

## Paringa Park Primary School Governing Council Meeting Standing Orders March 2018

These standing orders are for the purpose of governing council to ensure that each meeting is orderly, productive, efficient and 'sufficiently' formalised.

These standing orders will be presented to the governing council for ratification at the first meeting after the Annual General Meeting (AGM) each year and shall remain in force until:

- i) the first meeting after following year's AGM; or
- ii) a variation(s) or these standing orders is motioned and decided by governing council, with such variation(s) remaining as per i) above

Throughout these standing orders there is reference to 'majority' with respect to decision making undertaken by governing council. 'Majority' refers to greater than 50% of the members at a properly constituted meeting where a quorum has been satisfied.

1. Governing council meetings will be conducted on Monday evenings in the staff room on the dates formally adopted by the governing council and as published to the school community. Any variation to the dates, times or location of the governing council meetings must be:
  - a) agreed by a majority of the governing council executive; and
  - b) advised to governing councillors and the school community not less than seven (7) days prior to the meeting.

Where the variation of date, time or location is due to an unforeseen emergency situation, the period of notification to governing councillors and the school community of such variation may be reduced by agreement of the governing council executive. Alternatively, a postponement of the meeting may be considered to allow appropriate notification.

2. Meetings will commence at 7.00pm and conclude by 9.00pm. If necessary, the chair may seek up to thirty (30) minute extension/s to finish business, and such extension/s will be granted if the majority of those present are in agreement.
3. All items for the agenda should be submitted to the chairperson or principal no later than close of business on the Tuesday prior to the meeting. Each item submitted should be supported by a brief outline of the item, an approximate time for the discussion of the item and an indication of whether it is critical that the item be discussed at the next meeting.
4. All sub-committee reports and items relevant to the agenda should be saved to the governing council team drive by no later than close of business on the Friday prior to the meeting. Any reports or items not submitted by this time will not be included on the agenda and hence not included in the meeting, unless otherwise agreed prior to the meeting by the governing council executive and advised at the meeting by the chair.
5. A draft agenda will be prepared by the secretary and finalised by the chairperson in consultation with the principal, on the Tuesday prior to the meeting. The agenda will be posted into the governing council team drive by the chairperson on the Tuesday.
6. All governing councillors should review the agenda and all other relevant documents prior to the meeting, as there will be no time allotted to review these during the meeting.
7. The executive will meet at 6.30pm on the night of the meeting to go through the agenda and clarify any issues to be raised.
8. Those present may advise the chair or secretary prior to the commencement of the meeting of any items which have arisen since the finalisation of the agenda which they wish to have listed on the agenda. Such items will be added to the end of the agenda as "Additional General Business" if time permits.

9. Governing council supports the attendance of Student Voice Executive (SVE) at the meetings. SVE are encouraged to share their report on the governing council team drive. This is done in collaboration with the assistant principal. Questions of this report/s are welcome, but should be limited.
10. Those presenting subcommittee reports may highlight one or two points or add relevant information. Questions raised at this time should be directly related to information contained in the report.
11. Questions or comments should be directed via the chair, or where directly related to a report, to the presenter of the report.
12. All councillors will be provided the opportunity to speak on any item of business. The chair will encourage full and open discussion on each item, however in the interests of an orderly and timely meeting will ask that:
  - a) any discussion be related to the current item, otherwise that discussion will be deferred
  - b) any discussion (by an individual councillor or by the council) be limited to a reasonable timeframe having consideration for item under discussion, the sentiment of the discussion, the timeliness of the meeting, and other factors considered relevant. This is not intended to stifle discussion, but to ensure that discussions do not extend unnecessarily.
  - c) all discussions be part of the council discussion, so as to avoid fragmented and incoherent discussion.
13. The meeting will be conducted with the intent that all agenda items will be concluded. In the event that any items listed on the agenda are not concluded within the meeting, these will be held over until the next meeting, given that:
  - a) all critical items were highlighted at the commencement of the meeting; and
  - b) extension/s of the meeting have been sought appropriately; and
  - c) there has been appropriate consideration for the time criticality of the item.

These items will be listed as “Business Not Concluded” on the agenda for the next meeting and discussed as a priority prior to other items.

Any “Additional General Business” items which have not been concluded will be listed as “General Business” priorities on the agenda for the next meeting.

Minutes of the meeting will be made available on the governing council team drive by the end of the week of the governing council meeting.

14. Items which have been discussed and decided by governing council should not be raised again within the following three (3) month period unless new information has arisen in the meantime. Prior to inclusion of such item on the agenda, a majority of the chairperson, principal/s and secretary shall decide if the information presented is new and only then shall include the item on the agenda.

Governing council requires that each subcommittee adopt these standing orders, with the specifics (such as dates, times and locations of meetings) adapted for the individual subcommittee. Where appropriate, each subcommittee may, by the majority vote of the members of that subcommittee, elect to vary these standing orders to benefit the conduct of the meetings of that subcommittee.

Each variation shall:

- a) be recorded in official minutes and
- b) be advised to governing council and
- c) shall remain in force for the same duration and in the same manner as the governing council standing orders.

