

CONSTITUTION OF HOMEBUSH BOYS HIGH SCHOOL COUNCIL

1. NAME

- 1.1 This body shall be known as the Homebush Boys' High School Council (herein after called 'the Council').
- 1.2 Definitions in relation to this constitution are contained in Section 14.

2. OBJECTS AND FUNCTIONS

- 2.1 The objects and functions of the Council shall be consistent with any set out by the Minister, or delegate, responsible for administering the *Education Act 1990*.
- 2.2 The objects:
 - a) to encourage parent, student and community participation in curriculum and other education issues in schools;
 - b) to influence the development of the school's vision statement, priorities, targets and school policies.
 - c) to provide input into the annual school self-evaluation process and production of an annual school report
- 2.3 The functions of the Council are to consider and advise on:
 - a) the educational goals of the school
 - b) school policies
 - c) student wellbeing policies
 - d) needs of the school in areas such as buildings, grounds facilities, school transport, starting/finishing times, timetabling and general administration
 - e) relevant aspects of broad budget priorities
 - f) criteria for selection of the school staff in accordance with Merit Selection Panel Procedures
 - g) fostering and supporting the complex cultural nature of the school
 - h) supplementary services such as school canteen, community use of school facilities and support programs
 - i) expenditure reports provided by the Principal.

3. SCHOOL STAFF

The Council shall not exercise any authority over the teaching staff or any matter relating to the direct control or management of the school. The Principal remains accountable for the management of school finances under the *Public Finance and Audit Act 1983*, total management of the school including the staff and student body and implementation of broad policies and priorities to promote learning outcomes.

4. MEMBERSHIP AND COMPOSITION

- 4.1 The composition of the Council will be as follows:
 - a) the Principal as Executive Member
 - b) the President of the Parents and Citizens Association (P&C) or alternative Executive member of the P&C if the President declines

- c) four (4) members elected from the parent community by the P&C including one (1) of whom may be appointed as a community member
- d) two (2) school staff members elected, one (1) from the teaching staff and one (1) from the non-teaching staff who are not a parent member on the Council
- e) two (2) student representatives from years 9-12 on the Student Representative Council (SRC).

4.2 The total number of Councillors is ten (10).

4.3 Council may co-opt other members to assist the Council for a specific purpose and for a specific period in an advisory capacity but with no voting rights on the Council.

5. REPORTING

The President of the P&C, SRC representatives and elected staff member must provide a report of each Council meeting to their representative body at its next meeting.

6. TENURE OF THE COUNCIL

6.1 The term of office for elected/appointed members of the Council will be two (2) years, commencing from the first meeting after the Annual General Meeting.

6.2 Elected Council members and officers may hold office for no more than four (4) terms of office consecutively.

6.3 The President of the Council may hold the office for no more than two (2) years.

7. ELECTIONS

7.1 Elections for members to represent the school staff and parent community will take place in term one (1) of a four (4) term school year.

7.2 All members of the school staff are eligible and entitled to vote for their representatives on the School Council.

7.3 The Parent Community and the P&C members are eligible and entitled to vote for their parent representatives on the School Council.

7.4 Parent member nominations are to be submitted at the Annual General Meeting of the P&C. Each nominee must be proposed and seconded by members of the P&C. The nominee must agree to the nomination either verbally or in writing.

7.5 If more than the required number of candidates is nominated, the Principal will ensure that an election is conducted and a vote of the constituency is taken by an agreed method.

8. COUNCIL OFFICE BEARERS

The Council will have the following office bearers:

- 8.1 President - an elected parent member or an appointed community member (other than the President of the P&C or a member of school staff) who has the following responsibilities:
- a) chairs the meetings
 - b) prepares the agenda in consultation with the Executive Member
 - c) represents the Council at other meeting/functions and is spokesperson for the Council
 - d) provides a report on any Council decisions at the next meeting of the P&C or nominates a member to undertake this role.
- 8.2 Secretary - an elected parent or school staff member who has the following responsibilities:
- a) prepares the minutes and circulates them prior to the next meeting
 - b) prepares correspondence
 - c) maintains the official records of the Council and hand over records, minutes, account books, to the incoming Secretary
 - d) provides information for the school newsletter, when required, in conjunction with the President and Executive member.
- 8.3 Executive Member - Principal of Homebush Boys' High School who has the following responsibilities:
- a) implements the broad policies and priorities determined by Council
 - b) provides advice to the Council on educational matters
 - c) nominates and seeks agreement for an alternative chair person if the President is absent
 - d) prepares the report on the Council's activities for inclusion in the School's Annual Report in consultation with the President
 - e) provides financial advice as necessary to the Council and in consultation with the President
 - f) presents the draft budget plan for consultation with the Council
 - g) facilitates the transition from one Council to the next including conduct of the election of office bearers.
- 8.4 Member of School Committees as determined by the Council - parent representative who has the following responsibilities:
- a) provides advice to the Committee as determined by the Council
 - b) provides reports at the Council meetings.

9. CASUAL VACANCIES

A ballot of members of the relevant constituency shall fill any casual vacancy on the Council. A casual vacancy shall have arisen where a member of the Council:

- a) resigns from the Council by notice in writing
- b) ceases to be a member of the appropriate constituency
- c) is removed under Section 11; or
- d) has a continuing, long-term or permanent incapacity to fulfil the functions of the position
- e) does not attend 75% of the meeting in any one year.

10. COUNCIL MEETINGS

- 10.1 The Council will meet a minimum of four (4) times per year at a date, time and place decided by the Council.
- 10.2 The first meeting will be held within one (1) month of the P&C Annual General meeting to elect office bearers
- 10.3 A quorum for Council meeting will be five (5) Council members including at least 3 non-school staff Council members.
- 10.4 If the quorum is not reached, matters on the Agenda may be discussed but no decisions will be taken.
- 10.5 Any additional matters for discussion should be forwarded to the Secretary for inclusion on the agenda and circulation prior to the meeting.
- 10.6 Minutes will be prepared by the Secretary and circulated prior to the next meeting. Council records including copies of the Constitution and all Agendas, minutes, correspondence and reports will be retained at the school.
- 10.7 Formal meeting procedures will apply and each member of the Council is entitled to one vote.
- 10.8 Decisions will be taken as a majority of members and not co-opted members or visitors.

11. SPECIAL MEETINGS

- 11.1 A special meeting will be called by the Secretary at any time upon the written request of:
 - a) at least six (6) members of the Council, or
 - b) ten percent (10%) of families with students at the school, or
 - c) the Principal in writing.
- 11.2 The special meeting shall be held within one month of the date the Secretary receives the request or is given the authority. Members shall be given at least seven (7) days notice of the meeting which notice shall also state the business of the meeting.
- 11.3 Members of the school community shall be notified of the meeting and any motion circulated seven (7) days prior to the meeting date.
- 11.4 A Special Meeting may be called for any purposes, which relate to:
 - a) recommending the removal of an elected member of the Council
 - b) recommending amendments to the constitution
 - c) recommending dissolution or dismissal of the Council
 - d) dissenting from a Council decision.
- 11.5 To be carried, motions require a two-thirds majority of those present and eligible to vote, including members of the school community.

12. DISSOLUTION OF THE SCHOOL COUNCIL

12.1 Any proposal to dissolve the Council may only be considered at a Special General Meeting called in accordance with section 11.

12.2 The Council shall be dissolved if the P&C to which the Council is attached or the school is closed.

12.3 Where the Council is dissolved, minute books and other records shall be forwarded to an appropriate organisation by resolution of the members.

13. RULE MAKING

13.1 The Council shall make rules as required to carry out its functions. The rules shall be consistent with the constitution and the *Education Act 1990*.

13.2 The rules may be adopted, altered, withdrawn according to a majority vote at a meeting of the council for which one month notice has been given.

13.3 The rules shall provide for the procedure to be followed:

- a) at meetings of the Council, and
- b) to convene a substitute meeting when a quorum is not attained at a meeting.

14. DEFINITIONS

14.1 'COMMUNITY MEMBER' means any person appointed to the Council from local government/business/industry or a particular section of the local community.

14.2 'CONSTITUENCY' means the whole body of voters who are eligible to elect their representatives on council.

14.3 'EXECUTIVE MEMBER' means the Principal of Homebush Boys High School.

14.4 'QUORUM' means the minimum number of persons required to attend a meeting before any business can be transacted.

14.5 'PARENT MEMBER' means any parent elected to the Council in addition to the President of the P&C.

14.6 'SCHOOL STAFF' means all persons employed at Homebush Boys High School (teaching and non-teaching staff).

14.7 'SUPPLEMENTARY SERVICES' means support provided to the school by parents and other members of the community to enrich the educational program of the school.