

NEUTRAL BAY PUBLIC SCHOOL COUNCIL

CONSTITUTION

I. NAME

The name of the Council will be Neutral Bay Public School Council (the "Council")

II. AIMS, GOALS AND ROLE OF THE COUNCIL

- (a) The paramount aim of the Council shall be to foster the quality of education and opportunity of this school through formal participation by representatives of parents, staff, students and the community in the planning and direction of the school.
- (b) The goals of the Council shall be to:
 - (i) Set 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;
 - (v) Assist the school to access resources both from government and from private sources.
- (c) The Council will operate within the context of relevant legislation and the stated policies and priorities of the Government and the Department of School Education. Within this context the school Council shall:
 - (i) Determine the aims and educational goals of the school;
 - (ii) Be represented on the interviewing panel to select the school Principal when a vacancy occurs and is to be filled by advertisement and interview;
 - (iii) 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) Identify local educational needs and priorities;
 - (v) Determine the school's broad budget priorities and develop a budget plan;
 - (vi) Examine reports on expenditure provided by the Principal at intervals determined by the Council;
 - (vii) Provide guidance for the Principal on supplementary services required by the school;
 - (viii) Establish policies for community use of school facilities;
 - (ix) 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 which could effect neighbouring school;
 - (x) Establish effective liaison with other school and community committees to promote activities consistent with school policies;
 - (xi) Promote the school in the local community, in order to increase parent and community awareness and willingness to become involved in the school;

III. MEMBERSHIP OF THE COUNCIL

- (a) The Council shall have up to 11 members as follows:
 - (i) Elected members:
 - (A) Four parent members elected by parents at a regular meeting of the P&C.
 - (B) Three school staff members elected from the teaching and non-teaching staff.
 - (ii) Up to three community members, one of whom may be the immediate past president of the P&C. These community members, appointed by the Regional Director on the recommendation of the Council, shall serve a period of 12 months from the date of their appointment and may be re-appointed for further periods under Clause IV(m).
 - (iii) One Executive Member being the school Principal.
- (b) Elected members
 - (i) A member of school staff may not be a parent member of the Council.
 - (ii) At least one school staff member must be a teacher.
 - (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 Clause IV (m).
- (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.

IV. TENURE AND ELECTION OF COUNCIL MEMBERS

- (a) The term of office for elected members of Council will be 3 years.
- (b) Elections for parent members will be staggered by 18 months, so that elections for half the elected members will occur at the last P&C meeting of the year. In one year, and elections for the other half of the elected members occur at a half-year P&C meeting 18 months later, and so on.
- (c) Elected and appointed members may hold office for no more than two consecutive terms.
- (d) Elections for elected members shall take place no later than March 31 for school staff members and half the parent members, and no later than September 30 for the other half of parent members, as per IV(b).
- (e) Elections to fill a casual vacancy will take place at the next meeting of the P&C (for Parent members) or Staff Meeting (for staff members) after the position becomes vacant.

- (f) The Executive Member shall call for nominations from the parents and school staff and constituencies and give notice of such elections prior to the P&C meeting(s) at which Council elections are to occur.
- (g) Nominations shall be in writing, proposed and seconded by members of the relevant constituency and accepted by the nominee.
- (h) Election procedures will be advertised through school newsletters and bulletin boards so that the parent and school staff communities have the opportunity to nominate candidates.
- (i) The Executive Member will ensure that any election is conducted so that all members of the respective constituency have the opportunity to vote.
- (j) 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.
- (k) A nominee of the P&C or Staff will collect votes and count the votes for their respective constituency.
- (l) Announcement of elected members will be made through the school newsletter.
- (m) Community members shall be appointed by the Regional Director in consultation with the President of the Council, the Executive Member and the School Education Director. The Council shall recommend candidates from local government/business/industry and other relevant groups in the local community for consideration by the Regional Director.
- (n) Should an elected member resign or transfer out of the school community the position will be declared vacant and filled by 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 Clause IV (e)
- (o) 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.

V. COUNCIL OFFICE BEARERS

- (a) The council shall elect from its members the following office bearers:
 - (i) The president who shall be a parent or community member.
 - (ii) One Vice President who shall be any elected or community member.
 - (iii) The Secretary who shall be a parent or community member.
 - (iv) A Minute Secretary who shall be an 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:
 - (A) Chair Council meetings in accordance with the normal rules of business meetings;
 - (B) Represent the Council at official functions;
 - (C) Prepare the meeting agenda in consultation with the Executive Member.

- (ii) The Secretary shall:
 - (A) be responsible for the preparation of Council correspondence;
 - (B) maintain official records of the Council;
 - (C) 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 decisions.
- (iii) The Executive Member shall:
 - (A) Be responsible to the Council and the School Education Director for implementing the policies, priorities and decisions for the Council;
 - (B) Be responsible for negotiating all contracts on behalf of the Council;
 - (C) Advise the Council on educational matter;
 - (D) Prepare financial reports as required by the Council;
 - (E) Provide financial advice as necessary to the Council;
 - (F) Be responsible for the transition from one Council to the next including the annual election of member.
- (iv) The Minute Secretary shall:
 - (A) prepare and circulate minutes of each meeting.

VI. COUNCIL MEETINGS

- (a) The Council will meet at least once per term and not less than four (4) times per year. The first meeting shall be held within one (1) 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. 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 Secretary will 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 or to the Executive Member and the matter shall be included in the agenda.
- (g) Brief minutes will be prepared by the Minute Secretary and circulated within fourteen (14) days of the meeting. Confirmed minutes of meetings will be displayed on the website and kept at the school Library and in the custody of the Principal. 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 simple majority.
- (i) Council may invite members of the student body and the school community to attend a Council meeting for a specific purpose.

VII. ANNUAL GENERAL MEETING

- (a) The Annual General Meeting (AGM) will be held in First Term after the AGM of the P&C.
- (b) Notice of the AGM will be given fourteen (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.

VIII. SPECIAL GENERAL MEETINGS

- (a) A Special General Meeting of the school community shall be called at any time during the school term when requested by on 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.
- (b) A Special General Meeting may be called for the purposes of:
 - (i) Recommending amendments to this Constitution;
 - (ii) Dissenting from a Council decision;
 - (iii) Recommending dismissal of the Council;
 - (iv) any other purpose relevant to the school community.
- (c) Such a meeting will be held within fourteen (14) days of the request. A notice of any business or motions to be considered at a Special General Meeting shall be circulated to the school community at least seven (7) days prior to the meeting in such manner as the Executive Member deems appropriate.
- (d) Where the purpose of the Special General Meeting is to dissent from a Council decision or seek the dismissal of the Council, a quorum shall be 10% of families with students at the school.
- (e) Any recommendation arising from the Special General 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 Clause VIII (b) will remain the responsibility of the Council.

IX. COUNCIL REFORMS

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

X. 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.

XI. 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.

XII. DEFINITIONS

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

- (a) "Community Member" means any person appointed to the Council as the Community Member.
- (b) "Elected members" means parent members and school staff members.
- (c) "Parent" means the parent, guardian or any person who has actual custody of a student enrolled at Neutral Bay Public School.
- (d) "Parent community" means all parents of students enrolled at Neutral Bay Public School.
- (e) "P&C" means the Neutral Bay P&C Association.
- (f) "School Community" means the school staff, parents and local community of Neutral Bay Public School.
- (g) "Student" means any student enrolled at Neutral Bay Public School.
- (h) "Supplementary services" means support provided to the school by parents and other members of the community to enrich the educational program of the school.