



## School Council Charter - Redlynch State College

*Redlynch State College School Council Vision - to guide Redlynch State College through innovative direction and good governance in the delivery of performance based outcomes; whilst focusing on the well-being of the College Community.*

### **School Council Membership**

The membership of the Redlynch State College School Council is three(3) parent representatives; two(2) community representatives; two (2) student representatives; three (3) College Staff; P&C President and College Principal. The College staff representatives comprise of one (1) Secondary teacher, one (1) Primary teacher and one (1) non-teaching representative. The Student representatives are elected by Student Council members and there is one (1) from Year 11 and one (1) from Year 12. The College Business Manager should be present at meetings, if not a voted member, they will be invited as a co-opted attendee.

### **Tenure of School Council Members**

An election plan has been implemented to support the continuity of membership from one year to the next; this being that half (½) the membership be replaced on an annual basis.

When a member resigns within the first twelve (12) months of tenure, the voted replacement representative, will serve out the remainder of the tenure in line within the original dates. When the member resigns in the second year of the tenure, the replacement representative will serve out that tenure plus two (2) years.

Community Representatives are invited members of the School Council. Nominations are called, from School Council members, as to who should be nominated to be a Community Representative. A vote is cast, once nominations have been decided upon, and the Community Representatives are invited to be part of the School Council. Community Representative has the option to accept or decline the invitation to be a part of the School Council.

The maximum number of tenures to serve consecutively is three (3).

### **Meetings**

The School Council will meet twice a term, in Weeks 2 and 7 on a Thursday. Meeting dates will be scheduled for the year. The meeting will commence at 6:00pm and be held in the Meeting Room within the Administration Building on the 7-12 Campus.

If the Chair is unable to preside at the School Council Meeting, the Council will pre-nominate a backup chair for the year. If a member is unable to attend a meeting, an apology should be submitted to the Secretary prior to the meeting.

### **Extended Leave of a Council Member**

- a. A member of the School Council may apply, in writing to the Chair, for extended leave of up to three (3) consecutive meetings;
- b. If a member of School Council is granted extended leave, the membership of that member is excluded in determining the requirement for a quorum of not less than half the members currently holding office.



## Agenda

The Secretary, in conjunction with the Chair, shall ensure an agenda is prepared for each regular meeting and distribute the agenda, draft minutes from the previous meeting and meeting papers such as Principals Report, to School Council members no less than six (6) days prior the meeting. General Business items are to be submitted to the Secretary prior to the next meeting, and distribution of the agenda. The Chair is able to add General Business items to the agenda during the meeting.

The agenda will/should be accompanied by relevant pre-reading material. All members are expected to be familiar with the pre-reading(s) to ensure informed discussion. See [Appendix A - Redlynch State College School Council Agenda Template](#).

## Minutes

The Secretary will ensure a record of each meeting is kept and draft minutes are prepared after each School Council meeting and distributed to members within seven (7) days of the meeting. The minutes will record:

- a. the date, time and venue of the meeting;
- b. name of attendees and apologies received
- c. name of the Chair
- d. record the business of the meeting including the decision on the minutes of the previous meeting; inward and outward correspondence and reports tabled at the meeting;
- e. decisions of the meeting including motions and any amendments, names of movers and seconders, whether the motion was carried or rejected and the number of votes for and against

When School Council minutes are submitted for confirmation; only questions regarding their accuracy as a record of the meeting are to be raised. Once the minutes have been accepted as a true and accurate record of the meeting, they are to be signed by the Chair. Any Business Arising from the minutes is dealt with after the minutes have been confirmed. See [Appendix B - Redlynch State College School Council Minutes Template](#).

## School Council Decisions

- Decisions of the School Council will be by a majority of those eligible to vote and who are present at the meeting. A vote by proxy is not valid.
- Voting will be by a show of hands, but a secret ballot may be used for a particular issue.

## School Council Code of Conduct

All members of School Council must comply with the *Education (General Provisions) Act 2016 (Qld)* <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducGenPrA06.pdf> and the School Councils Code of Conduct ([Appendix C - School Council Code of Conduct](#)).

## Confidentiality

- a. Members should respect the need for confidentiality and privacy with regard to sensitive matters that might arise at School Council meetings.
- b. School Council meetings are not an appropriate forum for the discussion of individual staff, students, parent or other individual members of the school community.



## Statement of the School Council's Governance Functions

**Working with the Principal:** The School Council (**Council**) is responsible for forging a strong, productive and mutually trusting working relationship with the Principal or the benefit of the school by ensuring:

- a. Openness and honesty in all matters is encouraged between the Council and the Principal
- b. This relationship is fostered between meetings through encouraging a close working relationship between the Chair and the Principal
- c. Regular ongoing reporting by the Principal to the Council in a form which is meaningful and relevant
- d. The Council will not:
  - i. Interfere with the management by the Principal of the day to day operations of the school
  - ii. Make operational decisions about the use of teaching and learning resources
  - iii. Make decisions that are contrary to law or written policy of the department

**Accountability:** The Council will provide accountability<sup>1</sup> by ensuring:

- a. a clear written statement of role and responsibilities for the Council exists;
- b. appropriate transparent management reporting systems exist;
- c. regular effective communication with key stakeholders including the P&C, with and through the Principal;
- d. active monitoring of the performance of the school against approved strategic plans and objectives;
- e. expenditure of money and use of resources is consistent with the approved plans;
- f. it sets a respectful, ethical and transparent organisational culture;

**Strategy:** The Council is responsible for monitoring the school's strategic direction and will do so by ensuring:

- a. the Council plays an active role in advising on strategic matters;
- b. the whole Council is engaged in the strategic planning and review processes;
- c. inclusion of proper consideration of risk, opportunities and stakeholder's views in all strategic planning;
- d. inclusion of clear measurable financial and other objectives in all strategic plans;
- e. preparation of business plans and annual estimates of revenues and expenses (budget) consistent with and to support agreed strategic plans;
- f. monitoring and performance review of the school against approved strategic plans and objectives.

**Monitoring and supervising:** The Council is responsible for monitoring the implementation of agreed plans and policies of a strategic nature (including budgets) and will do so by ensuring:

- a. it receives and reviews regular reports against approved plans including:
  - i. Annual Implementation Plan (AIP) including the school budget
  - ii. Quadrennial School Plan
  - iii. Workplace reform proposals, where relevant
  - iv. School Responsible Behaviour Management Plan
  - v. Other documents relevant to the school's strategic direction
- b. The Council access to the Business Services Manager (BSM) to enable clarity of understanding financial reporting;

<sup>1</sup> Section 81 *Education (General Provisions) Act 2006 (Qld) and School Council Constitution, Clause x Functions*



**Policy:** The Council is responsible for the development of appropriate policy affecting strategic matters and will do so by ensuring:

- a. development of key governance policies by the Council in keeping with appropriate practices in governance accountability;
- b. the Principal is accountable and responsible to the Executive Officer for developing appropriate operational policies;
- c. organisational and operating policies of a strategic nature are approved by the Council where appropriate and otherwise the Council is aware of them;
- d. there is a clear delineation between Council policy and policy which is the Principal's responsibility to develop and monitor;
- e. active monitoring of all Council approved policies.

### **Role of the School Council Chair**

The Chair of the Council is the leader of the Council, as distinct from the school, leadership of which is a responsibility of the Principal. Within the ambit of the role as leader of the Council, the Chair assures the integrity of the Council's processes and, secondarily, represented the Council (and when explicitly authorised to do so) as appropriate to outside parties.

Accordingly within this role:

- a. The chair is responsible to ensure that the Council operates effectively, including through the chairing of meetings so as to ensure that there is rigour in advice and decision-making through robust discussion and a culture which encourages appropriate questioning and enquiry about all matters put before the Council for decision;
- b. The Chair of the Council is empowered to chair Council meetings, with all the commonly accepted power of that position (for example, ruling on issues, recognising speakers);
- c. The Chair is responsible to ensure that there is a flow of accurate, timely and relevant information from management to the Council to enable the Council to make well informed decisions;
- d. The Chair develops a close working relationship with the Principal; liaising with the Principal between Council meetings to ensure optimum efficiency in the presentation of all recommendations to the Council and for the ongoing support and monitoring of the Principal on behalf of the Council;
- e. The Chair is responsible to ensure that the Council operates consistently within its own processes and those legitimately imposed upon it from outside the organisation;
- f. The Chair is to assure the implementation of the procedural aspects of the governance policies and processes agreed by the Council, except where the Council specifically delegates components of this to others;
- g. The Chair of the Council may represent the Council to outside parties in announcing Council-stated positions or otherwise as expressly delegated by the Council from time to time;
- h. The Chair may not delegate the responsibilities outlined above except with the prior agreement of the Council, unless the urgency of a situation, as identified by the Chair in his or her discretion, demands otherwise; and
- i. In spite of the above responsibilities, the Chair of the Council has no authority greater than delegated to him or her by the Council as a whole and so has no added authority to supervise or direct the MD or other members of management.

Eligibility and tenure of the Chair is set out in the School Council Constitution.

Date adopted:

Last Reviewed: 11 December 2018



### Role of the School Council Secretary

The Secretary plays an important role in supporting the operations of the Council through ensuring effective administration of Council meetings.

Accordingly, within this role:

- a. The Secretary develops a close working relationship with the Chair and the Principal, liaising between Council meetings to ensure ongoing coordination of meetings, planners and management of correspondence of the Council;
- b. The Secretary keeps full and correct minutes of the proceedings of School Council meetings and ensures minutes are distributed to the Council within seven (7) days of each meeting;
- c. The Secretary ensures a transparent process exists for the safe custody and access to all books, documents, records and registers of the Council, which are accessible to any person within the school community; and
- d. The Secretary supports the Council in other administrative functions of the Council from time to time.

Eligibility and tenure of the Secretary is set out in the School Council Constitution.

### Role of the School Council Member

As set out in the School Council Handbook,<sup>3</sup> a member of the School Council you will be required to:

- a. Be conversant with the School Council Constitution and the *Education (General Provisions) Act 2006*;
- b. Be familiar with the school's strategic plan;
- c. Understand the philosophy and core values on which the school's services and programs are based;
- d. Demonstrate a personal suite of values aligned to realising harmonious and constructive conversations and decision making;
- e. Offer an array of personal capabilities to assist creative and productive discussions and decision making relative to the strategic responsibilities of the School Council;
- f. Be able to work cooperatively with other Council members to ensure productive and constructive discussion;
- g. Be able to leave aside personal agenda and bias;
- h. Assist in strategic planning and development;
- i. Understand the difference and the delineation between operational, governance and strategic issues;
- j. Liaise with relevant stakeholder groups to effectively represent views and opinions of staff, parent and community bodies (when explicitly authorised to do so by the Council);
- k. Engage in shared leadership;
- l. Work with other Council members, school personnel and other decision making bodies, for the benefit and betterment of all students and the community;
- m. Demonstrate ability to follow through on tasks and meet associated timelines;
- n. Attend Council meetings are required;
- o. Prepare for (by reading materials in advance if required to do so) and actively engage in Council meetings;
- p. Represent the School Council (when explicitly authorised to do so by the Council) and support decisions made;
- q. Actively promote and portray a positive image of the School Council;
- r. Undertake extra activities and duties as requested by the Council or Chair;
- s. Keep the broad school community involved in the activities of the School Council, the communication of which is agreed by the Council.

<sup>3</sup> <http://education.qld.gov.au/schools/about/school-council-handbook.html>



### **Relationship between the School Council, the School and the P&C**

The School Council and the P&C share mutual interest in the success of the School. Each has a valuable contribution to make to the life of the School and its Community.

The **School Council** will guide the broad strategic direction of the school including:

- a. Monitoring the School's strategic direction;
- b. Approving plans and policies of the School of a strategic nature or other documents affecting strategic matters (including the budget);
- c. Monitoring the implementation of the plans, policies and other documents approved by the School Council;
- d. Advising the School's Principal about strategic matters.

The **P&C's** primary role is to promote the interests of and facilitate the development and further improvement of the school by promoting parent participation and encouraging collaboration. The P&C President is a member of the School Council. The P&C will:

- a. Foster community interest in educational matters;
- b. Endeavour to build closer cooperation between the parents, members of the wider school community, staff members, and students;
- c. Provide recommendations to the Principal at the Principal's invitation, in relation to student issues and the general operations of the school;
- d. Give, or assist in the giving of other financial resources or services, that benefit students of the school;
- e. Perform any other functions as required by the Minister of Education.

The **School Council** and the **P&C** *must not*:

- a. Interfere with the management by the Principal of the day-to-day operations of the School and its curriculum;
- b. Make operational decisions about the use of teaching and learning resources;
- c. Make decision about individual teaching styles;
- d. Make decisions that are contrary to law or written policy of the department



## Appendix A - School Council Agenda Template

### Redlynch State College IPS School Council Agenda

Date and Time	<i>(date to be inserted)</i>
Venue	<i>(venue to be inserted)</i>
Members	<i>(Council members to be inserted)</i>
Apologies	<i>(Council members to be inserted - apologies prior to agenda distribution)</i>
Minute Taker	<i>(to be inserted)</i>

Agenda Item	Responsibility
1. Welcome / Apologies <ul style="list-style-type: none"> <li>• Apologies</li> <li>• Confirmation of previous minutes</li> </ul>	Chair
2. Business Arising – <ul style="list-style-type: none"> <li>•</li> </ul>	
3. Action Items <ul style="list-style-type: none"> <li>•</li> </ul>	
4. Reports <ul style="list-style-type: none"> <li>• Principals Report</li> <li>• Financial Report</li> </ul>	
5. Standing Items – to be confirmed as agenda item Citizenship Community Partnerships / engagement Curriculum Technology	
6. General Business <ul style="list-style-type: none"> <li>•</li> </ul>	
7. Meeting Close <ul style="list-style-type: none"> <li>• Confirmation of next meeting</li> </ul>	Chair

*Redlynch State College IPS School Council Agenda (date to be inserted)*

*Chair: (to be inserted)*

*Minutes Secretary: (to be inserted)*

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Date adopted:

Last Reviewed: 11 December 2018



**Appendix B - School Council Minutes Template**

**Redlynch State College IPS School Council  
Minutes of Meeting  
Date: [insert date]**

Agenda Item	Minutes	Responsibility/action
1. Welcome and Apologies <ul style="list-style-type: none"> <li>• Apologies</li> <li>• Confirmation of Previous Minutes</li> </ul>	<p>Meeting commenced <i>(to be inserted)</i></p> <p>In attendance: Absent: Apologies: Guests in attendance:</p> <p>Confirmation of Previous Minutes Motion carried</p>	<p>Moved: Seconded:</p>
2. Business Arising		
3. Action Items		
4. Reports <ul style="list-style-type: none"> <li>• Principals Report</li> <li>• Finance Report</li> </ul>		
5. Standing Items – <ul style="list-style-type: none"> <li>• Citizenship</li> <li>• Community Partnerships / engagement</li> <li>• Curriculum</li> <li>• Technology</li> </ul>		
6. General Business		
7. Meeting Closed	Meeting closed <i>(time to be inserted)</i>	
	Next meeting date <i>(to be inserted)</i>	

Chair: *(to be inserted)*

Minutes Secretary: *(to be inserted)*

Date Adopted:

Last Reviewed: 11 December 2018



# School Councils

## Appendix C - Code of Conduct

This code of conduct sets the expected standards of conduct for all school council members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

The code is intended to promote and maintain the highest standard of ethical behaviour by school council members. Members of school councils should adhere to the Code of Conduct at all times. This code applies to each member of a Queensland state school council established under the *Education (General Provisions) Act 2006*.

### ***Integrity and Impartiality***

School council members are to:

- act in the best interest of the total school community at all times
- conduct and present themselves in a professional manner
- act with courtesy and demonstrate respect for all persons, whether fellow school council members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times
- build open and honest communication
- represent all members of the school community
- act ethically and with integrity at all times
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- engage with the school community in a manner that is consultative, respectful and fair
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- draw upon personal and professional insight (background and experience) when reviewing information.

### ***Promoting the Public Good***

School council members accept and value their commitment to:

- be responsive to the requirements of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy.

### ***Commitment to the system of government***

School council members will:

- offer constructive, impartial and professional feedback when consulted regarding official school priorities, policies and decisions
- work within the boundaries of the *Education (General Provisions) Act 2006*, the *Education (General Provisions) Regulation 2006*, and the Department of Education and Training policies and procedures relevant to school council operations.

### ***Accountability and Transparency***

School council members will:

- treat official information with care and use it only for the purpose for which it was collected or authorised
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- store official information securely
- not use confidential or privileged information to further personal interests.