

**CANNINGTON COMMUNITY EDUCATION SUPPORT
CENTRE
SCHOOL COUNCIL**

TERMS OF REFERENCE

1 NAME

- 1.1 The School Decision Making Group shall be known as Cannington Community Education Support Centre School Council (CCESCSC).

2 OBJECTIVES

- 2.1 To foster positive relationships and open communication between parent/caregivers, school staff, students and the local community.
- 2.2 To represent the educational needs and aspirations of students, their parents/caregivers, staff and the community.
- 2.3 To take part in establishing and reviewing the school's objectives, priorities, general policy directions, financial planning, evaluation of the school's performance and formulating student codes of conduct.
- 2.3 To endorse the School Development Plan.
- 2.4 To promote the school in the community.
- 2.5 To provide advice on policy for religious education and implementation of special religious education.
- 2.6 To determine, in consultation, a dress code for students.
- 2.7 To approve charges, contributions and fees, extra cost optional components, items for personal use, advertising and sponsorship arrangements.

3 MEMBERSHIP

The CCESCSC shall consist of seven members as follows:

- 3.1 The School Principal,
- 3.2 Three members of staff of the school (consisting of teaching and non teaching staff) **with at least one representative from the two sites**, and
- 3.3 Four parent/caregivers representatives **with at least one representative from the two sites**.
- 3.5 Members may appoint a proxy to represent them if they are unable to attend a CCESCSC meeting. The proxy shall have the same voting entitlement as the member.

4 APPOINTMENT/ELECTION OF MEMBERS

4.1 SCHOOL PRINCIPAL

4.1.1 The School Principal shall automatically be appointed to the CCESCSC

4.2 STAFF REPRESENTATIVES

4.2.1 Nominations shall be called during the first **five** weeks of **first** term of school, from all staff at the school, for three staff representatives.

4.2.2 Where more than **three** nominations are received, an election shall be held to elect three staff representatives.

4.2.3 A preferential voting system shall be used.

4.2.4 The election shall be concluded by the end of the **sixth** week of the school year.

4.2.5 Staff representatives shall hold their position until the conclusion of the election process of staff representatives in the **first** term of the following year, or until their earlier resignation from CCESCSC.

4.3 PARENT/ CAREGIVER REPRESENTATIVES

4.3.1 During the first three weeks of the third term of school, nominations shall be called from the families of all students attending the school, for four parent/**caregiver** representatives.

4.3.2 Where more than four nominations are received, an election shall be held to elect four parent representatives.

4.3.3 All families of students attending the school shall be entitled to one vote per family (regardless of the number of students from that family attending the school) in the election of parent representatives.

4.3.4 A preferential voting system shall be used.

4.3.5 The election shall be concluded by the fifth week of the third term of school.

4.3.6 Parent representatives shall hold their position until the conclusion of the election process of parent representatives in the third term of the following year, or until their earlier resignation from CCESCSC.

4.4 ELECTION PROCESSES

4.4.1 Staff and Parent representatives shall be elected for a one year term and may nominate for subsequent terms.

4.4.2 Where the number of nominees is the same as or less than the number of positions to be filled, then the nominees shall be appointed without the need for an election.

4.4.3 Where there are vacancies caused by a lack of nominations or by resignation, then those vacancies shall be filled by appointment by the CCECSC from the relevant staff or parent group.

4.4.4 The School Principal (or their delegate) shall be the Returning Officer for any required election of CCECSC members, and shall determine any election matters requiring decision not dealt with in these Guidelines.

4.5 CESSATION OR TERMINATION OF MEMBERSHIP

4.5.1 The office of a member of the Council becomes vacant if the member:

- becomes ineligible to hold office as a member;
- resigns by written notice delivered to the Council; or
- is removed from office by the Director General of Education or his delegate.

4.5.2 The Director General, or the Deputy Director General or Executive Directors, as delegates of the Director General, may remove a person as a member of the Council on the grounds that the continuation of the person as a member would be detrimental to the interests of the Council.

4.5.3 The Council may remove a person as a member of the Council on the grounds that the person:

- has neglected his or her duty as a member;
- has misbehaved or is incompetent;
- is suffering from mental or physical incapacity, other than temporary illness, impairing the performance of his or her function as a member; or
- has been absent, without leave or reasonable excuse, from three consecutive meetings of which the member has had notice.

4.5.4 The Council must not remove a person as a member unless the person has been given a reasonable opportunity to show that he or she should not be removed from office.

4.5.5 A decision of the Council to remove a person from office is to be made by resolution of a majority comprising enough of the members for their number to be at least two thirds of the number of offices, whether vacant or not.

4.6 CHAIRPERSON

There shall be a Chairperson as follows:

4.6.1 A Chairperson shall be elected by the members of the CCESCSC from amongst the members of the CCESCSC for a period not exceeding one year.

4.6.2 The election of Chairperson shall take place at the first meeting after the election of representatives held in the third term of school, and shall be by secret ballot if any member requests.

4.6.3 The Chairperson shall chair every CCESCSC meeting, and in his/her absence an alternative chairperson for that meeting shall be elected by the members present.

4.6.4 The Chairperson shall be the sole spokesperson for the CCESCSC but may only express views on behalf of the CCESCSC where those views have previously been endorsed by the CCESCSC.

4.7 SECRETARY

There shall be a Secretary as follows:

4.7.1 A Secretary shall be elected by the members of the CCESCSC from amongst the members of the CCESCSC for a period not exceeding one year.

4.7.2 The election of Secretary shall take place at the first meeting after the election of representatives in the **first** term of school, and shall be by secret ballot if any member requests.

4.7.3 The Secretary shall be responsible for recording of minutes at every CCESCSC meeting, and for the distribution of those minutes to members prior to the following meeting. The School Principal shall provide typing and administrative assistance to the Secretary in the preparation and dissemination of the minutes.

4.7.4 Should either the Chairperson or the Secretary resign from their offices or from the CCESCSC before the expiration of their term of office as Chairperson or Secretary, then the members of the CCESCSC shall elect replacement/s from their numbers as necessary.

5 PROCEDURES

5.1 QUORUM

5.1.1 A quorum shall be five members, comprising at least two parent representatives, at least two staff representatives and the School Principal (or their proxies).

5.2 DECISION MAKING PROCESS

5.2.1 Decisions shall be made by consensus wherever possible, but if voting is necessary, it will be by simple majority as long as neither the parent group nor teacher group is totally opposed to the issue.

5.2.2 All Council members will have one vote.

5.2.3 Members shall have their dissenting vote recorded in the minutes upon request.

5.3 MEETING PROCEDURES

5.3.1 The CCESCSC shall meet at least once every school term, and shall meet on such days, at such times and for such duration as is determined by the CCESCSC from time to time.

5.3.2 Notice of meeting dates, times and locations shall be provided to all school staff and the families of all school students by the Principal at least two weeks before the scheduled meeting date.

5.3.3 Except as noted in the following clause, all CCESCSC meetings shall be open to all staff and all families of school students, who may speak at such meetings, but only CCESCSC members have the right to vote. CCESCSC meetings shall be open to other interested parties as observers, who shall not have the right to speak unless invited to do so by the Chairperson.

5.3.4 CCESCSC meetings shall be conducted in private only where the School Principal and the Chairperson (or the School Principal and the Secretary, if the School Principal is the Chairperson) agree that the matters to be discussed are confidential.

5.3.5 The Chairperson shall prepare an agenda for each meeting which shall include all items received up to one week prior to the meeting. The agenda, together with any necessary attachments, shall be distributed by the School Principal to all CCESCSC members at least three days prior to the meeting.

5.3.6 Items not included in the agenda shall only be discussed if they are matters of urgency and the members present agree to their discussion.

6 ROLE

6.1 The Legislated role of the School Council is to review and endorse the School Development Plan.

6.2 The role of the CCESCSC is to further the objectives as contained in these Guidelines, and to perform those tasks as are not prohibited by legislation, Education Department regulation or policy.

6.3 The CCESCSC is seen as an important means of communication between parents and staff, and therefore may discuss issues of concern to either group with a view to resolution. However, specific issues relating to the individual students, parents or staff members, or issues relating to curriculum or teaching methods, are outside the scope of the CCESCSC.

6.4 As the Principal is ultimately accountable to the Education Department for the organisation and general conduct of the school, she/he has the right to veto any decision of the group which contravenes Education Department Regulations and Administrative Instructions or which she/he considers to be contrary to the welfare of the pupils or not to be in the best interest of the school.

PURPOSE OF THE SCHOOL COUNCIL

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 students and that will enhance the education provided by the school.

The functions of every School Council in a government school are to:

- a. To take part in:
 - (i) establishing and reviewing the school's objectives, priorities and general policy directions;
 - (ii) financial planning to support the above;
 - (iii) evaluating the school's performance in achieving these;
 - (iv) formulating codes of conduct for students.
- b. promote the school in the community;
- c. provide advice on policy for religious education and implementation of special religious education;
- d. determine, in consultation, a dress code for students;
- e. approve:
 - (i) charges, contributions and fees;
 - (ii) extra cost optional components of the school's educational program;
 - (iii) items for personal use on the educational program;
 - (iv) advertising and sponsorship arrangements.