



Flinders Park Primary School Governing Council Standing Orders

1 Introduction

These Standing Orders are for the Flinders Park Primary School Governing Council and are applicable to all meetings of the governing council and, as far as appropriate, to the meetings of subcommittees, and shall be construed subject to the Flinders Park Primary School Governing Council constitution.

These Orders are underpinned by:

- The Flinders Park Governing Council Constitution
- The School Governance Administrative Instruction (Department for Education)

A glossary defines the meaning of various terms used in these Standing Orders

2 Guiding principles of standing orders

- 2.1 Council procedures should be fair and contribute to open, transparent and informed decision-making.
- 2.2 Council procedures should reflect levels of formality appropriate for the nature and scope of the responsibilities exercised at the meeting
- 2.3 Council procedures should be clear and follow constitutional direction to give the governing council and community confidence in the decisions and deliberations undertaken at the meeting.
- 2.4 In reference to the Administrative Instructions Code of Practice, remember that information discussed at committee meetings are confidential, unless agreed otherwise by the council.
- 2.5 Council matters must only be disclosed to members of the governing council or site staff, including the site leader, unless a child is being harmed or is at risk.
- 2.6 Where relevant and appropriate, make sure parents are aware of developments and initiatives related to the council's role through the newsletter and/or school website.

3 Meetings

- 3.1 Clause 11.2.1 of the constitution requires the council to hold an ordinary meeting at least twice in each school term.

Clause 11.1.4 of the constitution requires the council to hold an annual general meeting at least once annually (the period between each annual general meeting must not exceed 16 months).

Clause 15.3.3 of the constitution, relating to sub-committees requires the Finance Advisory Committee to meet at least once each school term.

- 3.2 Notice of meetings must be given at the previous council meeting or by at least seven (7) days written notice distributed to all council members prior to the date of the meeting (clause 11.2.2 of the constitution).

- 3.3 The agenda of council shall be set by the principal and chairperson (or their delegate) and distributed by the Friday prior to the next meeting. .
- 3.4 Under the agenda item “other business” at the meeting members can seek to have additional items addressed at the meeting or be placed on the agenda to be dealt with at a later time.
- Items of any other business for discussion (new/other business agenda item), must be raised at least one week prior to the governing council meeting with the Governing Council chairperson and site representative.
 - Any ‘new/other business’ items on the agenda is added in collaboration with site representative and Governing Council chairperson. Any business arising that is not able to be discussed at that meeting should be tabled for the next meeting.
- 3.5 Meetings shall, subject to the presence of a quorum (see glossary), start at the time set out in the notice of the meeting, and shall continue until all business on the agenda is completed.
- 3.6 If there is no quorum present within 30 minutes of the starting time, as set out in the notice of the meeting, the meeting will stand adjourned to such a time and place as those council members present determine (clause 12.1.2 of the constitution).
- 3.7 Council will deal with the items of business set down for the meeting in the order in which they appear on the agenda unless otherwise determined by the chairperson.
- 3.8 The council, or any committees of the council may at its discretion, allow non-members who have special interests or knowledge relevant to the council to attend its meetings as observers and, if it agrees, take part in discussions on particular issues. Non-members cannot vote. This clause does not apply to the Finance Advisory Committee. (clause 12.1.5 of the constitution). Non-members must be invited by the chairperson as a result of a passed resolution of the council.

4 Minutes

- 4.1 Minutes must be kept for all meetings. The minutes should be an accurate record of all decisions/resolutions (passed and failed) of the meeting (clause 14 of the constitution).
- 4.2 Minutes are a permanent record and copies are required to be kept under the *State Records Act 1997*.
- 4.3 All motions should be recorded and, if requested, read back to ensure they are correct.
- 4.4 The minutes must contain a list of those present, apologies, names of guests or observers, outcomes of business in the order it was dealt with, copies of reports and state the date and time of the next meeting.
- 4.5 The minutes should not be a verbatim record of the meeting but should be sufficient to set out issues raised and the decisions taken. Minutes need to be a succinct representation of matters discussed, not a transcript.
- 4.6 Minutes will be taken by the Governing Council secretary (or delegate) to be distributed to the governing council members within 7 days.
- 4.7 If a committee member feels discussion has been misrepresented, proposed amendments should be provided to the minute taker in writing for discussion in ratifying the minutes at the following meeting. The meeting minutes should not officially be amended by anyone other than the minute taker.

5 Order

- 5.1 The chairperson of the council shall chair meetings.
- 5.2 In the absence of the chairperson, where there is a deputy chairperson, they shall chair the meeting. If there is no nominated deputy the council members shall choose one of the members to chair the meeting.
- 5.3 A person addressing the council shall be heard in silence unless a point of order is raised.
- 5.4 The chairperson shall maintain order and conduct the meeting in accordance with these standing orders.

6 Points of order

- 6.1 The chairperson may call to order a member who is in breach of the Act or constitution.
- 6.2 A member may draw to the attention of the chairperson a breach of the Act or constitution, and must state briefly the nature of the alleged breach.
- 6.3 A point of order takes precedence over all other business until determined.
- 6.4 The chairperson will rule on the point of order.

7 Interruption of meetings by members

- 7.1 A member of council must not, while at a meeting:
 - (a) behave in an improper or disorderly manner; or
 - (b) cause an interruption or interrupt another member who is speaking.
- 7.2 The chairperson will rule on any instances of interruptions by members. The chairperson may seek an apology, have a short adjournment, ask the member to leave the meeting or adjourn the meeting until the next scheduled date. The chairperson's ruling will be final.

8 Conflict/difficult discussions

- 8.2 Each member needs to be clear when discussing a topic raised for discussion.
- 8.3 Each member should manage and remove their personal emotions from the topic being discussed.
- 8.5 If members cannot reach consensus on the topic being discussed within 30 minutes, the chairperson can, at their discretion call:
 - a tea break for 10 minutes to give members a break and to regain their composure.
 - cease the conversation and reconvene the topic of discussion at end of the meeting
 - where appropriate, move the agenda item to the next meeting for continued discussion and additional information.
- 8.9 The chairperson has the discretion to declare a topic of discussion closed, if they determine the discussion is unproductive and becoming negative – to preserve relationships on council.
- 8.10 All members shall remain calm and professional regardless of how difficult or challenging the topic.

9 Motions

- 9.1 A motion is required to have a proposer and a seconder, and it is put to the council for consideration.
- 9.2 A motion shall lapse if there is no seconder.
- 9.3 No substantive motion or amendment may be proposed at a meeting, which is in substance, is the same motion as has previously been proposed and dealt with (in the same meeting).

10 Voting

- 10.1 The chairperson shall read out the motion before a vote is taken.
- 10.2 A motion shall be decided on a show of hands unless a secret ballot has been requested.
- 10.4 The chairperson has a deliberative vote only, therefore in the event of a tied vote, then the motion must be taken as defeated (clause 12.1.4 of the Constitution). No member, including the chairperson has a casting vote.
- 10.5 If a member abstains from voting they have exercised their right to refrain from voting. A decision on the motion is arrived at by those persons present and voting. Abstaining does not count as voting and that member cannot be counted in relation to the total numbers for or against the motion.

11 Committees

- 11.1 The governing council will determine which sub-committees will be formed to assist the council.
- 11.2 Each sub-committee is required to have terms of reference and membership which is approved by the council and reviewed every two years.
- 11.3 Each sub-committee is to report to the governing council at the next meeting and provide the minutes of its meeting (either confirmed or unconfirmed) for noting.

12 Communication protocols

- 12.1 All communication should remain respectful and follow appropriate conduct protocols. This includes allowing up to 2 business days for a response to written communication or questions and be limited to ** a succinct.
- 12.2 If a matter a GC member would like to discuss concerns/issues outside of meeting times, please make an appointment with the site leader. A mutually agreed time will be organised, with the Chair.

13 Amendments to standing orders

- 13.1 These Standing Orders may be amended by resolution carried by a majority of filled positions on council.