



## Orbost Primary School Council Terms of Reference

### What is the role of school council?

- ◆ Establish the broad direction and vision of the school within the school's community
- ◆ Develop and monitor the school strategic plan
- ◆ Develop, review and update school policies
- ◆ Develop, review and monitor the Student Code of Conduct and the School Dress Code
- ◆ Support the raising of funds for school related purposes
- ◆ Approve the annual budget and monitor expenditure
- ◆ Ensure the school grounds and facilities are maintained
- ◆ Approve contractual agreements (eg cleaning, construction work)
- ◆ Approve the annual report to the school community and to DEECD
- ◆ Stimulate interest in the school generally
- ◆ Consider and decide on sub-committee recommendations

### Role of the President

- ◆ Chairperson of all school council meetings
- ◆ Signatory for school accounts, cheques and contracts as required
- ◆ Uphold all council decisions and work in partnership with the principal
- ◆ Ensure council stays focused on improving student learning outcomes

### Role of the Principal

- ◆ The principal is the overall educational leader and manager of the school
- ◆ Executive officer of school council
- ◆ Accountable for the preparation, implementation and evaluation of the school's strategic plan
- ◆ The senior DEECD representative for the school

### Role of School Council Members

- ◆ All councillors need to respect other members' opinions and support and uphold all council decisions
- ◆ Parent members bring expertise and view to council on behalf of the whole school community
- ◆ DEECD members bring educational expertise and views to council on behalf of the whole school community
- ◆ Community representatives tend to bring individual expertise to assist council in specific decisions

### Role of Sub-Committees-Sustainability and Finance

- ◆ Assist the work of council and report regularly, provide advice and make recommendations to council which has the final responsibility for decisions
  - ◆ Provide opportunities to involve and utilise the expertise of members of the school community who are not members of school council
  - ◆ Short term issues are usually considered by a working party
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## **Constituting Order of OPS School Council**

6 Parent Reps                  4 DEECD Reps                  3 Community Reps

### **School Council Meetings**

Unless otherwise decided School Council Meetings will be held twice a term on the third Monday of the month between 7.00pm and 8.30pm with the total of at least eight per year. If members are unable to attend they are expected to send their apology prior to the meeting. School Council must hold at least one public meeting each year to report to the school community on its activities and to present a statement of the schools income and expenditure for the previous calendar year.

Extra ordinary meetings may be held at any time decided by council, provided all members are given prior notice of the date, time, place and purpose of the meeting. At least one week's notice is preferable if an extraordinary meeting is to be held.

### **Agenda and notes**

The agenda, minutes of the previous meeting and any notes for the meeting, such as sub-committee minutes, principal's report, will be distributed to all councillors at least 3 days prior to the meeting. Business arising from previous minutes and all subcommittee recommendations will be itemised on the agenda.

### **Minutes**

All decisions of council shall be recorded as minutes. Also included in the minutes are the key dates and times of the meeting, those present and apologies and an overview of key decisions. When school council minutes are submitted for confirmation, only questions regarding their accuracy as a record of the meeting are to be raised. Meeting minutes need to be accepted and passed as a true and accurate record of the previous meeting. Business arising from the minutes is dealt with after the minutes have been confirmed.

### **School Council Decisions**

Decisions of Orbost Primary School Council will be by a majority of those eligible to vote and who are present at the meeting, where the majority are non DEECD members. Orbost Primary School Council will try to reach decisions by consensus but when that is not possible a count will be taken with the number for and against recorded in the minutes. Voting will normally be by a show of hands, but a secret ballot may be used for particular issues.

### **School Council Principles**

School Councillors will at all times behave in a civil and respectful manner. Councillors will promote:

- ◆ Respectful partnerships
  - ◆ Clear and honest two-way communication
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- ◆ Transparent processes
- ◆ Democratic , informed decision-making
- ◆ Personal and professional integrity.

**For more information**

<http://www.education.vic.gov.au/management/governance/schoolcouncils/role.htm>

