



Constitution of the Manly Vale Public School Council

1. The name of the School Council will be Manly Vale Public School Council, here after referred to as "The Council".
2. **AIM:** To enable school community participation: in the planning and management of Manly Vale Public School and to foster closer links between the school and its community so as to provide the highest quality education for all its students.
3. **ROLE:** The Council will operate within the context of the relevant legislation and the stated policies and priorities of the government and the Department of School Education, to promote the academic, cultural, social, spiritual, physical and environmental aspects of the school.
 - 3.1 The role of the Council will be to promote the academic, cultural, social, spiritual, physical and environmental aspects of the school, specifically to:
 - (i) Participate in planning, budgeting and management for the school (except for staffing matters) and the school environment;
 - (ii) Give advice on broad policy and setting of priorities for the school to the Principal and the Department;
 - (iii) Take a leadership role, with the Principal, in the development, use and care of the school buildings and grounds and its natural areas;
 - (iv) Promote the inclusion of all members of the community;
 - (v) Present a positive image and increase community awareness of and involvement in the school;
 - (vi) Set broad directions for the school and encourage a shared sense of common purpose in the school community;
 - (vii) Provide an annual report to the school community.
 - 3.2 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.
 - 3.3 The Principal is accountable to the District Superintendent for the total managements of the school and for the implementation of the broad policies and priorities determined by the Council.

4. **MEMBERSHIP:**

- 4.1.1 The Council will consist of eight (8) members, viz:
- The principal;
 - Two teaching / non-teaching staff;
 - Four parent/caregivers (one of whom must be an elected representative of the P&C)*;
 - One appointed community member.

** Parent/caregiver is the parent, guardian or any person who has actual custody of a student enrolled at the school.*

4.1.2 **Members:**

- (i) Parent/Caregiver members will be elected by the parent/caregiver community in the month prior to the Annual General Meeting of the Council, the election to be administered by the P&C (see 4.6);
- (ii) Staff members will be elected by staff in the month prior to the Annual General meeting of the Council (see 4.6);
- (iii) P&C member will be elected at the Annual General Meeting of the P&C;
- (iv) Community member who must not be a current parent/caregiver or teacher of the school, will be appointed at the Annual General meeting on the basis of a recommendation from a previous normal meeting of Council;
- (v) Members will be elected/appointed for a period of one (1) year and shall not serve more than four (4) years consecutively;
- (vi) An additional Council member may be appointed by the District Superintendent on the advice of the Council to remedy any imbalance of the representation.

4.1.3 **Casual Vacancy:**

- (i) Should a vacancy occur during the year such vacancy shall be filled from respective groups based on previous election results.
- (ii) Should an executive vacancy occur such vacancy will be filled from existing Council members until the next Annual General Meeting.

4.2 **Co-opted:** The Council may co-opt other members of the community to assist the Council for a specific purpose and for a nominated time. Such positions are advisory and do not have the right to vote.

4.2.1 **Council Office Bearers:** The Council office bearers will be:

President:	An elected member who will not be a member of the school staff.
Secretary:	An elected member of the Council
Executive Member:	The Principal who will also assume the role of the Treasurer of the Council if necessary.

4.2.2 Office bearers will be elected at inaugural meeting of the Council and then at the Annual General Meeting.

4.2.3 Office bearers will have a maximum tenure of no more than three (3) years consecutively. After standing aside for a period of one (1) year they will have the right to re-nominate if still a serving member of the Council.

4.3 MEETINGS:

4.3.1 **Council Meetings:** will be held at least once per term with a maximum of ten (10) per annum.

4.3.2 **The Annual General Meeting (AGM).** Will be held in the month following the P&C Annual General Meeting each year.

4.3.3 **Notice of Meetings.** To be advertised not less than seven (7) days prior to the meeting, with the exception of the Annual General Meeting in which case one (1) clear months' notice must be advertised.

4.3.4 **Quorum.** A quorum for all meetings will be half the number of Councillors. If a quorum is not established, matters on the agenda may be discussed but no decisions can be taken.

4.3.5 **Agenda.** An agenda will be prepared for all meetings by the President in consultation with the Executive member. It must be made public 48 hours prior to the meeting.

4.3.6 **Minutes.** The minutes of the all Council meetings must be retained at the school. A copy of such minutes will be distributed to all members within 14 days. A copy is to be made available at the school for community viewing.

4.3.7 **President.** In the absence of the President, the meeting may elect a chairperson for the duration of the meeting.

4.4 MEETING PROCEDURES:

4.4.1 **Procedures:** Formal meeting procedures shall apply. Time limits for speakers:
- Reports five (5) minutes.
- Mover of motion three (3) minutes plus two (2) minutes for right of reply prior to vote being taken.
- Second and subsequent speakers three (3) minutes speaking once only unless to amend; to seek clarification; or Council moves to allow.

4.4.2 **Voting:** Each member shall have one vote, including the president. In order to make decisions in the Council, the principle of consensus should be adopted, however where consensus cannot be reached and the voting is equal the status quo will be maintained i.e., the motion will be defeated and deferred for further consideration. The simple majority will rule.

4.5 **Retention of Records:** All records, minute books and copies of the constitution will be kept at the school.

4.6 **Duties of Office Bearers:**

- President:** Chairs the meetings and prepares the meeting agenda in consultation with the Executive member.
- Secretary:** Responsible for the preparation and circulation of the minutes of each meeting within fourteen (14) days of that meeting to all Councillors, and displaying copies of the confirmed minutes at the school for community viewing. The secretary is also responsible for the preparation of correspondence and the maintenance of official records of the Council, and for preparation in consultation with the President and Executive member items for inclusion in a newsletter to inform the school community of Council's decisions.
- Executive:** is responsible for negotiating all contracts on the Council and the implementation of broad policies and priorities as determined.

5. OTHER:

- 5.1 **Resolution of Disputes:** Where matters occur which cannot be resolved by established Council procedures or by calling of a Special General meeting the District Superintendent shall resolve the matter in dispute.
- 5.2 **Dismissal of School Council:** Where the school community is dissatisfied with the Council's performance a Special General Meeting may be called to discuss a recommendation of dismissal which must be submitted to the Assistant Director General (Region) through the District Superintendent for consideration.
- 5.3 **Amendments to the Constitution:** Amendments to the Constitution are to be considered at a Special General Meeting of the school community called for that purpose. Any proposed amendments are to be submitted to the Assistant Director General (Region) through the District Superintendent for approval.
- 5.4 **Elections:** Election of members will be by the senate method of secret ballot and determined by the highest number of primary votes. Nominations are to be submitted by an advertised closing date in writing. Each nominee must be nominated and seconded by a member of the Constituency he/she is to represent.