



Tammin Primary School: School Council Constitution

TERMS OF REFERENCE

Tammin Primary School has a non-incorporated School Council. Further clarification of the Terms of Reference and its overall status as a non-incorporated School Council can be found in the Department of Education's *Regulatory Framework* under *School Councils*.

The Tammin Primary School Council has been formed with the fundamental purpose of enabling all members of the school community to work with the teaching and non-teaching faculty to engage in activities that are in the best interests of all students and will enhance and promote the educational programs provided by the school.

RESPONSIBILITIES OF THE TAMMIN PRIMARY SCHOOL COUNCIL

The Tammin Primary School Council has the following responsibilities:

1.1 To take part in:

- Establishing and / or reviewing on a regular basis the school's objectives, outcomes, priorities and general policy setting;
- The review of financial arrangements necessary to fund those objectives, outcomes, priorities and direction;
- Evaluation of the school's overall performance in achieving them; and
- Formulating codes of conduct with teaching faculty for all students.

1.2 To determine in consultation with the school community a standard dress code for all students when they are attending or representing the school.

1.3 To promote the school in the wider community.

1.4 To approve:

- Charges and contributions for the provision of certain materials, services and facilities under *Section 99 (4)* of the *School Education Act*;
- Extra cost optional components of educational programs under *Section 100 (3)* of the *School Education Act*;
- Items to be supplied by a student for use in an educational program under *Section 108 (2)* of the *School Education Act*; and
- Any agreements or arrangements for advertising or sponsorship in relation to the school under *Section 216 (5)* of the *School Education Act*.

1.5 To provide advice to the Principal on:

- A general policy concerning the use in school activities of prayer, songs and materials based on religious, spiritual or moral values being used in an activity as part of religious education; and
- The implementation of special religious education under *Section 69 (2)* of the *School Education Act*.

1.6 To undertake all requirements / tasks necessary to carry out its official function.

The Tammin Primary School Council cannot:

2.1 Intervene in the control or management of the school.

2.2 Intervene in the educational instruction of the school's students.

2.3 Exercise authority over the teaching and non-teaching / support faculty of the school.

2.4 Intervene in the management or operation of a school fund.

MEMBERSHIP & COMPOSITION OF THE TAMMIN PRIMARY SCHOOL COUNCIL

3.1 The number of members of the Tammin Primary School Council shall be no more than 12 plus the School Principal.

3.2 The composition of the School Council shall be:

- 5 – 8 parents including the President of the Tammin Parents & Citizens Association;
- 2 – 3 staff including 1 non-teaching staff member;
- ASSPA Committee Member; and
- Principal

3.3 The Chair of the School Council is to be elected by and from the members of the School Council.

APPOINTMENT & ELECTION OF MEMBERS TO THE TAMMIN PRIMARY SCHOOL COUNCIL

4.1 Elections for the School Council & the Parents and Citizens Association are to be held separately. The whole school population should be approached when nominations are invited to fill Council vacancies.

4.2 Each member, other than the Principal, is to hold office for a term determined by the Council, up to a maximum of three years, after which members may re-nominate and be re-elected more than once. **The term of appointment for individual members may be varied over one, two or three years. Staggered terms allow for continuity of experience of membership so that at no time would the School Council be composed of all new members.**

4.3 The School Principal is responsible for the proper conduct of all elections.

4.4 The Principal will invite nominations from eligible persons to fill vacancies, conducting elections where the number of nominees is greater than the vacancies available.

4.5 Parent members are to be elected from and by parents who have students enrolled at the school at the date of notice of the election.

4.6 Staff members (full time and/or part-time) are to be elected from and by the staff who are all eligible to vote.

4.7 The Council may appoint suitably qualified persons as community representatives from the list of nominees.

4.8 To assist in its functions, the Council may co-opt a member of the local community

- 4.9 who has the experience, skills or qualifications that would enable the person to contribute to the Council's functions, to be a member for such time, or in relation to such matters as determined by the Council.
- 4.10 A co-opted member is not eligible to vote.
- 4.11 The Chairperson of the Council is elected by and from its members.
- 4.12 A member of a School Council who is elected or appointed to fill a casual vacancy holds office for the residual period of the predecessor's term.
- 4.13 The election of future School Council members will take place in Term 4 each year required to allow smooth transition between Council members.

CESSATION OR TERMINATION OF MEMBERSHIP: TAMMIN PRIMARY SCHOOL COUNCIL

- 5.1 The office of a member may become vacant if a member:
- Becomes ineligible;
 - Resigns by written notice; *and*
 - Is removed from office by the Director General (Department of Education) or delegate.
- 5.2 The Director General (or delegate) may remove a person as that member of the School Council on the grounds that continuation of that person would be detrimental to the interests of the school.
- 5.3 The School Council may remove a person of the School Council on the grounds that the person:
- Has neglected their duty as a member;
 - Has misbehaved or is incompetent;
 - Is suffering from an illness that is impairing their performance as a member; *or*
 - Has been absent without reasonable excuse from three consecutive meetings of which notice is given.
- 5.4 The School Council must not remove a person as a member unless reasonable opportunity has been given for that person to demonstrate why they should not be removed.
- 5.5 A decision to remove a person from office is to be made by a resolution of a majority of School Council members.

MEETINGS & PROCEEDINGS OF THE TAMMIN PRIMARY SCHOOL COUNCIL

- 6.1 The School Council will meet at least twice in Term 1, once in Term 2 and 3 and twice in Term 4 (or when deemed urgent or necessary).
- 6.2 Written notice will be provided as to the agenda and any papers / documents that need to be reviewed. Notification of meetings will also be provided throughout the school newsletter.

- 6.3 All meetings are open to the public, however, a meeting or part of a meeting may be closed at the discretion of the School Council.
- 6.4 A decision to close a meeting or part of a meeting must be recorded in the minutes.
- 6.5 The Chair of the School Council is to convene a special meeting if the meeting is called for in a notice to the Chair setting out the purpose of the meeting that is provided by half the number of families of students at the school (This meeting will not be convened if the purpose of the proposed meeting is not relevant to the Council business).
- 6.6 Each Council member is entitled to one vote only.
- 6.7 A decision of the Council does not have an effect unless it has been made by an absolute majority i.e. 50%.
- 6.8 The procedures and order of the meeting shall be determined by the members present at the meeting subject to the Term of Reference.

CODE OF CONDUCT FOR MEMBERS OF THE TAMMIN PRIMARY SCHOOL COUNCIL

School Council members are required to exercise judgments and make decisions to ensure that the best possible outcomes for all students at Tammin Primary School.

All members are required:

- 7.1 To perform the roles and responsibilities to the best of ones abilities within the framework of the law, the limits of authority and available resources;
- 7.2 To accept the trust, uniqueness and dignity of individuals and act in a fair, courteous and sensitive manner;
- 7.3 To accept the responsibilities arising from the trust placed in the members of the School Council by the school community and the Department of Education.
- 7.4 To perform the duties with integrity, honesty and impartiality;
- 7.5 To declare conflict of interests;
- 7.6 To maintain appropriate confidentiality of personal and official information;
- 7.7 To be accountable for the efficient and effective use of resources;
- 7.8 To undertake not to hinder the implementation of Council decisions; and
- 7.9 At all times to promote the best possible image of the Tammin Primary School community.

DEFINITIONS:

Director General: Means the Director General of the Department of Education of Western Australia.

School Community: Means parents, staff and students directly involved with Tammin Primary School.