**STANDING ORDERS**

**TEMPLATE**

YOUR SCHOOL COUNCIL | BOARD NAME

SCHOOL REPRESENTATIVE BODY [SRB] MEMBERSHIP

The membership according to our Constitution is a total of X members:

X Parent Members

X Teachers Members

X Invited Members

X Students (for schools offering secondary education only)

Principal

OFFICE BEARERS

Must elect a

* Chair
* Treasurer
* Secretary

ELECTION OF OFFICE BEARERS

All members vote to elect the Chair, Treasurer, and Secretary. If more than one nomination is received for a position, voting must be conducted by secret ballot. Each member is entitled to one vote. In the event of a tied vote, a new election will be held. If the result is tied again, the SRB may choose to hold further elections until the position is filled.

COMMITTEES

Each Committee will be chaired by a member of the SRB unless otherwise decided by the Body.

A Committee must include at least one SRB member and have at least 3 members. The SRB will have the following Committees:

Example only;

* Finance & Facilities.
* Infrastructure.
* Grounds and Landscaping.

**MEETINGS**

QUORUM FOR MEETINGS

A meeting can only proceed if at least half of the current members are in attendance. Business cannot be conducted unless a quorum is present. Members may attend in person, virtually (e.g. Microsoft Teams), or by phone (on speaker, so all can hear).

ANNUAL GENERAL MEETING (AGM)

The AGM will be held by 15 March each year to:

* Report on its activities since the previous AGM (via the Chair and Principal.
* Present and approve (motion) the Audited Financial Report and Management Letter.
* Elect new Parent Members, where vacancies exist.

GENERAL MEETINGS (GM)

Example:

Meetings will be held twice per term on the ﬁrst Monday of each month. The meeting will commence at 6.00 pm and will ﬁnish no later than 7.30 pm. A motion to extend the meeting for a maximum of 15 minutes must be agreed (motion) by all members.

SPECIAL GENERAL MEETING (SGM)

An SGM may be held at any time decided. The Chair must convene a SGM when they receive a written request to do so from any of the below:

* Three (3) members of the School Representative Body.
* The Chief Executive of the Department.
* The Education Minister.

The Chair must call a meeting by sending a notice to all members and providing at least three (3) days’ notice of the time, date place and specific purpose of the meeting. The business of a SGM will be conﬁned to the object for which it is called.

DECISION MAKING

Decisions of the School Representative Body will be by a majority of those

eligible to vote and who are present at the meeting.

A vote by proxy is not allowed.

Members will vote on a matter and the number of votes for and against

will be recorded in the minutes.

Voting will normally be by a show of hands, but a secret ballot may be used

for particular issues. A casting vote is where a presiding person, usually a Chair,

has an additional vote where there is a tied decision. In a School Representative Body, the presiding person **does not** have a casting vote as per Regulation 27(10).

MOTIONS

A motion is a formal proposal to take an action of some kind which a School Representative Body considers, discusses and votes on. Once a motion is passed, it becomes a resolution. A Motion Register should be maintained, recording the actual motion, action officer/officers and date for action.

out of session decisions

Out of Session decision making should not be used for significant or highly contentious matters.

Process: [Example]

* The Chair, Principal or Secretary contacts all members, clearly outlining the matter to be decided on. Where appropriate, include the Business Manager [for their information].
* A deadline [date and time] is given as to when a response is required by.
* A question-and-answer process may occur. If the decision is happening via email, using "Reply All" can support transparency and informed discussion.
* Responses must be received from at least half the members [quorum] before a decision is final.
* The Chair or Secretary records and collates the answers and ensures that only those eligible to vote have voted. [Business Manager cannot vote].
* At the agreed deadline, the Chair confirms the outcome, based on a simple majority.
* At the next meeting, the Out of Session decision [motion] is recorded on the agenda and minutes under Correspondence Out or Business Arising from Correspondence.

APOLOGIES OR ABSENCE OF THE CHAIR AND OTHER MEMBERS FROM A MEETING

If the Chair is unable to attend a meeting, the members will elect a parent member to Chair the meeting (other than a teacher, or Principal). If a member is unable to attend a meeting, an apology should be submitted to the Secretary prior to the meeting.

CONFLICT OF INTEREST

If a member or an immediate family has any direct conﬂict of interest (*including a ﬁnancial interest*) in a subject or matter under discussion at a meeting, that member:

Must declare the conﬂict of interest

Should not participate in deliberations or vote as a member of the representative body in respect of any contract or arrangement in which the member is ﬁnancially interested and where they otherwise have a conﬂict of interest

AGENDA

The agenda is drafted by the Chair and Principal.

Agenda items shall be provided no less than five (5) days prior to the next

general meeting. (Late items may be deferred to the next meeting). Members

and the wider school community may contact the Chair or Principal regarding

an agenda item to be included. Sufficient background information relating

to the item will be provided by the member to be distributed with the meeting

papers. The member proposing an agenda item shall include a recommendation

on the timing to be allocated to the item. Timing may be negotiated with the Chair and Principal.

Agenda items will be prioritised in relevance with the Annual School Improvement Plan and Strategic Plan. Items may be deferred to a later meeting. Additional background information may be requested. Out of session decision making may occur.

The Secretary shall ensure an agenda is prepared for each general meeting and distribute the agenda, draft minutes from the previous meeting and meeting papers such as committee reports, Principal and Treasurer reports to members no less than three (3) days before the meeting.

The Secretary shall ensure an agenda is prepared for each general meeting and distribute the agenda, draft minutes from the previous meeting and meeting papers such as committee reports, Principal and Treasurer reports to the Casuarina Senior College Board members no less than one (1) day before the meeting.

OPEN AND CLOSED MEETINGS

Meetings will generally be open to the school community but the School Representative Body may decide that only members may be present at a meeting or part of a meeting where sensitive matters are being discussed.

The School Representative Body may decide that those members who have declared a conﬂict of interest will not participate in the discussion on that agenda item.

LENGTH OF MEETINGS AND EXTENSIONS OF MEETING TIMES

If business has not been concluded within 2 hours, the Chair shall ask the members whether they wish to defer the rest of the business until the next meeting or to extend the meeting. A unanimous motion is necessary if members want to extend the meeting. The meeting will be extended by no more than 15 minutes.

MINUTES

The Secretary will ensure a record of each meeting is kept and draft minutes are prepared after each meeting and distributed to members.

The minutes will record:

Type of meeting (e.g. General, Special, Annual General Meeting (AGM)).

Date, time and venue of meeting.

Names of attendees and apologies received from members.

Name of Chair.

Declarations of conﬂict of interest.

Record of the business of the meeting including:

Decision on the minutes of the previous meeting.

Inward and outward correspondence.

Reports from Principal and Treasurer.

Reports of any services or committees tabled at the meeting.

Decisions of the meeting.

Motions.

Names of movers and seconders.

Whether the motion was carried or rejected.

The number of votes for and against.

When the minutes are submitted for conﬁrmation, only questions regarding their accuracy as a

record of the meeting is 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 of that meeting. Business arising from the

minutes is dealt with after the minutes have been conﬁrmed.

SCHOOL REPRESENTATIVE BODY PRINCIPLES

The School Representative Body will operate according to the following principles:

Respectful partnerships.

Clear and honest two-way communication.

Transparent processes.

Democratic, informed decision-making.

Personal and professional integrity.

In the conduct of meetings, the following etiquette will be observed by members:

Only one person talks at a time.

All requests to speak are directed to the Chair.

All speakers are listened to in respectful silence.

No ‘side conversations’ are held.

Members shall listen to the discussion carefully in order to avoid making points that have already been made or asking questions which have already been answered.

When the Chair indicates that the topic of discussion is closed, no further comments are made.

Members shall not use jargon.

Members will ensure that all electronic devices (such as mobile phones) are silenced.

Members shall stay calm regardless of how difficult or challenging the topic.

Members will act in accordance with our 'Code of Conduct'.