



Section Four Meetings

Meeting Requirements

The Education Act requires Principals to take reasonable steps, each year, to establish a School Representative Body if one does not exist. This means the Principal must make a genuine attempt every year to interest parents. A School Representative Body must adopt the department's model constitution and abide by the policy and guidelines published by the department. Members must meet a minimum of eight times per year, including the AGM.

There is no set format for meetings, although the following items must be recorded in the minutes:

- date and time
- attendances and acceptance of apologies
- declarations of any conflict of interest
- confirming the minutes of the previous meeting
- correspondence
- reports
- debate
- voting on motions
- time the meeting closes





MEETINGS

Roles and Responsibilities of Members

The School Representative Body is an incorporated body with members elected by the school community under an approved Constitution. The School Representative Body assumes relevant functions conferred on it under the Education Act and the Education Regulations.

Members provide input into the development of the schools Strategic Plan and Annual Improvement Plan. The body assists to develop, allocate and monitor the schools budget. Members provide input into school policy development and review.

A School Representative Body is responsible for meeting all employer obligations in relation to School Representative Body employees, contractors, sub-contractors and tradespersons.

Members oversee community use of facilities, property maintenance, contracts and minor new works at the school.

Each member must hold a current Working with Children Clearance (*Ochre Card*).

School Representative Body members must abide by the specific roles and responsibilities as outlined in the Education Act, Education Regulations, policies and guidelines published by the Department of Education.

Roles and Responsibilities of the Chair

A Chair must be a Parent Member and cannot be a teacher or Principal of a Government School. The Chair works with the Principal to ensure members and Office Bearers comply with department policy and guidelines. They provide Leadership to the School Representative Body and keep the school community informed. The Chair ensures meetings are properly convened and signs and endorses documents for the School Representative Body.

The Chair must represent the best interests of the students and the school at all times and provide relevant input into decisions being made by the School Representative Body. A Chair must act in good faith and promptly declare any conflict of interest.

Roles and Responsibilities of the Treasurer

The Treasurer is responsible for presenting the monthly financial statements and draft budget for endorsement by the School Representative Body. A Treasurer must have regard, as appropriate, to the governing principles of the Financial Management Act, Treasurer's Directions, the Audit Act and the Procurement Act to ensure the effective, efficient and appropriate use of school funds and resources.

The Treasurer must represent the best interests of the students and the school at all times and provide relevant input into decisions being made by the School Representative Body. A Treasurer must act in good faith and promptly declare any conflict of interest.

Roles and Responsibilities of the Secretary

The Secretary is responsible for all official correspondence and record keeping including; sending notice of meetings except that of the AGM, preparation of the agenda, recording and distributing meeting, minutes and reports.

The Secretary must represent the best interests of the students and the school at all times and provide relevant input into decisions being made by the School Representative Body. A Secretary must act in good faith and promptly declare any conflict of interest.

Roles and Responsibilities of the Principal

The Principal is always a member and remains a member for the duration of their position as Principal. The Principal must provide 14 days' notice of the Annual General Meeting (AGM) to the school community. The Principal is responsible for ensuring processes are in place for parent, teacher and student (*where applicable*) elections. A Principal informs members of their roles and ensures implementation of relevant departmental policy and guidelines. A Principal may make public statements on behalf of the School Representative Body. Any statements made must reflect the agreed policy or true intent of the School Representative Body, as per the constitution.

Roles and Responsibilities of the Parent Member

A parent of a child is the child's father, mother or any other person who has parental responsibility for the child.

A parent of an Aboriginal child includes a person who is regarded as a parent of the child under Aboriginal customary law or Aboriginal tradition.

Parent Members must make up 50 percent of the School Representative Body.

Parent Members must represent the best interests of every student and the school at all times and provide relevant input into decisions being made by the School Representative Body. Parent Members must act in good faith and promptly declare any conflict of interest.

Roles and Responsibilities of the Teacher Member

A Teacher Member must be a teacher at the school of the School Representative Body. Teacher Members must be elected by their peers at a meeting prior to the Annual General Meeting.

Teacher Members have a responsibility to represent the best interests of the students and the school and departmental policies and guidelines. Teacher Members must act in good faith and promptly declare any conflict of interest.



Roles and Responsibilities of the Student Member

Where the school provides secondary education, the School Representative Body membership may include up to two students who are elected by the students at the school. The Principal will ensure that elections for Student Members are carried out by their peer group prior to the Annual General Meeting. The number of Student Members must be included in the overall requirement of no more than 19 members. Student Members have a responsibility to represent the best interests of the students and the school and departmental policies and guidelines

Roles and Responsibilities of the Invited Member

An Invited Member is a person whom the body considers to have special qualifications, knowledge or experience that will be able to assist it in the performance of its functions by the giving of information or advice. An Invited Member may also be the member of the Legislative Assembly for the electoral division or a member of the local government council for the area. Invited Members have a responsibility to represent the best interests of the students and the school and departmental policies and guidelines.

Sample General Meeting Agenda

(NAME OF SCHOOL REPRESENTATIVE BODY)

Agenda

General Meeting

date/location/time

1. **WELCOME** *(by Chair)*
2. **APOLOGIES** *(read by Secretary)*
3. **CONFLICT OF INTEREST DISCLOSURE**
4. **MINUTES OF THE PREVIOUS MEETING**
 - i. These should have been circulated to all members as soon as possible after the meeting to which they refer
 - ii. Any amendments are discussed. Agreed amendments to be completed by the Secretary
 - iii. Motion that the minutes be confirmed
5. **BUSINESS ARISING FROM MINUTES**
 - i. Specific items under consideration may be listed here
 - ii. Members of the School Representative Body may raise any matter referred to in the minutes
6. **CORRESPONDENCE IN** *(read by Secretary)*
7. **CORRESPONDENCE OUT** *(read by Secretary)*
8. **BUSINESS ARISING FROM CORRESPONDENCE**
9. **PRINCIPAL'S REPORT**
 - i. There may be motions arising from the report
 - ii. Acceptance of the report moved by the Principal
10. **TREASURER'S REPORT**
 - i. Include the agreed minimum suite of financial reports
 - ii. Acceptance of the report moved by Treasurer
11. **REPORTS FROM SUBCOMMITTEES** *(example: finance, buildings and grounds, canteen)*
 - i. There may be motions arising from subcommittee recommendations
 - ii. Acceptance of report moved by presenter
12. **GENERAL BUSINESS**
 - i. Agenda items received prior to meeting
13. **DATE OF NEXT MEETING**
14. **CLOSE** *(Chair closes the meeting)*