



ROSSMOYNE PRIMARY SCHOOL

SCHOOL COUNCIL

The School Council is established under the School Education Act 1999.

A. **PURPOSE**

The School Council is formed with the fundamental purpose of enabling parents and members of the community to engage in activities that are in the best interests of the students that will enhance the education provided by the school.

B. **POWERS**

A council may do all things necessary or convenient to be done in connection with the carrying out of its functions.

C. **FUNCTIONS**

The Council's functions are:

- to take part in establishing, and reviewing from time to time, the school's objectives, priorities and general policy directions;
- to take part in the planning of financial arrangements necessary to fund those objectives, priorities and directions; and
- to take part in evaluating the school's performance in achieving them;
- to promote the school in the community;
- to take part in formulating codes of conduct for students at the school;
- to determine, in consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school;
- to carry out the functions given in the School Education Act 1999 relating to;
 - religious instruction
 - fees and charges
 - optional costs
 - booklists
 - sponsorship

RULES OF OPERATION

D. **REPRESENTATION**

Principal

Four Staff who represent the views of the staff at the school.

Six Parents who represent the views of all the parents and students enrolled at the school including one P & C Representative who represents the view of the P & C Association and five elected parents.

One Community representative.

The Council has the power to alter the composition to a maximum of fifteen members.

E. **ELECTIONS**

Elections will be conducted annually for both staff and parent representatives. Parent representatives will be elected at the first P & C meeting of term 4 each year and must be in attendance to be elected. Nominations for vacancies will be called for by the Principal [in week 9 of term 3], who will advise all parents through the school newsletter who the nominees are and when the vote will occur. Election will be via a secret ballot at the P & C meeting using a first past the post system. Parents are elected for a term of between two and three years and may re-nominate at the end of their term Nominations must be in writing, signed by the candidate and lodged at the Principal's office by the closing date which is the last day of term 3 at 3.00 p.m.

Staff representatives will be elected annually at the first staff meeting in term four.

P & C Representative

The P & C Representative is elected by the P & C Association at their AGM and it is expected that the parent representative will represent the views of the P & C and convey to the P & C matters relevant to School Council / P & C interaction.

Community Representative

The Community Representative position, when vacant, will be advertised for expressions of interest in the newsletter and the community newspaper. A representative will be appointed by the elected council representatives from the respondents to expressions of interest.

Vacant positions are filled at the next meeting of the respective bodies. The principal must invite nominations from suitably qualified persons. Such elected members complete the remainder of the existing term.

F. **MEETINGS**

Four meetings will be conducted each year as per the appendix attached, with two additional meetings scheduled for additional business, subject to need. Additional meetings can be called as required. The term 3 meeting is declared an open public meeting as required by the School Education Act 1999. [see Appendix 1]

G. **PROCEDURES**

- The members of the Council will elect the Chairperson.
- The Council will elect a minutes Secretary.
- Meetings will be held using 'Formal Procedures'.
- A decision of the Council does not have effect unless an absolute majority has made it. An absolute majority is always more than 50% of all members of the Council, not just those present at a particular meeting.
- Meetings will be restricted to 1½ hours and commence at 7:30 pm unless otherwise agreed at a previous meeting.

H. **AGENDA**

- The Principal is responsible for the collation and preparation of the agenda.
- Distribution of the agenda is to be one week prior to the meeting along with any preliminary reading where possible.

I. **COMMUNICATIONS**

At the conclusion of each meeting, a P & C member and a teacher member of the Council is requested to undertake the communication role to keep their respective 'parent' bodies informed at the next available opportunity, eg. at meetings or via written communication.

- Staff meetings will be the forum for teacher discussion on the items brought before the Council.
- P & C Meetings will be the forum for parent discussion on the items brought before the Council.
- The Council may use surveys, questionnaires and other methods to obtain wider community comment on issues.
- The School Newsletter, Staff Meetings, P & C Meetings and where appropriate, the School Assembly are to be used to:
 - Invite groups to put forward agenda items.
 - Advise the community of agenda items to be discussed.
 - Report to the community on Council meeting outcomes.
 - Minutes and agenda of the Council meetings are to be kept in the school for access by parents and staff and also forwarded to the P & C.

J. **CHANGES TO RULES OF OPERATION**

- One month's notice of proposed changes must be provided to Council members in order for due consideration to be undertaken before voting to adopt changes.

Appendix 1

Annual Program School Council Schedule of Meetings

This schedule is a guide only and does not exclude other items from being added to the agenda. It simply serves to establish some general focus for the various meetings and a bit of a timeline with respect to school planning.

Meeting	Focus
Term 1 Week 4 21 st February	<ul style="list-style-type: none"> • Annual Report • School Plan • Financial Report and Budget
Term 2 Week 5 30 th May Term 2 Week 9 [If required]27 th June	<ul style="list-style-type: none"> • Progress Report on School Plan • Financial Report • Policy Reviews [as required]
Term 3 Week 5 22 nd August	<ul style="list-style-type: none"> • Open Public Meeting • Contributions and Charges Review • Financial Report
Term 4 Week 5 14 th November Term 4 Week 7 [If required] 28 th November	<ul style="list-style-type: none"> • Evaluation of School Performance [take part in thorough examination of] <ul style="list-style-type: none"> • Student Achievement • School Plan Activity • School Planning [establishing / reviewing - objectives, priorities, general policy] • Financial Report • School Council Work Plan for the following year.

Representatives as of November 2010.

Representative	Term Expires	Representative	Term Expires
Helen Forrest	[2 year position] / 2012	Staff x 4 Wendy Oliver Greg Wilson Jill Yates Selina Valentine	2011
Stephen Johnston	[2 year position] / 2011	Community x 1 Faye Morgan	No Expiry Date
Karen Ingram	[2 year position] /2011		
Lisa Nikolich	[1 year position] / 2011		
George Atartis	AGM P & C Annual		
Cindy Lewis	[2 year position] / 2012		

Policy Review Guide

Policy	Last Reviewed	Next Review
Pastoral Care	2007	2010
Reporting and Assessment	2008	2010
Drug Policy	2009	2012
Complaints Management	2009	2012
Homework	2007	2011
Dress Code	2008	2011
Head Lice	2006	2011