

NSHS SCHOOL COUNCIL

PROCEDURAL GUIDELINES



AIMS AND OBJECTIVES

To facilitate the achievement of the School Goals as presented in the Mission Statement.

MEMBERSHIP

Membership of Narrogin Senior High School Council will comprise of 9 members.

- * Principal
- * 3 members of the teaching staff
- * 4 parents
- * One community member – the P&C President
- * 2 Senior School Student Representatives

In addition

- * two other community members,
(co-opted for their expertise).

STAFF NOMINATIONS AND ELECTIONS

1. Three teacher representatives are to be elected by all the teaching staff. Any teacher may nominate for the School Council or be nominated by another teacher. In the latter case, a signed acceptance of the nomination will be required.
2. Ballot forms will be distributed to all teachers.
3. Allocation of the places for teacher representatives will be determined by a preferential vote with places determined by a quota system, following the procedures of the counting for the Australian Senate.
4. The term of office will be two years.
5. The Principal will conduct the election.

PARENT NOMINATION AND ELECTION

1. Four parent representatives are to be elected by the parent body. Nominations for parent representatives will be by circularising to parents in the Newsletter. Any parent may nominate for the School Council or be nominated by another parent. In the latter case a signed acceptance of the nomination will be required.
2. Ballot forms, together with a brief profile (to include school year and age of children) of each nominee, will be disseminated in the school Newsletter.
3. Allocation of the places for parent representative will be as for teaching staff.
4. The Principal will conduct the election.
5. The term of office will be two years.

STUDENT NOMINATION AND ELECTION

1. Two Senior School Student representatives are to be elected by the Student Council body.
2. Nominations for student representatives will be by circularising to the Student Councillors.
3. Any Councillor may nominate for the School Council or be nominated by another Councillor. In the latter case a signed acceptance of the nomination will be required.
4. Student Representatives will have voting rights.

COMMUNITY MEMBERS

1. The president of the P&C will be a member of the School Council for the duration of their term as P&C President.
2. Two other community members may be co-opted by the members of the School Council, according to the needs of the Council.
3. The co-opted community member(s) will represent the local community in an advisory capacity with no voting rights.
4. The co-opted community member(s) will be co-opted for his/her expertise in a certain area and where possible will not be a parent or teacher at the school.
5. The co-opted community member(s) will serve a one year term, or a shorter term as determined by the Council.

ELECTIONS (GENERAL)

1. i) Election of teaching staff will be conducted in the fourth school term as necessary.
ii) Election of parents will be conducted during the second school term as necessary.
iii) The P&C President will hold office during the term of his/her election as P&C President.
2. Only one member per family can serve on Council at any one time.
3. No elected member of the School Council may serve more than two consecutive terms and must stand down for one year before becoming eligible for re-election.
4. a) A position will be declared vacant under the following circumstances:
 - resignation of a council member
 - a member missing two consecutive meetings without good cause.b) The vacated position will be offered to nominees in descending order of votes received until the position is filled or a by-election will be held. If no nominees come forward the School Council will invite a person to fill the position.
c) The person filling the vacated position will fill that position for the remainder of that term of office.

EXPECTATIONS OF MEMBERS

All members should:

1. Attend meetings regularly.
2. Actively seek out their group's views
3. Represent their group's views.
4. Report back to their representative groups when appropriate.
5. Make informed decisions in the best interests of the students at the school.

DECISION MAKING

1. A quorum of 6 school council members must be present before a meeting can take place. These council members must consist of at least two each of parents and teachers (not including the Principal or P&C president).
2. Decisions whenever possible will be made by consensus but if voting is necessary then a decision will only have effect if a majority of members vote in favour with all dissenting members not coming from one of the groups - teachers or parents.
3. All official School Council members will have equal voting rights.

FUNCTIONS

1. To take part -
 - i) In establishing, and reviewing from time to time, the school's objectives, priorities and general policy direction (including decisions related to curriculum, buildings, facilities and general students welfare).
 - ii) In the planning of financial arrangements necessary to fund those objectives, priorities and directions (including monitoring and approving school fees and charges).
 - iii) In evaluating the school's performance in achieving them.
2. To promote the school in the community.
3. To take part in formulating codes of conduct for students at the school
4. To determine, in consultation with students, their parents and the staff of the school, a dress code for students.
5. The Council should have an advisory role in all other aspects of school policy.
6. The following areas are exempt from School Council jurisdiction:
 - a) Encroachment on the professional areas of the staff.
 - b) Forum for discussion and/or action on any individuals whether they be staff, students, parents or community.
 - c) Procedures for the implementation of school policies.

MEETING PROCEDURES

1. Meetings will be held in the off-fortnight of P&C meetings, with a minimum of 2 meetings per term.
2. The P&C will act as a forum for parent discussion on topics to be discussed or possible agenda items. Concerns should be put in writing.
3. Meetings will be of one and a half hours duration with provision to extend for an extra half hour where required.
4. A Chair and Recorder are to be elected from within the School Council; can be changed after six months.
5. It is the responsibility of the members of the School Council to remember they are representatives and regular feedback must be gained from their respective groups.
6. Duties and meeting procedures, will be negotiated within the School Council, with a view to agreeing on:
 - a) an appropriate roster of positions
 - b) specific duties of the Chair and Recorder
 - c) deadlines for agenda and minutes preparation and circulation.

ADMITTANCE OF PRESENTERS

1. Presenters should provide the Principal with a written précis of items for councillors prior perusal.
2. Presentations will precede Business Arising
3. Once finished, presenters should retire from the meeting to enable discussion of the item by the Council - presenter may not be “observers” (cf. Observer Policy) on the same occasion.
4. Items raised will be discussed as General Business, or as soon as possible.
5. Council will provide feedback to the presenter as soon as possible.
6. Presenters will not put a motion, nor vote on one.

ADMITTANCE OF OBSERVERS

1. Observers will normally be welcomed to any meeting.
2. Observers need give no notice of their intention to attend.
3. Observers may not contribute to the discussion nor may they vote on any motions.

GENERAL

These guidelines are not a constitution and are subject to review by the outgoing council in consultation with the representative groups.