

# **Cammeray Public School Council Guidelines**

**DRAFT 28 APRIL 2010**

## ***What is the School Council?***

The Cammeray Public School [CPS] Council exists to enhance the quality of the school through active involvement in planning and regulating the structure, activities and policies of the school.

## ***Who are the Council members?***

The School Council is an elected group of people comprising four teaching staff including the Principal, three parents of children at CPS and the P&C President. The Deputy Principal is an ex-officio member of the Council and does not vote. Citizen members may be appointed to the Council from time to time with the agreement of the Council.

The Council is accountable to the CPS Community for decisions reached. Current members names can be found on the CPS website.

## ***How are the members chosen?***

### **Parent members**

An election for parent representatives is held at the final P&C meeting of each year. All parents attending the meeting are entitled to vote - no proxy or absentee votes are allowed.

### **Teacher members**

TBA - teachers

### **President, Vice-President**

The Council itself votes to elect a President and a Vice-President from amongst the Parent members. The President leads the Council agenda, and represents the Council in external communications.

### **Terms of office**

Terms of office run to the School Year - thus the new School Council takes office at the beginning of the School Year following the elections. An individual cannot be President for more than three consecutive terms of office.

### ***How often does the Council meet and what is discussed?***

The Council meetings are held at least once per term. Typical agenda items might include a review of a current school policy such as student welfare, the CPS approach to a particular government initiative, or building works in progress, but the scope is broad and virtually any matters relevant to the structure, activities and policies of the school could be addressed.

Meetings are held in a closed-door forum to facilitate robust and frank debate. Notes of action items are taken and are available to the Community. The agenda is notified to the School community in advance. Any community member can ask to have an item placed on the agenda.

### ***How are decisions reached?***

Members usually seek to reach consensus but will vote where required. When a vote is required, each member of the Council will be entitled to one vote and the decision will be taken by a simple majority. If a vote is drawn, the motion will be deemed to have failed. Where matters occur which cannot be resolved by established Council procedures or by the calling of a Special General Meeting, the School Education Director is asked to resolve the matter in dispute.

### ***How do I participate?***

You can contact the President or the Principal to have your matter formally included on the agenda or if you prefer an informal approach you can talk your concerns through with any of the Council members.

### ***What's the difference between School Council and the P&C?***

TBA - Nadine

### ***Further detail and examples***

The Department of Education provides guidelines on School Councils and what issues they typically consider. These are reproduced below to help expand understanding of the Council's role.

(a) The Council exists to enhance the quality of the school in all areas (including but not limited to education, infrastructure, and welfare of students). Such enhancement will be achieved through participation in planning and regulating the structure, activities and policies of the school.

(b) The Council shall (within the context of relevant legislation and the stated policies and priorities of the NSW Government and the Department of Education) seek to:

1. Be involved in determining the aims and educational goals of the school; Provide infrastructure that will assist in achieving these aims and goals;

2. Create, review and oversee implementation of policies that will seek to maximize student achievement and welfare; specifically ensuring that
  - I. Each policy of the school is reviewed at least biannually; and
  - II. The School's Welfare Policy and Code of CONduct are reviewed at least annually.
1. Identify local specific educational needs and priorities (including but not limited to ESL) and ensure these are met by the School;
2. Support the values of the school;
3. Assist the school to access resources both from government and from private sources;
4. Examine data on student academic performance relative to local, regional and state/ national data, and discuss with the School Executive way of strengthening the schools overall academic performance;
5. Consult with the Principal on how the school reports on both individual student and comparative performance;
6. Present and promote a positive image of the school in the local community in order to increase parent and community awareness and willingness to become involved in the school and enrol their children;
7. Be represented on the interviewing panel to select the school Principal when a vacancy occurs;
8. Develop a profile, in liaison with the School Education Director, for the position of Principal when a vacancy occurs for consideration by the Regional Director;
9. Take part in selecting other staff where that is appropriate;
10. Understand the School's broad budget priorities and be involved in the development of th Schools budget plan: entailing:
  - I. A meeting with the P&C President and Council President and the School Executive to work through the budget; and
  - II. Presentation of the Budget to the School Council; and
  - III. A quarterly report from the School Executive of the financial position of the school.
  - IV. Provide guidance for the Principal on supplementary services required by the school (including but not limited to STLA, GATS and disabled access to education);
  - V. Establish policies for community use of school facilities;
  - VI. Assess the needs of the school from time to time in areas such as buildings grounds, facilities, school transport, starting and finishing times and other matters which could effect neighbouring schools;
  - VII. Establish effective liaison with other school and community committees to promote activities consistent with school policies;
  - VIII. Provide an annual report to the school community at the P&C AGM on the activities of the Council;
  - IX. Discuss with the School Education Director and the Principal issues relating to the employment, appointment and efficiency of school staff; and

- X. Discuss issues of Departmental or Government policy that have an adverse effect on the school and then make representations to the School Education Director and relevant Government ministers on such issues.