



CONSTITUTION OF MAROUBRA JUNCTION PUBLIC SCHOOL COUNCIL

NAME

1. The name of the School Council will be Maroubra Junction Public School Council.

DEFINITIONS

2. In this Constitution the following definitions apply:

COMMUNITY MEMBER means any person appointed to the Council as a Community Member.

COUNCIL means the Maroubra Junction Public School Council.

DEPARTMENT OF EDUCATION means the NSW State Government Department, as it is named from time to time, responsible for education.

ELECTED MEMBER means Parent Members and Staff Members.

PARENT means the parent, guardian or any person who has actual custody of a student enrolled at Maroubra Junction Public School.

PARENT COMMUNITY means all parents of students enrolled at Maroubra Junction Public School.

SCHOOL COMMUNITY means the students, School Staff, parents and local community of Maroubra Junction Public School.

SCHOOL EDUCATION OFFICER means the officer of the Department of Education responsible for Maroubra Junction Public School as that position is named from time to time.

SCHOOL STAFF means all persons employed at Maroubra Junction Public School (teaching and non-teaching staff). This includes persons employed at the School under externally funded programs and all casual teaching staff.

AIMS, OBJECTIVES AND ROLE OF THE COUNCIL

3. The paramount aim of the Council is to enable formal School Community participation in the planning and governance of the School and to foster closer links between the School and its community.
4. The objectives of the Council are to:
 - a. support and promote the values of the School and assist the School to create conditions aimed to maximise student achievement;
 - b. encourage and promote community participation in the School and present a positive School image within the local community; and
 - c. promote the wellbeing and advancement of all students and other members of the School Community.

5. To achieve its objectives and within the context of relevant legislation and the stated policies and priorities of the Government and the Department of Education the Council will:
- a. participate in the development of the broad aims and educational goals of the School within the curriculum and budget of the School;
 - b. participate in the development of School policies and endorse policies for implementation;
 - c. assist in determining the priorities of the School based on identified needs;
 - d. assess the School's financial needs;
 - e. advise on the School's broad budget priorities;
 - f. examine reports on expenditure provided by the Principal at intervals determined by the Council;
 - g. be involved in the selection of School staff by nominating a representative to sit on selection panels;
 - h. assess the needs of the School from time to time in areas such as building, ground, facilities, school transport, starting/finishing times and matters which could affect neighbouring schools;
 - i. advise the Principal on these and other issues except those relating to the employment, appointment and efficiency of the School Staff;
 - j. establish effective liaison with other school/community committees to promote activities consistent with School policies;
 - k. provide regular reports to the School Community on the activities of the School Council;
 - l. present and promote a positive image of the School in the local community in order to increase parent and community awareness and willingness to become involved in the School;
 - m. assist in the annual School evaluation process and preparation of the School's Annual Report.

MEMBERSHIP AND COMPOSITION

6. The Council shall have up to 11 members comprised of:
- a. One Executive Member who will be the Principal of the School
 - b. One P & C Member who will be either the President of the Maroubra Junction Public School P & C Association or an elected representative of the Maroubra Junction Public School P & C Association
 - c. Four Parent Members elected by the Parent Community
 - d. Three Staff Members elected by the School staff
 - e. Two Community Members appointed from local government/business/industry or other relevant groups from the local community.

P&C MEMBER

7. The P & C Member will act as liaison between the Maroubra Junction Public School P & C Association and the Council.

ELECTED MEMBERS

8. A member of the School Staff may not be a Parent Member of the Council.
9. At least one Staff Member must be a teacher.
10. Elected members must provide a report of each Council meeting to their constituencies within 14 days of that meeting.

COMMUNITY MEMBERS

11. A member of the School Staff cannot be appointed as a Community Member of the Council unless the appointment is agreed to unanimously by Council.
12. A Community Member may only be removed by the School Education Director on recommendation from the Executive Member.

CO-OPTED MEMBERS

13. Council may co-opt other members of the community to assist the Council for a specific purpose and for a specific period.
14. Such positions are advisory and do not have voting rights on the Council.

TENURE OF COUNCIL MEMBERS

15. The term of office for Elected Members will be 2 years.
16. Elected Members will hold office for no more than 2 consecutive terms.
17. Should an Elected Member resign or transfer out of the School Community during their term of office the position will be declared vacant and may be filled by a casual vacancy election following the election procedures for non-casual Parent Member and Staff Member positions.
18. The tenure of elected casual members will be the same as the remaining term of the previous member's tenure.

ELECTION OF COUNCIL MEMBERS

19. Elections will take place in November.
20. Elections will be staggered by 12 months, so that:
 - a. elections for 2 of the 4 Parent Members will occur in November in one year and elections for the remaining 2 Parent Members will occur in November of the following year; and
 - b. elections for 2 of the 3 Staff Members will occur in November in one year and elections for the remaining 1 Staff Member will occur in November of the following year.
21. The Principal will prepare a list of eligible voters in each constituency before elections take place.

22. All members of the School Staff are eligible and entitled to vote for their representatives on the School Council.
23. All members of the Parent Community are eligible and entitled to vote for their representatives on the School Council.
24. Election procedures will be advertised in the School newsletter at least one month in advance of the election.
25. 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 constituency that the nominee is to represent. The nominee must sign the nomination form indicating a willingness to accept the nomination.
26. If more than the required number of candidates is nominated, the Principal will ensure that an election is conducted so that all members of the respective constituency have the opportunity to vote for their representatives.
27. Any election for parent representatives will take place by ballot in accordance with the procedures advertised in the School bulletin.
28. Prior to the election parent candidates may submit a statement not exceeding 200 words on their candidature that will be forwarded to their constituency by way of a School notice prior to the election. The statement may include a photo of the candidate that will be published with the statement. Candidate statements must not be published in any other manner. No other form of campaigning by or on behalf of candidates is permitted.
29. Any failure by a candidate to comply with the rules governing the election process will render their nomination invalid.
30. The Principal may appoint a Returning Officer to act in his stead and conduct the election.
31. Ballot papers shall bear the names of candidates in an order determined by draw with a square opposite the name of each candidate.
32. The draw shall be conducted by the Principal in the presence of a current member of the Council.
33. Voting shall be indicated by the placing of a cross within the square opposite the name of the candidate for whom the vote is cast. Voters must cast votes for no more than the number of candidates to be elected. Instructions as to the method of voting and the number of candidates for whom votes may be cast shall appear on each ballot paper.
34. A ballot paper will be deemed informal if a person votes for more than the number of members to be elected.
35. Votes will be counted by the Returning Officer in the presence of a current member of the Council.
36. The Principal shall declare elected the required number of candidates who have received the highest number of votes.
37. Election for Staff Members will take place by secret ballot at a meeting.
38. In the case of an equality of votes the matter shall be determined by a draw from a hat by the Principal in the presence of the candidates or their representatives.
39. The Elected Members' names will be published in the School newsletter.

COMMUNITY MEMBERS

40. The School Education Director shall appoint Community Members.
41. The Principal and the President of the School Council will recommend members from local government/business/industry and, where necessary, other relevant groups in the local community for consideration by the School Education Director.
42. Community Members will be confirmed at the first meeting of the newly constituted Council.
43. Details of Community Members will be advised in the School newsletter.

COUNCIL OFFICER BEARERS

44. The School Council will have the following office bearers:
 - a. **PRESIDENT** who will be a Parent Member or Community Member
 - b. **SECRETARY** who will be a Parent Member, Staff Member or a Community Member
 - c. **EXECUTIVE MEMBER** who will be the Principal.
45. Office bearers will be elected each year at the first meeting after Council elections.
46. The Principal as Executive Member will assume the responsibilities normally associated with the position of Treasurer.
47. Office bearers have the power to co-opt assistance from time to time as approved by Council. Co-opted persons have no voting rights.

ROLES AND RESPONSIBILITIES

48. The roles and responsibilities of the office bearers are:

President:

- * Chair Council meetings
- * Prepare meeting agendas in consultation with the Executive Member
- * Prepare the report on Council activities for inclusion in the School's Annual Report in consultation with the Executive Member

Secretary:

- * Prepare and circulate the minutes of each meeting within 14 days of that meeting
- * Maintain copies of the confirmed minutes
- * Prepare Council correspondence
- * Maintain official records of the Council

Executive Member:

- * Implementation of the broad policies and priorities determined by the Council
- * Advise the Council on educational matters
- * Prepare and present general financial advice as necessary to the Council in consultation with the President
- * Prepare and present the draft School Budget Plan in consultation with the President for consideration by Council
- * Prepare and present the Annual School Financial Report in consultation with the President for consideration by Council
- * Transition from one Council to the next and hold Council elections.

COUNCIL MEETINGS

49. The Council will meet at least once per term per year.
50. The date, venue and time of Council meetings will be decided by Council.
51. The date, time and agenda of Council meetings will be advertised in the School newsletter prior to the meeting.

QUORUM

52. A quorum for Council meetings will be 7 members.
53. If the quorum is not reached, matters on the Agenda maybe discussed but no decisions will be taken.

ATTENDANCE

54. Council Members are to attend all meetings.
55. If a Council Member is unable to attend a meeting the Executive Member or President is to be informed prior to the meeting.
56. Should an Elected Member fail to attend three consecutive meetings without reasonable cause then Council may declare the position vacant.
57. Should a Community Member fail to attend three consecutive meetings without reasonable cause the Council may request the School Education Director to remove the person from the position.
58. Should an Elected Member resign or transfer out of the School Community the Council shall declare the position vacant.
59. In the absence of the President of the Council the meeting chair will be elected by the members present.
60. Council may invite members of the School Community to attend a Council meeting for a specific purpose. Such visitors have no voting rights and cannot introduce items of business at the meeting.

AGENDA

61. The meeting Agenda will be distributed to Council Members prior to the meeting.
62. Any member of the School Community who wishes Council to consider a particular matter is to submit the item in writing to the Executive Member or the President at least 14 days prior to the proposed meeting of Council.
63. Items not on the published Agenda may be dealt with on the approval of the Council Members.
64. The order of business at Council meetings shall be as follows:-
 - * Quorum.
 - * Apologies.
 - * Confirmation of minutes of previous meeting.
 - * Correspondence
 - * Business arising from minutes.
 - * Agenda items
 - * Financial Reports.

- * Reports.
- * Matters from the School Community of which due notice has been given.
- * Adjourned Business
- * General Business

VOTING

65. Each Member of Council will be entitled to one vote.
66. Decisions will be taken by simple majority with the status quo remaining when voting is equal. Voting will be by show of hands unless otherwise decided.
67. Co-opted members or visitors will not have voting rights.
68. Council meetings will be open to the School Community. Such visitors have no speaking or voting rights.

SPECIAL GENERAL MEETINGS

69. A Special General Meeting of the School Community will be called at any time during the School term when requested by the following:
 - a. A majority of Council Members
 - b. At least 35% of the total number of the Parent Community and the School Staff in writing to the President or the Executive Member
 - c. By the Principal in writing.
70. A special General Meeting may be called for the purposes of:
 - a. Recommending amendments to the Constitution
 - b. Recommending the removal of a Community Member
 - c. Dissenting from a Council decision
 - d. Recommending the dismissal of the Council
 - e. Any other purpose relevant to the School Community.
71. A Special General Meeting will be held at the normal allocation and time of Council meetings within 14 days of the request and is to be advised to the School Community at least 7 days prior to the meeting date.
72. If the purpose of the Special General Meeting is to obtain the views of as many people as possible no quorum will apply and the meeting can make a recommendation to the Council on the matter under consideration.
73. The quorum for a Special General Meeting to amend the Constitution will be 10 members of the School Community who are eligible to vote in School Council elections.
74. The quorum for a Special General Meeting to dissent from a Council decision, recommend the removal of a Community Member or seek a recommendation for the dismissal of the Council; will be at least 35% of the total number of the Parent Community and the School Staff.
75. Motions put at a Special General Meeting require a two-thirds majority vote of those present and eligible to vote in School Council elections.

- 76. Recommendations arising from Special General Meetings must relate to the matters advertised for the purpose of the meeting and no other matters may be raised at the meeting.
- 77. A decision to act on any recommendations arising from Special General Meetings held to obtain the views of as many people as possible will remain the responsibility of the Council.
- 78. Recommendations arising from Special General Meetings to amend the Constitution, to remove Community Members, to dissent from a Council decision or to seek the dismissal of the Council will be forwarded to the School Education Director by the President and the Executive Member.

COUNCIL RECORDS

- 79. Council records including copies of the Constitution and all agenda, minutes, correspondence, files, and financial reports will be retained within the School by the Executive Member.

AMENDMENTS TO THE CONSTITUTION

- 80. This Constitution will be amended only by a resolution passed at a Special General Meeting called for that purpose. All proposed amendments will be submitted to the School Education Director for approval.

DISMISSAL OF THE SCHOOL COUNCIL

- 81. Any proposal to dismiss the School Council may only be considered at a Special General Meeting called for that purpose. Any recommendation from the Special General Meeting to dismiss the Council will be forwarded to the School Education Director for approval.
- 82. If the Council is dismissed, a new Council will be formed in accordance with the established election procedures.
- 83. Members of a dismissed Council are eligible for election to a new Council.

RESOLUTION OF DISPUTES

- 84. 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.

Date:

Signed:

Signed: **Executive Officer**