

FREQUENTLY ASKED QUESTIONS

ATTENDANCE EXPECTATIONS



What sort of time commitment is expected?

Members are expected to attend two meetings per term (a minimum of eight meetings per year). Office Bearer roles, such as Chair, Treasurer, or Secretary, may require additional time for meeting preparation and supporting specific projects.

What should a member do if they can't attend a meeting?

Members should notify the Chair or Secretary as soon as possible so they can ensure quorum will still be met. An apology should be recorded in the minutes.

How important is it for a member to attend every meeting?

Very important. Regular attendance ensures that quorum is met, business can proceed, and informed decisions can be made.

Can a meeting go ahead if the Principal cannot attend?

Yes - as long as quorum is still met.

If the Principal is unable to attend regularly, this should be discussed with the Chair to ensure the Council | Board can carry out its responsibilities effectively.

An Assistant Principal may attend in place of the Principal to present the Principal's Report and answer questions, but:

- They are not considered part of quorum.
- They must not move, second, or vote on any motions.

Who can attend meetings?

All parents should be welcomed and encouraged to attend as observers. Non-members may speak with permission from the Chair but must not vote.

Who can attend a meeting when confidential information is being discussed?

Only members may attend. The meeting, or part of the meeting, may be closed to others if confidential matters are being considered.

Can members attend meetings by phone or video call?

Yes.

Members may attend via phone or video conference. Their participation and the platform used should be clearly recorded in the minutes.

Can we remove a member for non-attendance?

No.