

Finance

Curriculum

Buildings & Grounds

Plantation

Other sub committees will be established as the need arises.

2. School Council Meetings.

Meetings should be run efficiently, maximising opportunities for debate and minimising the time spent on routine matters.

An informal set of meeting procedures will normally be followed.

Meeting Times: 6.30pm –8.30pm

Meetings will commence at 6.30pm and conclude at 8.30pm with one 15 minute extension of time allowed, following a vote of council.

Council will meet on the first Wednesday of each month unless otherwise decided by Council, a minimum of 8 each year.

3. Quorum.

In accordance with DET regulations a Quorum our meetings is

a) 8 members with at least 5 members being non. DET employees.

4. Agenda.

The preparation of the agenda is the responsibility of the Principal and School Council President.

5. Correspondence.

All correspondence addressed to the council or any office bearer in their capacity as an office bearer shall be tabled at council as will all correspondence written on behalf of the council.

6. Voting.

Voting will normally be by a show of hands. However, if requested by a council member, a secret ballot shall be undertaken.

7. Open/Closed meetings.

Council meetings will normally be open for all school community members to attend. Closed meetings will be declared prior.

8. Professional Development.

The President and Executive officer are responsible for ensuring that new council members receive appropriate induction.

It is expected that all members will attend ongoing training and development programs. To this end an annual allocation will be made within the council's budget.

9. Reporting.

School Council will report regularly to the community through the Newsletter.

Sub-committee Members:

- Sub-committee will have responsibility for developing draft policy.
- Sub-committees will be convened by a member of School Council and membership may include the local community.
- Reports from meetings will be presented to Council in writing.
- Meetings will be held regularly so as to provide appropriate advice to Council.

As Executive officer of the school Council the Principal will ensure that:

- The decision of the Council are implemented.
- Adequate advice is provided to the Council on educational matters.
- Comprehensive information is presented to Council on the performance of the school in relation to charter goals and priorities.
- Adequate support and resources are provided for the conduct of Council meetings.