

WINSTON HEIGHTS PUBLIC SCHOOL - SCHOOL COUNCIL

To foster closer links between Winston Heights Public School and its community, enabling formal school community participation in the planning and governance of the school.

Terms of Reference

TERMS OF REFERENCE

1. NAME

The name of the School Council will be the Winston Heights Public School Council, referred to hereafter as the School Council.

2. AIMS AND OBJECTIVES OF THE SCHOOL COUNCIL

2.1. Aim:

To foster closer links between Winston Heights Public School and its community, enabling formal school community participation in the planning and governance of the school.

2.2. Objectives:

The School Council will:

- Encourage and promote community participation in Winston Heights Public School.
- Provide consultation and advice in relation to:
 - Educational goals and priorities
 - Financial planning and budgeting
 - Maintenance and use of grounds, buildings, services and equipment.

The role of the School Council is to provide a consultative decision-making process for the Principal and the school Executive, relating to policies and goals for the school, according to the needs of the students and the local community. The School Council is made up of parents, carers, staff and community members. The School Council plays an important role in making sure that the whole community is involved in important decisions made by the school.

Consultative decision-making means that groups in a school community have the opportunity to receive information, engage in discussion, put forward ideas, and have their views considered in making a final decision. This does not mean that a majority vote of any or all identified groups in the school community is required. The Principal, after consideration of the views of the school community, will make decisions that best meet the needs of students attending the school.

3. SCHOOL COUNCIL MEMBERSHIP AND COMPOSITION:

Executive Member (School Principal)	Where the Principal is unable to attend a School Council meeting, they may delegate this role to a school staff representative.
Chairperson	Elected from the parent representatives of the School Council.
School Staff Representatives	Three (3) school staff members elected from the teaching and non-teaching staff.

Amended: July 2018

	At least one representative must be a member of the teaching staff.
Parent Representatives	Nominees of the school community (4 positions). Parent representatives are elected from the school community.
Community Representative	Community members will be nominated by the Principal, or another sitting member of the School Council. The community member is not a requirement for the School Council to run effectively. However, community members provide valuable input into the running of the school within the Winston Hills Community. Community members will be confirmed at the first meeting of the newly constituted School Council.
P&C President	Automatically a member of the School Council for the same period they hold P&C President role.
Secretary	The Secretary is elected from the parent representatives by members of the School Council at the Annual Review Meeting (ARM).
Co-opted Members	The School Council may co-opt other members of the community to assist the School Council for a specific purpose and for a specific period. These positions are advisory and do not have voting rights.

4. TENURE OF SCHOOL COUNCIL REPRESENTATIVES:

The term of office for members of the School Council shall be a term of two (2) years. Each term will commence at the first meeting following the Annual Review Meeting (ARM).

To ensure consistency remains within the School Council, the election of School Council representatives will be staggered. That is; two (2) positions will be declared vacant and two (2) representatives will be elected each year. The alternate School Council representatives will be elected the following year.

Elected School Council members may hold office for no more than four (4) consecutive years.

5. ELECTION OF SCHOOL COUNCIL REPRESENTATIVES:

Elections for members to represent the school staff and parent/carer community will take place at the ARM, prior to the second Monday in November each year.

Announcement of the School Council members will be made through the school newsletter by the end of November each year.

5.1. Method:

- All members of the parent community are eligible and entitled to vote for their representatives on the School Council.
- All members of the school staff are eligible and entitled to vote for their representatives on the School Council.
- The election procedure will be advertised in the school newsletter.
- There will be a call for nominations through the school newsletter and the nomination form will be provided in the same edition of that newsletter.
- 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 school community or school staff respectively.
- The nominee must sign the nomination form and indicate their willingness to accept the nomination.
- If more than the required number of candidates are nominated, the Principal will ensure that an election is conducted so that all members of the community have an opportunity to vote for their representative. This will be via secret ballot.
- Results will be published in the school newsletter the following week.

6. SCHOOL COUNCIL OFFICE BEARERS

The School Council shall have the following office bearers:

Chairperson	An elected parent member (not a member of the school staff)
Secretary	An elected parent member (not a member of the school staff)
Executive Member	The Principal

Office bearers will be elected at the first meeting of the newly constituted School Council, which will be held within one month of the ARM.

6.1. School Council Roles and Responsibilities:

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| Chairperson | <ul style="list-style-type: none"> • Chair meetings. • Prepare (in consultation with the Executive Member) meeting agendas. • Actively promote the roles and functions of the School Council. • Actively coordinate (in liaison with the Executive Member) the functioning of the School Council. • Prepare (in consultation with the Secretary and Executive Member) items for inclusion in the school newsletter to inform |
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the school community of School Council activities and initiatives.

Secretary

- Responsible for preparing and circulating the minutes of each meeting within fourteen (14) days of that meeting to all School Council representatives.
- Responsible for the preparation of correspondence as and when requested by the Chairperson.
- Maintain records of all incoming and outgoing correspondence.
- Maintain official records of the School Council.

Executive Member

- Provide the School Council with advice on educational and school administrative matters, including budget and finance.
- Prepare information and seek the views of the School Council in relation to the general running of the school and specific issues.
- Provide the School Council with the necessary documentation in order for the School Council to provide feedback and input.
- Responsible for the transition from one School Council to the next.

Parent/Carer Representative

- Represent the views of the parents/carers of the school when decisions are being made.
- Table concerns from the parent/carer community.
- Advise the Executive Member on matters that may affect the school.

School Staff Representative

- Represent the teaching and support staff when decisions are being made.
- Advise the Executive Member on matters that may affect the school.

P&C President

- Provide a report to the School Council on P&C activities and fund raising initiatives.
- Represent the P&C when School Council decisions are made.
- Provide input and feedback to the P&C on relevant School Council issues.
- Provide input and feedback to the School Council on relevant P & C issues.

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| Community Representative | <ul style="list-style-type: none">• Provide input from the local community.• Provide information to School Council on resources or new initiatives in the community that the school may wish to take advantage of, or utilise. |
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7. SCHOOL COUNCIL MEETINGS

7.1. Frequency of meetings

- The School Council will meet eight (8) times per year.
- The first meeting of a newly elected School Council will be held within one month of the ARM.
- The dates, venue and times of meetings will be decided by the School Council at the first meeting of that School Council.
- Meetings will be held on Wednesdays in week 3 and 7 of each term.
- Meetings will commence at 7:00pm and conclude no later than 9:00pm.

7.2. Reschedule/Cancellation of meetings:

- A quorum of at least six (6) School Council members is required.
- In the event that the Executive Member (or their delegate) is unable to attend a meeting, it will be rescheduled.

7.3. Attendance:

- School Council members should make every effort to attend all meetings.
- If a School Council member is unable to attend, notice should be provided to the Secretary prior to the meeting.
- Should a member resign from the School Council, the position will be declared vacant and an interim election held to fill the vacant position.
- In the absence of the Chairperson, the School Council can elect a Chair from the members present for that meeting.

7.4. Meeting Agenda & Minutes

- Meetings will be chaired by the Chairperson or a nominee.
- Meetings will follow a standard agenda. Wherever possible, new agenda items for discussion should be noted prior to the meeting. The Chairperson will be responsible for calling for agenda items seven days (7) prior to the next meeting.
- The Secretary will maintain a record of meeting minutes. The minutes will be distributed within fourteen (14) days of the meeting. Meeting minutes will be distributed following each meeting and a record maintained for auditing and school records.

7.5. Development/Review and input into school policy and guidelines:

- From time to time, the Principal may require input from the school community into the development and/or review of school policy documents. At these times, the Principal may present these policies to the School Council and request feedback.

8. ANNUAL REVIEW MEETING (ARM):

Amended: July 2018

- The ARM will be held in November each school year.
- Outgoing School Council members and incoming School Council members will attend the ARM.
- Reports of all School Council activities for the previous year will be presented by the relevant office bearers – Chairperson, Executive Member and any conveners of any committees throughout the year.
- The ARM provides an opportunity for the School Council to review the previous year and make any necessary changes. This Terms of Reference document should be reviewed at this time to ensure it remains relevant.

9. SCHOOL COUNCIL RECORDS:

- School Council records, including copies of the Terms of Reference, all agendas, minutes, correspondence, files, financial reports and committee reports will be retained by the Secretary.
- The Secretary will also be responsible for the maintenance of the School Council email account.

10. COMMUNICATION

10.1. With the School Community:

- The School Council will provide feedback to the school community through the school Newsletter.
- Following each meeting, the Secretary will draft a brief update for the Executive Member to review and approve. This update will be placed in the school Newsletter.
- At the beginning of each school year, the School Council will be profiled in the newsletter and include contact details for raising issues. The school website will also be updated to reflect these details.
- It is important to note that individual members of the School Council are not able to provide comment on specific issues or concerns that parents may raise. Any issues that are raised by parents should be brought to a School Council meeting and discussed before providing a response.

10.2. Publicity

- The School Council will actively seek out opportunities to promote the school within the local community. This will include communication with the local press in relation to school events and/or achievements.

10.3. Confidentiality

- Discussion at School Council meetings can involve sensitive matters. As such, all members of the School Council are to respect the confidentiality of these discussions and the persons involved.

10.4. Conflicts of Interest:

- At the commencement of the new School Council term, each member of the School Council shall sign a declaration noting any conflicts of interest they may hold in relation to their participation in School Council business.
- A conflict of interest refers to situations where:

- a conflict arises between a person’s duties, or where,
- information which they have access to by reason of their position on the School Council and their private interests. It is not necessary for a conflict to be actual – it may be potential or reasonably perceived to exist by a third party. A declaration of interest enables School Council to identify and manage these situations for the benefit of all involved, but does not imply of itself that any wrongdoing has occurred or will occur.
- If you are in any doubt, it is recommended that a declaration is made.

11. REVIEW & AMENDMENTS

This document should be reviewed by all members of the School Council annually, prior to the School Council ARM. The Chairperson will be responsible for collating any amendments to this document, which then should be presented, discussed and endorsed at the ARM.

Created	June 2016
Endorsed	November 2016
Review Date	November 2017
Review Date	November 2018