



**HAWTHORNDENE  
PRIMARY SCHOOL**

## Governing Council Standing Orders



## **1. Introduction**

These Standing Orders are for the Hawthorndene Primary School (HPS) Governing Council and are applicable to all general meetings and committee meetings of the Governing Council and, as far as appropriate, to meetings of subcommittees, and shall be construed subject to the Hawthorndene Primary School Governing Council constitution. The purpose of these Standing Orders is to assist the HPS Governing Council to operate efficiently and effectively within the legal framework and Department guidelines for Governing Councils.

## **2. Guiding principles of these Standing Orders**

- 2.1.** HPS Governing Council procedures should be fair and contribute to open, transparent and informed decision-making.
- 2.2.** HPS Governing Council procedures should reflect levels of formality appropriate for the nature and scope of the responsibilities exercised at the meeting.
- 2.3.** HPS Governing Council procedures should be clear and follow constitutional direction to give the Governing Council and community confidence in the decisions and deliberations undertaken at the meeting.

## **3. Governing Council membership**

**3.1.** The membership of the HPS Governing Council, according to its Constitution, is 16 members, as follows:

- Principal (1)
- Parents (9)
- Staff member (Department employee) (1)
- Member of OSHC committee (1)
- Member of Parents and Friends committee (1)
- Community members (3), one of whom represents Hawthorndene Kindergarten

**3.2.** The membership of the Principal on Governing Council is ex-officio, ie not by election or appointment.

**3.3.** All members of the HPS Governing Council must have a valid child-related employment clearance as defined by the SA Government.

**3.4.** All members of the HPS Governing Council must have undertaken training in child protection as defined by the SA Government.

## **4. Office bearers**

**4.1.** The HPS Governing Council will have the following office bearer positions:

- Chairperson
- Deputy Chairperson
- Secretary
- Treasurer

**4.2.** Office bearers will be elected at the first meeting of the Governing Council following the Annual General Meeting as outlined in the HPS Governing Council Constitution.

**4.3.** Any parent or community member of HPS Governing Council is eligible to be elected as an office bearer.

## **5. Election of office bearers**

**5.1.** In the election of an office bearer, if the votes are tied, the Governing Council will decide the outcome by either holding a new election or drawing of lots. If a new election is held and is also tied, the Governing Council may decide the election by the drawing of lots or decide to conduct further elections until the election of office bearers is decided.

These Standing Orders are determined by the HPS Governing Council but must be consistent with the legal requirements set out in the SA Education Act 1972, the HPS Governing Council Constitution, the HPS Governing Council Code of Practice and SA Government Department administrative guidelines.



## **6. Induction of new Councillors**

**6.1.** Following the election of office bearers, the Chairperson or their delegate will supply newly elected/appointed Councillors with the following documents (if not publicly available on the HPS website) as soon as practicable after their appointment/election at the Annual General Meeting:

- HPS Governing Council Constitution
- HPS Governing Council Standing Orders
- HPS Governing Council Code of Practice
- Minutes of the Governing Council meetings for the past twelve months
- Current Budget papers
- Terms of Reference for HPS Governing Council Sub-Committees
- Contact details of other current Governing Council members

**6.2.** Newly elected Councillors will also be provided with website links to the following resources:

- SA Government Administrative Instructions and Guidelines
- Schedule for SA Government face-to-face Governing Council training
- SA Government online Governing Council training

**6.3.** At the discretion of the Governing Council, the Chairperson or their delegate may also provide newly elected members with an induction into Governing Council operations.

## **7. Affiliated and Sub-committees**

**7.1.** The HPS Governing Council will have the following affiliated- and sub-committees:

- Parents and Friends (P&F)—Affiliated Committee
- Finance
- Out of School Hours Care (OSHC)
- Grounds and Sustainability
- Sports

**7.2.** Each affiliated and sub-committee outlined above is required to have terms of reference and membership which is approved by the council and reviewed annually.

**7.3.** Each affiliated and sub-committee is to report to the Governing Council at the next meeting and provide the minutes of its meeting (either confirmed or unconfirmed) for noting.

**7.4.** Each affiliated and sub-committee will be chaired by a member of Governing Council unless otherwise decided by the Council. An affiliated or sub-committee must include at least one Governing Council member and have at least three members.

**7.5.** Governing Council may form additional sub-committees, comprised of Council members, from time to time in order to perform specific tasks.

## **8. Meeting Schedules**

### **8.1. Regular**

**8.1.1.** The HPS Governing Council will meet on Weeks 4 and 9 of each school Term.

**8.1.2.** Meetings will commence at 7.30pm and will finish no later than 9.30pm unless agreed by the Governing Council.

**8.1.3.** Meetings will be held in the HPS library unless Councillors are otherwise advised.

### **8.2. Annual General Meeting (AGM)**

**8.2.1.** The HPS Governing Council will call a public meeting at least once each year (not longer than 16 months since the last annual meeting) and at that meeting will:

- report a summary of proceedings of the Governing Council for the period since the date of the previous public meeting
- present the Annual Report published by the Governing Council
- if the accounts of the Governing Council have been audited, present a copy of the audited accounts.

**8.2.2.** The Governing Council may, from time to time, call additional public meetings in accordance with the Constitution.

**8.2.3.** Additional public meetings of Governing Council may be held at the request of 20 parents of the school or one half of the parents of the school, whichever is less.

### **8.3. Extraordinary meeting**



- 8.3.1.** An extraordinary meeting of the Governing Council may be held at any time decided by the Council or as required by the Constitution, if all members are given reasonable notice of the time, date, place and subject of the meeting.
- 8.3.2.** The Chairperson of the Governing Council - or in the absence of the Chairperson, the Principal - must call an extraordinary meeting of the Governing Council if either of them receives a written request to do so from three members of the Governing Council.
- 8.3.2.1.** The Chairperson or the Principal must call such a meeting by sending a notice to all Governing Council members giving the members reasonable notice of the time, date, place and subject of the meeting.
- 8.3.3.** The business of an extraordinary meeting will be confined to the subject for which it is called.

## **9. Meeting Operations**

- 9.1.** Notice of meetings shall be sent in writing to all members seven days prior to the date of the meeting.
- 9.2.** Under the agenda item "other business" at the meeting, members may request to have additional items addressed at the meeting or be placed on the agenda to be dealt with at a later time.
- 9.3.** Meetings shall, subject to the presence of a quorum, start at the time set out in the notice of the meeting, and shall continue until all business on the agenda is completed.
- 9.4.** Council will deal with the items of business set down for the meeting in the order in which they appear on the agenda unless otherwise determined by the Chairperson.
- 9.5.** Attendance at meetings of Governing Council by persons other than members of the Council shall be by invitation of the Chairperson or resolution of the Governing Council.

## **10. Quorum for meetings**

- 10.1.** For a quorum to be achieved at a Governing Council meeting, not less than one half of Governing Council members currently holding office must be present and the majority of the members present must not be Department for Education (DFE) employees. Any parent members on the Governing Council who also work for the Department are counted as DFE employees for the purpose of a quorum.
- 10.2.** If, at the end of 30 minutes after the appointed time for a meeting of the Governing Council, there is no quorum present, the meeting will stand adjourned to a time and place determined by the Governing Council members present.
- 10.3.** A member of the Governing Council may be present at a Council meeting, in person or by video conferencing or teleconferencing.

## **11. Absence of members from a meeting**

- 11.1.** If a member is unable to attend a meeting, an apology should be submitted to the Chairperson prior to the meeting.

## **12. Conflict of interest**

- 12.1.** If a Governing Council member, or a member of their immediate family, has any perceived or actual conflict of interest (either financial or non-financial) in a subject or matter under discussion at a Governing Council meeting, that councillor:
- must declare the conflict of interest
  - must not be present during the discussion unless invited to do so by the person presiding at the meeting
  - must not be present when a vote is taken on the matter
  - may be included in the quorum for that meeting.
- 12.2.** The declaration of interest will be included in the minutes of the meeting.

## **13. Extended leave of a council member**

- 13.1.** A member of the Governing Council may apply in writing to the Chairperson for extended leave of up to three consecutive meetings.
- 13.2.** If a member of a Governing Council is granted extended leave, the membership of that member is excluded in determining the requirement for a quorum of not less than half the members currently holding office.



#### **14. Agenda**

**14.1.** The Chairperson shall ensure an agenda is prepared for each regular meeting and distribute the agenda, draft minutes from the previous meeting and meeting papers such as sub-committee reports, Principal's and Chairperson's report to Governing Council members no less than five days before the meeting.

#### **15. Open and closed meetings**

**15.1.** Governing Council meetings will generally be closed to the school community, however visitors may attend and speak by invitation of the presiding member.

**15.2.** To facilitate transparency, discussion points from each Governing Council meeting will be published in the school newsletter.

#### **16. Length of meetings and extensions of meeting times**

**16.1.** If business has not been concluded within 2.5 hours, the presiding member shall ask the members whether they wish to defer the rest of the business until the next meeting or to extend the meeting. A motion is necessary if council wants to extend the meeting. The meeting will be extended for no more than 15 minutes.

#### **17. Minutes**

**17.1.** Minutes will be kept of all HPS Governing Council meetings. The minutes should be an accurate record of all decisions/resolutions of the meeting.

**17.2.** The minutes should not be a verbatim record of the meeting but should be sufficient to set out issues raised and the decisions taken.

**17.3.** The Principal will ensure a record of each Governing Council meeting is kept and draft minutes are prepared after each Governing Council meeting and distributed to Governing Council members prior to the next Governing Council meeting. The Principal may delegate this responsibility to another person.

**17.4.** The minutes will record:

- the type of meeting (regular, extraordinary or public)
- date, time and venue of meeting
- names of attendees and apologies received from members
- name of presiding officer
- names of guests or observers
- a record of the business of the meeting including the decision on the minutes of the previous meeting
- inward and outward correspondence and reports of any sub-committees tabled at the meeting
- decisions of the meeting including motions and any amendments, names of movers and seconders, whether the motion was carried or rejected
- the number of votes for and against each motion, and any abstentions
- the date and time of the next meeting.

**17.5.** All motions should be recorded and, if requested, read back to ensure they are correct.

**17.6.** When Governing Council minutes are submitted for confirmation, only questions regarding their accuracy as a record of the meeting are to be raised.

**17.7.** Once the minutes have been accepted as a true and accurate record of the meeting, they are to be signed by the Governing Council Chairperson or the person who presided at the meeting.

**17.8.** Business arising from the minutes is dealt with after the minutes have been confirmed.

**17.9.** Minutes of Governing Council meetings will be available to members of the school community upon request.

#### **18. Conduct of meetings**

**18.1.** The members of the Governing Council must abide by the HPS Governing Council Code of Practice and locally agreed etiquette.

#### **19. Order**

**19.1.** The Chairperson of the Governing Council shall chair meetings.

**19.2.** In the absence of the Chairperson, where there is a Deputy Chairperson, they shall chair the meeting. If there is no nominated Deputy, the Governing Council members shall choose one of the members to chair the meeting.

**19.2.1.** The person presiding over the meeting is to be considered 'the Chairperson' for that meeting with respect to these Standing Orders.



**19.3.** A person addressing the Governing Council shall be heard in silence unless a point of order is raised.

**19.4.** The Chairperson shall maintain order and conduct the meeting in accordance with these Standing Orders.

## **20. Points of order**

**21.** The Chairperson may call to order a member who is in breach of the Act or HPS Governing Council Constitution.

**22.** A member may draw to the attention of the Chairperson a breach of the Act or HPS Governing Council Constitution. The nature of the alleged breach must be briefly stated.

**23.** A point of order takes precedence over all other business until the outcome is determined.

**24.** The Chairperson will rule on the point of order.

## **25. Interruption of meetings by members**

**25.1.** A member of Governing Council must not, while at a meeting:

- behave in an improper or disorderly manner; or
- cause an interruption or interrupt another member who is speaking.

**26.** The Chairperson will rule on any instances of interruptions by members. The Chairperson may seek an apology, have a short adjournment, ask the member to leave the meeting or adjourn the meeting until the next scheduled date. The Chairperson's ruling will be final.

## **27. Conflict/difficult discussions**

**27.1.** Each member needs to be clear when discussing a topic raised for discussion.

**27.2.** Each member should manage and remove their personal emotions from the topic being discussed.

**27.3.** If members cannot reach consensus on the topic being discussed within 30 minutes, the Chairperson can, at their discretion call:

- a tea break for 10 minutes to give members a break and to regain their composure
- cease the conversation and reconvene the topic of discussion at end of the meeting
- where appropriate, move the agenda item to the next meeting for continued discussion and additional information.

**27.4.** The Chairperson has the discretion to declare a topic of discussion closed – if they determine the discussion is unproductive and becoming negative – to preserve relationships on Council.

**27.5.** All members shall remain calm and professional regardless of how difficult or challenging the topic.

## **28. Motions**

**28.1.** A motion is required to have a proposer and a seconder, and it is put to the Governing Council for consideration.

**28.2.** A motion shall lapse if there is no seconder.

**28.3.** No substantive motion or amendment may be proposed at a meeting, which is in substance, is the same motion as has previously been proposed and dealt with (in the same meeting).

## **29. Governing Council decisions**

**29.1.** Decisions of the Governing Council will be by a majority of those eligible to vote and who are present at the meeting, where the majority are non DFE members. A vote by proxy is not valid.

**29.2.** Members will vote on a matter and the number of votes for and against will be recorded in the minutes.

**29.3.** Voting will normally be by a show of hands, but a secret ballot may be used for particular issues.

## **30. Voting**

**30.1.** The Chairperson shall read out the motion before a vote is taken.

**30.2.** A motion shall be decided on a show of hands unless a secret ballot has been requested. Each Councillor has one deliberative vote each.

**30.3.** If a member abstains from voting they have exercised their right to refrain from voting. A decision on the motion is arrived at by those persons present and voting. Abstaining does not count as voting and that member cannot be counted in relation to the total numbers for or against the motion.



**31. Tied Votes**

**31.1.** The Chairperson has a deliberative vote only, therefore in the event of a tied vote, then the motion must be taken as defeated. No member, including the Chairperson, has a casting vote.

**32. Amendments to standing orders**

**32.1.** These Standing Orders may be amended by resolution carried by a majority of filled positions on Governing Council.



## Glossary

<i>Abstain</i>	Where a member is present but does not cast a vote for or against.
<i>Agenda</i>	The list of items of business before a meeting and the order in which it is proposed that the meeting should deal with them.
<i>Casting vote</i>	A second vote sometimes given to the Chairperson of a meeting by the rules, exercisable only in the event of a tied vote, to break the tie.
<i>Committee</i>	A small group of people appointed to carry out a specific task.
<i>Constitution</i>	The rules made specific to the Governing Council.
<i>Deliberative vote</i>	The vote that expresses an individual's opinion on a matter for decision. All councillors have a deliberative vote.
<i>Executive</i>	This is made up of the office holders of council, usually the Chairperson, Deputy Chairperson, Treasurer, Secretary and the Principal.
<i>Minutes</i>	The formal brief summary of proceedings at meetings and especially of decisions.
<i>Motion</i>	A proposal made for the purpose of obtaining a decision and is read into the minutes for accuracy (eg, "That the school uniforms are purchased from.....").
<i>Point of Order</i>	Not a motion; it is an allowable interjection that directs the Chairperson's attention to an apparent or alleged breach of order (eg. Absence of quorum, breach of standing order or introduction of subject matter not relevant to the motion).
<i>Proposer</i>	The person who proposes a motion and explains the motion.
<i>Quorum</i>	The minimum number of persons who need to be present to constitute a valid formal meeting.
<i>Seconder</i>	The person who supports the motion and assists in discussion in relation to the motion.
<i>Standing Orders</i>	The permanent rules for the regulation of the business and proceedings at an organisation's meetings.
<i>Substantive motion</i>	A self-contained motion that is not dependent on any other motion. It is a motion ordering something to be done or authorised (eg. "That the secretary sends a letter to...")
<i>Vacate</i>	If the Chairperson feels sufficiently strong enough about a matter, then they should vacate (leave) the Chairperson role temporarily to participate in the debate.
<i>Verbatim</i>	In exactly the same words, ie word for word.