

# School Councils

## School Council Meetings

The school council may conduct its business, including its meetings, in the way it considers appropriate (subject to the school council's constitution and the Act (s.97)). However, the council may only make decisions about how it will carry out its functions if it does so at a council meeting where a quorum for the council is present.

### Time and place of meetings (s.98 of the Act)

Council meetings must be held at least twice in each semester and are at the times and places the council decides. However, a school council's chairperson:

- may call a meeting at any time; and
- must call a meeting if asked, in writing, to do so by the Minister, the chief executive, principal or at least the number of its members required to form a quorum for the council.

The chairperson must, where possible, give written notice of the time and place of the school council meeting to each of the members at least 7 days prior to the meeting.

If the quorum is not present within 30 minutes after the advertised starting time of a school council meeting, the meeting must be adjourned to a time and place decided by the chairperson and members are to be notified.

The school council may:

- hold meetings (or permit members to take part in meetings) by telephone, webconference, etc; and
- decide that any meeting or part of a meeting may be closed to observers.

### Presiding at meetings (s.100 of the Act)

The school council's chairperson must preside at all council meetings at which they are present. If the chairperson is absent, another council member chosen by the other members who are present, must preside. A coopted student may not preside at a council meeting.

### Conduct of meetings (s.101 of the Act)

Unless the council members present at a meeting decide otherwise, the order of business at a school council meeting is:

1. Apologies
2. Confirmation of minutes from previous meeting
3. Business arising from minutes of previous meeting

4. Correspondence
5. Business arising from the correspondence
6. Reports
7. Motions on notice
8. General Business
9. Next meeting

A question at a school council meeting, other than a question about an amendment of the council's constitution, must be decided by a majority of the votes of the council members present. Each member present at a council meeting has a vote on each question to be decided and, if the votes are equal, the member presiding has a casting vote. A coopted student member does not have the power to vote on a matter before the council. A member present who abstains from voting is taken to have voted for the negative.

A council member who takes part in a council meeting by telephone, webconference or another form of communication, is considered to be present at the meeting.

### **Minutes and records**

The school council must record all proceedings at meetings including the names of:

- members present at each meeting;
- any persons who are not members present at each meeting; and
- any members voting against a resolution carried at a school council meeting and any members abstaining from voting who wish to have their dissent or abstention recorded in the meeting minutes.

Minutes must be submitted for confirmation at the next school council meeting and a copy of the minutes must be distributed to all members as soon as possible after the meeting.

Records of the school council should be retained for 5 years from date of last action as per the [Managing the Department's Records](#) procedure. Records include, but are not limited to:

- minutes of school council meetings;
- all documents relating to a school council election (including ballot papers); and
- all documents created or acquired by the council in the course of carrying out its functions.

### **Attendance by proxy (s.102 of the Act)**

A member of a council for a state school may not attend a council meeting by proxy. However, the school's principal may attend up to 2 meetings in each year by proxy.

An alternative Parents and Citizens' association (P&C) member for the P&C association president is not a proxy.