

KENSINGTON PRIMARY SCHOOL COUNCIL CONSTITUTION

1. NAME OF THE GROUP

The group shall be known as the Kensington Primary School Council.

2. MEMBERSHIP

2.1 The membership of the Kensington School Council is to include

- i. Parents or carers of the students at the school; one to be a representative of the Kensington Parents and Citizens Association. Parents of the Kindergarten may nominate one representative;
- ii. One member of the general school community;
- iii. Members of the staff of the school and
- iv. The Principal or Acting Principal of the school.

2.2 Parent representatives must make up the majority of the council.

2.3 Total membership is a maximum of 15 (fifteen) members and minimum of 5 (five) members.

3. NOMINATIONS / ELECTIONS OF MEMBERS

3.1 Nominations for members will be called through the School Newsletter during the first two weeks of Term 1 to allow the Council to be elected and functional by the first scheduled meeting.

Those wishing to be part of the Council may self nominate or be nominated by a registered parent of the school.

3.2 The *P&C representative* is appointed by the P&C.

3.3 The *Kindergarten representative* is appointed by the Kindergarten parents.

3.4 *Staff representatives* are decided by a staff vote.

3.5 Where more nominations are received than vacancies exist and an election is necessary, ballot papers will be distributed with the weekly newsletter for immediate return.

Counting of votes is to be conducted by an independent scrutineer and results published in the next weekly newsletter.

3.6 Council may call for nominations at any time to fill a vacancy.

4. OFFICE BEARERS

4.1 The Council has the following elected Office Bearers

- i. A Chairperson who will preside over the meetings held during the following 12 months
- ii. A Deputy Chairperson who represents the Chairperson at meetings, functions or deputations.
- iii. A Secretary to scribe minutes of meetings and distribute accordingly. The secretary role can be taken on a rotational basis.

4.2 School Council Office Bearer Positions Vacant to be declared at the last School Council meeting of Term 3.

4.3 At the first scheduled meeting in Term 4 the members will meet to elect a Chairperson, Deputy Chairperson and Secretary for the following 12 months.

5. TERMS OF OFFICE

5.1 A member of the Kensington School Council holds an office for a term of two years minimum and three years maximum and may be appointed once or more than once.

5.2 A rotational policy shall be in effect to ensure continuity of terms of office and to ensure a staggered appointment and retirement cycle. (To achieve this new council members may be appointed for one year to ensure the staggered cycle is achieved)

5.3 Outgoing members shall attend the first meeting of the new school year to ensure an absolute majority to confirm nominations of new Council members.

5.4 Outgoing members who are not in attendance cannot be counted as Council members for the purposes of achieving an absolute majority.

- 5.5 The Council may remove a person as a member of the Council on the grounds that the person has been absent without reasonable excuse for three consecutive meetings of which the member has had notice.
- 5.6 The Council may co-opt a member of the school community or the local community to enable that person to make a contribution to the Council's functions.

6. FREQUENCY OF MEETINGS

- 6.1 The Kensington School Council will meet at least twice per school term. Extraordinary meetings may be called where issues arise.
- 6.2 The Chair or Principal is to advise Council members of meetings in advance and set the Agenda for each meeting. The Agenda is to be circulated at least seven (7) school days prior to the said meeting.
- 6.3 Minutes are to be recorded and made available to the school community once they are confirmed by School Council.

7. MEETING PROTOCOL

- 7.1 School Council meetings do not require a *quorum* to proceed.
No motions may be passed without a quorum.
A quorum is formed when 50% of all Council members are in attendance and no more than 50% of those in attendance are staff.
- 7.2 All motions require a seconder and must be passed by an absolute majority.
An *Absolute Majority* is more than 50% of members attending any one meeting voting in favour of a motion.
- 7.3 School Council meetings are open to the school community and attendees may address the meeting through and at the discretion of the Chair but are not eligible to move motions or vote.

8. FUNCTIONS OF THE SCHOOL COUNCIL

The functions of the Kensington Primary School Council are:-

- 8.1 To take part in:
- i. establishing and reviewing the schools objectives, priorities and general policy directions;
 - ii. the planning of financial arrangements necessary to fund those objectives, priorities and directions and
 - iii. evaluating the school's performance in achieving these;
- 8.2 To promote the school in the community.
- 8.3 To take part in formulating codes of conduct for students at the school.
- 8.4 To provide advice on policy for religious education and implementation of special religious education;
- 8.5 To determine in consultation with students, their parents and staff at the school a dress code for students when they are attending or representing the school;
- 8.6 To carry out the functions given by sections 70, 99 (4), 100 (3), 108 (2) and 216 (5); of the Education Act
- 8.7 To undertake such other functions prescribed by the regulations for the purposes of improving the learning and teaching of students at the school.

8.

9. SCHOOL COUNCIL IMAGE

The Kensington Primary School Council will operate with its own letter head incorporating the school logo to complement the work being done by the Parents and Citizens Association and the school staff.

10. CHANGES TO CONSTITUTION

Notice to change the constitution must be passed by an absolute majority. This constitution was passed at a full Council Meeting on Thursday 09 May 2007 and amended at a School Council Meeting on 22 June 2011.