



Secretary

Roles and Responsibilities

School Representative Body

Northern Territory Council of Government School Organisations

Overview

As an elected member and Office Bearer of the School Representative Body, the Secretary will need to develop a good working relationship with the Chairperson to ensure effective and efficient governance. It is also helpful to develop a good relationship with the school administration staff to assist with the practicalities of the role.

The Secretary is essentially the School Representative Body's record keeper.

It is an important role as it assists the School Representative Body to meet their legal responsibilities. The Secretary organises the flow of information to other School Representative Body members to assist them in performing their roles effectively and efficiently.

The role involves four phases:

- 1) Before meetings
- 2) During meetings
- 3) After meetings
- 4) General duties

"The School Representative Body provides big picture strategic direction.

They ask the important questions.

They make the big decisions.

The Principal and Business Manager run the day to day operations of the school and manage the operational functions of the school.

An elected member ALWAYS acts in good faith and in the best interests of ALL students of the school.

Conflict of Interest (Perceived, Potential or Actual) is promptly declared and appropriately handled."

Before Meetings

The Secretary shall:

- review the minutes from the previous meeting to identify 'business arising' to be included in the agenda for the current meeting
- assist the Chair to draw up the agenda for the next meeting and let them know if anything has come up in correspondence that might need discussing at the meeting. It is best practice to include the Principal in these discussions to ensure common understanding, build respect and create transparency
- circulate the draft agenda to all School Representative Body members for their input prior to finalisation. This promotes inclusiveness and prepares members for the upcoming meeting
- request the monthly financial statements from the Treasurer
- circulate the following documents to all members prior to the meeting. Best practice is to circulate all documents a minimum of 3 days prior to the meeting

Agenda

- Minutes of previous meeting
- Principal's report
- Financial statements and report
- Committee reports
- Any other information as required

AGENDA

The Agenda lists the business to be discussed at the meeting. It usually follows a simple structure as per the sample Agenda on Page 9. It is good practice to publish the Agenda using the School's normal communication channels (school newsletters, notice boards, websites, social media, digital applications) so the school community are included and informed.

During Meetings

The Secretary should bring a folder of minutes from previous School Representative Body meetings and a copy of the School Representative Body's Constitution to every meeting. This will assist with any queries raised relating to membership, voting and other relevant matters.

The Secretary should have all inward and outward (may also be referred to as incoming and outgoing) correspondence since the last meeting.

The Secretary's responsibilities during the meeting are to:

- record the names of the members present and absent (apologies)
- table the minutes of the last meeting and move a motion *"that the minutes are a true and accurate record."* If corrections are noted then the motion may read *"that the minutes are approved as a true and accurate record with the following amendments noted."*
- present all correspondence and move a motion *"that the inward correspondence be accepted and the outward adopted."*
- take short notes on discussions
- record the meeting's decisions/outcomes on every Agenda item, including formal motions (record the mover, seconder and result); and any action items
- ensure that all items required by the Department of Education Guidelines are recorded in the minutes¹

¹ DoE Guidelines: School Council, page 13.

After Meetings

The Secretary shall:

- update the approved minutes from the previous meeting by removing the word DRAFT as they are now the official record of the School Representative Body's meeting. They should be signed by the Chair and stored both in hard copy and electronic form (PDF)
- write up the draft minutes as soon as possible after the meeting and distribute in DRAFT form to all members. This recaps the meeting decisions whilst still fresh in one's mind and documents necessary actions for people to follow up. It is helpful to send a draft version through to the Chair first to check for intent and accuracies. Best practice is for the draft minutes to be completed and distributed within a week of the meeting
 - update Continuous Action List (CAL) with new or resolved actions from the meeting
 - update the Carried Motions Register with new motions from the meeting
- if necessary, draft official correspondence to be actioned, forwarding to the Chair for approval and signing, prior to sending

General Duties

The Secretary shall maintain the School Representative Body Member's Register.²

Templates to assist record keeping and meeting preparation have been developed for School representative Bodies by NT COGSO. Templates are available by contacting us or visiting www.ntcogso.org.au.

Let the Chair know if there is any urgent incoming correspondence that requires attention prior to the next meeting.

The Secretary's term of office is identical to that of their Parent Member position.

The term of office for a Parent Member is two years, with a maximum of 6 consecutive years (three terms).

An Invited Member term may be determined by the School Representative Body for a period up to two years, with a maximum of 6 consecutive years (three terms).

- on completion of the Secretary's term in office they must hand over all electronic/ hard copy documentation and property belonging to the School Representative Body, to the incoming Secretary, or where a Secretary has not been appointed, the Chair of the School Representative Body.

² DoE Guidelines: School Council, Appendix D, page 19.

Minutes

The minutes are called DRAFT minutes until the next meeting accepts them as a true and complete record of the previous meeting.

The minutes are a brief, but formal summary of the meeting.

Minutes are important for the historical record and they can help settle questions of precedent (What did we do when....?) or confirm decisions made by the School Representative Body.

HANDY HINTS

- Capture the general essence of what people are discussing (key words and phrases) and don't worry about getting every word down.
- Be exact in the wording of a Motion and when you record the result. (Carried/ Passed or Lost)
- Ask for clarification from a speaker if you need to.
- Ask for time to catch up if you need it.
- Be tactful, clear and concise.
- Number your pages as you go if you are using loose leaf.
- Printing out a Secretary's copy of the Agenda with extra spacing ready for your notes and motions can be helpful to keep track without needing to rewrite.

What Needs To Be in the Minutes³

The minutes are called DRAFT minutes until the next meeting accepts them as a true and complete record of the previous meeting.

The minutes are a brief, but formal summary of the meeting.

Minutes are important for the historical record and they can help settle questions of precedent (What did we do when...?) or confirm decisions made by the School Representative Body.

Meeting minutes are a legal and historical record, they have to formally record:

- the name of the organisation having the meeting
- the type of meeting it is - a General Meeting, an Annual General Meeting, an Executive Meeting or a Special General Meeting
- the start time, date and place of the meeting
- the name of the Chair, the members who are present, and any Apologies
- confirmation of previous minutes
- notes on any Business Arising from the previous minutes
- correspondence sent and received; and any action taken
- all financial reports
- all reports and action or decisions taken
- all motions (with names of mover and seconder and the motion's outcomes: adopted, defeated, deferred or withdrawn). A motion becomes a resolution after it becomes a confirmed decision, supported by a majority of members present at the meeting
- the date of the next meeting⁴
- the time the meeting closed

³ DoE Guidelines: School Council, page 13.

⁴ DoE Guidelines: School Council, page 2.

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*)

Sample AGM Agenda

(NAME OF SCHOOL REPRESENTATIVE BODY)

AGM Agenda

Annual General Meeting

date/location/time

1. **OPEN** (*Chair opens the meeting*)
2. **WELCOME** (*by Chair*)
3. **APOLOGIES** (*read by Secretary*)
4. **MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**
 - i. These should have been circulated to all members prior to the meeting date.
 - ii. Any amendments are discussed. Agreed amendments to be completed by the Secretary
 - iii. Motion that the minutes be confirmed. (Only members who attended the previous AGM may move and second the minutes)
5. **PRINCIPAL'S REPORT**
 - i. Acceptance of the report moved by the Principal
6. **CHAIR'S REPORT**
 - i. Acceptance of the report moved by the Chair
7. **TREASURER'S REPORT**
 - i. Audited Financial Report
 - ii. Acceptance of the report moved by Treasurer
8. **ELECTION OF RETURNING OFFICER**
 - i. Nomination and acceptance of a Returning Officer
 - ii. Declaration of vacant Parent Member positions
 - iii. Election of Parent Member positions
 - iv. Acceptance of Teacher Members
 - v. Acceptance of Student Members
9. **APPOINTMENT OF AUDITOR**
 - i. The same auditor/ firm of auditors may not be used for more than three (3) consecutive years
10. **CLOSE** (*Chair closes the meeting*)

School Representative Body Member Register

POSITION TYPE	POSITION FILLED BY	DATE ELECTED	TERM #	OTHER	TERM EXPIRES	VACANT OR FILLED	OCHRE CARD # / EXPIRY
PARENT MEMBER 1	Outgoing Member	2012 AGM	3rd	Resigned	2018	VACANT	
	Member Name	2016 AGM	1st	Elected Date			
PARENT MEMBER 2	Outgoing Member	2015 AGM	3rd	Resigned	2019	FILLED	
	Member Name	2017 AGM	1st	Elected Date			
PARENT MEMBER 3	Outgoing Member	2014 AGM	3rd	Resigned	2018	VACANT	
	Member Name	2016 AGM	2nd	Elected Date			
PARENT MEMBER 4	Outgoing Member	2014 AGM	2nd	Resigned	2018	VACANT	
	Member Name	2016 AGM	1st	Elected Date			
TEACHER MEMBER 1	Outgoing Member	2014 AGM	2nd	Resigned	2018	VACANT	
	Member Name	2016 AGM	1st	Elected Date			
STUDENT MEMBER 1	Outgoing Member	2014 AGM	2nd	Resigned	2018	VACANT	
	Member Name	2016 AGM	1st	Elected Date			
INVITED MEMBER	Outgoing Member	2014 AGM	2nd	Resigned	2018	VACANT	
	Member Name	2016 AGM	1st	Invited Date			
PRINCIPAL	Principal Name	On Appt.	N/A	Principal	ON RESIGNATION		
	Previous Principal	On Appt.	N/A	Principal	ON RESIGNATION		
NORTHERN TERRITORY COUNCIL OF GOVERNMENT SCHOOL ORGANISTAIONS TEMPLATE ** Example member composition only ** Change as needed.							
OFFICE BEARERS							
Chair	Outgoing Member	2014 AGM	2nd	Resigned	Term same as	** Must be Parent Member	
	Member Name	2016 AGM	1st	Elected Date	Parent	Cannot be a NT Gov Teacher	
Treasurer	Outgoing Member	2014 AGM	2nd	Resigned		* Should be Parent Member	
	Member Name	2016 AGM	1st	Elected Date		Can be Business Manager (Non voting)	
Secretary	Outgoing Member	2014 AGM	2nd	Resigned		* Should be Parent Member	
	Member Name	2016 AGM	1st	Elected Date		Can be Business Manager (Non voting)	



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