



SCHOOL COUNCIL POLICY

PURPOSE

A school council operates within the legal framework of the Education and Training Reform Act 2006, the Education and Training Reform Regulations 2017 and the Falls Creek Primary School's School Council's constituting or standing orders. This policy is structured to ensure school councils operate in accordance with operational requirements.

GUIDELINES

In essence, the role of School Council is one of helping to set the long-term future for the school and maintaining oversight (not management) of the school's operation.

The responsibilities of School Council include:

- Contributing to the development of the school's Strategic Plan and monitoring expenditure.
- Developing, monitoring, reviewing and updating policies
- Developing, reviewing and monitoring both the Student Engagement and Wellbeing Policy and the School Dress Code (this includes how students are expected to dress during school hours including traveling to and from school, and any arrangement with clothing suppliers that the school might enter into)
- Informing itself of the views of the school community when making decisions regarding the school and students
- Arranging for the supply of resources needed for the conduct of the school (such as goods, services, materials and equipment)
- Raising additional funds to meet the school needs
- Making sure the school's grounds and buildings are maintained
- Entering into contracts such as school council building project
- Regulating and facilitating the after-hours use of the school premises and grounds.
- Creating interest in the school within the community
- Making a recommendation to the Secretary regarding Principal selection.

IMPLEMENTATION

School Council membership

The School Council's constituting or Standing Order outlines its structure and membership:

- Parent members (including guardians or other custodial categories) – must make up at least one third of the School Council's total membership. 'Parent' includes a guardian or person responsible to maintain or having the custody of a student at the school. Department employees are eligible for membership in this category for long as they have children attending Falls Creek School and they do not work here.
- Department employee members – must not be more than one third of the School Council's total membership. The Principal is automatically included in this membership category and has full voting rights. Other staff (teaching and non-teaching) are elected or co-opted to this category. To be eligible for election to this category, a person must be a DET employee.

- Community members – is an optional membership category. People are co-opted by the School Council to a community member position to bring additional skills and perspectives to the School Council. Parents are eligible to be co-opted to a community member position, but Department employees are not.

School Council membership Office bearers

The Principal is a member of Council and the **Executive Officer**.

The **President** is an elected non-Department employee and is the chairperson of School Council meetings.

The **Vice-President** is an elected is a non-Department employee and acts as chair of council meetings in the absence of the President.

The **Treasurer** chairs the Finance.

The **Secretary** is elected and can be held by any member of School Council.

Terms of office

School Councillors are elected for two-year terms. All elected members of school council have the same term of office, rights and responsibilities as those of elected councillors. Half the council members retire each year but they can stand for re-election.

Code of conduct for school councillors

School Councils in Victoria are public entities as defined by the Public Administration Act 2004. School Councillors must abide by the Directors' Code of Conduct issued by the Victorian Public Sector Commissioner. The code of conduct requires councillors to:

- Act with honesty and integrity (be truthful, open and clear about their motives and declare any conflict of interest should it arise)
- Act respectfully and positively, always demonstrating the school values.
- Act in good faith in the best interests of the school (work cooperatively with other councillors and the school community, be reasonable, and make all decisions with the best interests of students foremost in their minds)
- Act fairly and impartially (consider all sides of an issue before making a decision, seek to have a balanced view, never give special treatment to a person or group and never act from self-interest)
- Use information appropriately (respect confidentiality and use information for the purpose for which it was made available)
- Use their position appropriately (not use their position as a councillor to gain an advantage)
- Act in a financially responsible manner (observe all the above principles when making financial decisions)
- Exercise due care, diligence and skill (accept responsibility for decisions and do what is best for the school)
- Comply with relevant legislation (know what legislation is relevant to decision making, and obey the law)
- Demonstrate leadership and stewardship (set a good example, exercise care and responsibility to keep the school strong and sustainable)
- Confidentiality:
 - School council members must feel confident their deliberations and any differing views during council discussions are treated confidentially by other members.

- School councillors must only use the information they gain in the course of their duties as a councillor for its intended purpose of achieving school council decisions and responsibilities.

School Council meetings

Frequency

School Council must meet at least eight times per year and at least once per school term. All members are expected to attend meetings. If a member is unable to attend a meeting, an apology should be submitted to the executive officer (the Principal) and it should be recorded in the minutes of the meeting.

Length

School Council meetings should require no longer than 2.5 hours. If business has not been concluded by the scheduled closing time for the meeting, the chair should ask councillors whether they wish to defer the rest of the business until the next meeting or to extend the meeting by a specified period of time (for example, 15 minutes). A motion is necessary if Council wants to extend the meeting.

Forming a quorum

A School Council meeting must operate with a quorum. A quorum requires not less than one half of School Council members currently holding office to be present at the meeting with a majority of members present who are not Department employees. Any parent members on school council who also work for the Department are counted as Department employees for the purpose of a quorum. A member of the School Council may be present in person or by videoconferencing or teleconferencing.

RELATED LEGISLATION

School Councils are governed by:

- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2007.
- Public Administration Act 2004
- Falls Creek Primary School's constituting or Standing Orders

RESOURCES AND ADVICE

The Department's School Council website provides a range of information on school councils, including roles and responsibilities, elections, operations and strategic planning and policy. Visit: <https://www2.education.vic.gov.au/pal/school-council-overview/overview>

Policy status and review

The Principal is responsible for reviewing and updating the Child Safety and Wellbeing Policy at least every two years.

Approval

Created date	25 th July 2023
Consultation	Falls Creek Primary School Council

Endorsed by	Marie Davey, Acting Principal
Endorsed on	25 th July 2023
Next review date	2025