

North Sydney Boys High School

School Council

Constitution

1. NAME

The name of the School Council will be North Sydney Boys High School, School Council.

2. DEFINITIONS

Words and phrases that are specifically defined in this constitution are shown capitalised and are explained below:

- "Auxiliary" means the membership of that association of parents, guardians and citizens acting as the "North Sydney Boys' High School Auxiliary Incorporated".
- "Constituency" means each of the Auxiliary, the Falcon Foundation, Falcon Sport, the Old Falconians' Union, the Parents' & Citizens' Association and the School Development Committee.
- "Councillor" means at any time, a current member of the School Council.
- "Curriculum" means all the courses of study designated and approved by the New South Wales Board of Studies and/or the DET.
- "Deputy Principal" means at any time, a current Deputy Principal of the School or any person filling the position as acting Deputy Principal of the School.
- "DET" means the New South Wales Department of Education and Training.
- "Ex-Student" means a person who was formerly a student enrolled at the School.
- "Falcon Foundation" means the membership of that association of persons, acting as "The Falcon Foundation Incorporated".
- "Falcon Sport" means the extra-curricular sport organisation of that name that organises participation by members of the School Community and Ex-Students in sporting competitions and activities.
- "Goals" means the broad aims and long-term intended outcomes set out in clause 3.1.
- "Objectives" means the targets set out in clause 3.2.
- "Old Falconians' Union" means the organisation of that name that comprises the Ex-Students of the School.
- "Parent" means the parent, guardian, caregiver or any person who has actual custody of a student currently enrolled at the School.
- "P&C Association" means the membership of the association of parents, guardians, caregivers and citizens acting as the North Sydney Boys' High School association operating within the framework of the New South Wales Parents' and Citizens' Federation.

- “Principal” means at any time, the current Principal of the School or any person filling the position as acting Principal of the School.
- “School” means North Sydney Boys High School.
- “School Community” means the current School staff, Parents and Students.
- “School Council” means the North Sydney Boys High School, School Council.
- “School Development Committee” means the organisation of that name comprising Parents and other persons whose role is to assist with the implementation of building works and improvements on the School campus.
- “School Management” means the School executive staff.
- “School Staff” means all persons currently employed at the School by the DET including teaching and non-teaching staff, persons employed under externally funded programs and casual teaching staff.
- “SRC” means the Student Representative Council of the School.
- “Student” means at any time, a person currently enrolled as a student at the School.
- “Supplementary Services” means support provided to the School by Parents and other persons to enrich the educational program of the School.

3. GOALS AND OBJECTIVES

3.1. The Goals of the School Council are to:

- a. Foster and support the School’s mission statement, vision and core values as determined by the School from time to time.
- b. Encourage participation by the School Community in the planning of the School in order to foster closer links between the School and its local and wider community and to develop a structured environment that promotes the highest educational standards and enables each Student to integrate with, and contribute to, the community.

3.2. The Objectives of the School Council are to:

- a. Provide advice to School Management on how the Goals and Objectives of the School reflect the current educational needs and direction of the School Community and the education authorities;
- b. Encourage the promotion, within and outside the School, of the Goals and Objectives of the School;
- c. Encourage an atmosphere that enables each Student to maximise and take pride in his own individual abilities and efforts;
- d. Encourage the promotion of the School, as a government academic selective high school, within the local and wider community;
- e. Provide advice to School Management on how the School’s policies and practices seek to achieve equitable outcomes for Students from all cultural, ethnic, religious, social, family and class backgrounds;

- f. Provide advice to School Management on policies and practices that identify and cater for the needs of each Student, having regard to the School's curriculum, the potential need to extend the curriculum to cater for talented children and the distribution of resources, while still ensuring equal opportunity to participate and succeed in an appropriate range of School activities for all Students;
- g. Support selection procedures for School Staff that reflect the specific educational needs of the School; and
- h. Support School Staff development programs that enhance the educational opportunities of Students.

4. ROLE OF THE SCHOOL COUNCIL

- 4.1. The School Council will operate within the context of the relevant legislation and the stated policies of the New South Wales government and DET priorities.
- 4.2. Within the context of the relevant legislation and stated policies, priorities and expenditure and staff allocations of the New South Wales government and the DET, the role of the School Council is to;
 - a. Achieve its Goals and Objectives;
 - b. Assist the Constituencies and the SRC in developing co-ordinated programs and priorities for the School;
 - c. Encourage and assist communication between the School Management, the Constituencies, the SRC and providers of Supplementary Services by being a focal point for communication between these groups;
 - d. Identify and recommend capital works projects to be funded by the Falcon Foundation;
 - e. Provide advice to School Management, the Constituencies and the SRC on planning, developing, managing and utilising the assets and resources of the School;
 - f. Assist School Management and the Constituencies in obtaining funding, support or other resources for the School;
 - g. Raise issues of concern with the Federal and/or N.S.W. government, the DET or any other appropriate body;
 - h. Report to the School Community at least annually on the activities undertaken by the School Council;
 - i. Communicate to the School Community the achievements of the Constituencies, the SRC and providers of Supplementary Services;
 - j. Provide a forum to recognise the contribution made by the Constituencies, the SRC and the providers of Supplementary Services;
 - k. Make recommendations, in conjunction with the P&C Association, with regard to developing a profile for the position of Principal of the School for

consideration of The Department on the transfer or retirement of an incumbent Principal;

- l. Provide advice to School Management on the development of the School's Student welfare and discipline policies;
- m. Provide advice to the Principal on the Supplementary Services required by the School;
- n. In conjunction with the P&C Association and the SRC, support any committee established to consider the canteen services provided in the School;
- o. Present and promote a positive image of the School in the local and wider community, in order to increase Parent and community awareness and willingness to become involved in the School.

4.3. Notwithstanding the above, the Principal is;

- a. Accountable under the *Public Finance and Audit Act 1983* for the management of School finances;
- b. Accountable to the Department for total management of the School; and
- c. Responsible for the employment, appointment and efficiency of School Staff.

5. MEMBERSHIP AND COMPOSITION

5.1. The School Council shall consist of eleven (11) members as follows;

- a. the Principal;
- b. One Deputy Principal;
- c. Two representatives from the SRC, who must be Students in years 10 or 11;
- d. One representative from the School Staff;
- e. One representative from the Auxiliary;
- f. One representative from the Falcon Foundation;
- g. One representative from Falcon Sport;
- h. One representative from the P&C Association;
- i. One representative from the Old Falconians' Union; and
- j. One representative from the School Development Committee.

5.2. To be eligible to be a Councillor representing a Constituency, a person must be a current member of that Constituency, provided always that that Constituency may nominate different persons to represent it on the School Council from time to time.

5.3. The School Council may co-opt other members of the School Community to assist the School Council for a specific purpose and for a specific period. Such co-opted positions are advisory and do not have voting rights on the School Council.

6. SCHOOL COUNCIL OFFICE BEARERS

- 6.1. The School Council will have the following office bearers:
 - a. President; and
 - b. Secretary.
- 6.2. The President of the School Council may not be a member of any school staff.

7. ROLES AND RESPONSIBILITIES OF OFFICE BEARERS AND PRINCIPAL

- 7.1. The President of the School Council;
 - a. Convenes meetings of the Council;
 - b. Prepares the agenda, in consultation with the Principal;
 - c. Prepares the annual report on the activities of the School Council for presentation at the annual general meeting; and
 - d. Chairs meetings.
- 7.2. The Secretary of the School Council;
 - a. Prepares and circulates minutes of meetings within fourteen days of each meeting date to all Councillors;
 - b. Arranges for copies of all confirmed minutes to be displayed on noticeboards in the School;
 - c. Prepares correspondence;
 - d. Maintains official correspondence and records of the Council;
 - e. Prepares items for inclusion in the *Falcon Bulletin* and media releases in conjunction, with the President and the Principal, to publicise the School Council decisions; and
- 7.3. The Principal:
 - a. Takes advice from School Council on School policies and priorities;
 - b. Advises the School Council on educational matters; and
 - c. Facilitates transition from the current School Council to the next.

8. COUNCIL MEETINGS

- 8.1. Meeting Frequency
 - a. The School Council will meet not less than three times in each calendar year;
 - b. The first meeting of a newly constituted School Council shall be held as soon as practicable after the annual general meeting to elect office bearers;
 - c. The date, venue and time of School Council meetings will be determined by the School Council;

- d. The dates, venues and times of the School Council meetings will be published on the School's website or using such other means as the School Council may determine.

8.2. Quorum

- a. A quorum for School Council meetings will be six Councillors;
- b. If the quorum is not reached at the time scheduled for commencement of the meeting, matters on the agenda may be discussed and recommendations made for decision at the next School Council meeting.

8.3. Attendance

- a. Councillors are to use their best endeavours to attend all meetings;
- b. Councillors unable to attend meetings in person may attend meetings via tele-conferencing or other electronic means.
- c. If a Councillor representing a Constituency is unable to attend a meeting, the relevant Constituency will appoint a replacement for the period that the Councillor is absent;
- d. If a Councillor resigns or transfers out of the School Community, the casual vacancy provisions of the constitution shall apply;
- e. If the President of the School Council is absent, the Councillors representing the Constituencies who are present at the time scheduled for commencement of the meeting shall elect a chair for the meeting from those Councillors present.

8.4. Agenda

- a. The meeting agenda will be sent to each Councillor not less than five days prior to the scheduled meeting date;
- b. Any member of the School Community who wishes the School Council to address a particular matter may request in writing, to the President, the inclusion of the matter on the agenda, not less than three days before the publication of the agenda;
- c. The order of the items placed on the agenda will be determined by the President in consultation with the Principal; and
- d. Items not on the published agenda shall only be admitted with the consent of the majority of the Councillors in attendance at the relevant meeting.

8.5. Minutes

- a. Minutes will be prepared by the Secretary and circulated to all Councillors within fourteen days of the conclusion of the meeting;
- b. Minutes of each meeting will be made available to each Constituency and the SRC;
- c. Minutes of all meetings will be kept at the School and will be available for study to members of the School Community during School office hours.

8.6. Meeting Procedures

- a. Formal meeting procedures shall apply;
- b. Each Councillor shall be entitled to one vote, provided that if a Councillor is representing more than one Constituency at the time a vote is taken on a matter, that Councillor shall have only one vote for that matter;
- c. Voting procedures at meetings shall be as follows;
 - (i) Councillors shall use their best endeavours to reach a consensus decision;
 - (ii) Subject to clause 8.6 b, each Councillor is entitled to one vote;
 - (iii) Co-opted members or visitors shall not be permitted to vote;
 - (iv) Unless otherwise stated, decisions shall be made by a simple majority of votes cast;
 - (v) Where the voting is equal, the motion is defeated.
- d. The School Council may invite members of the School Community to attend a School Council meeting to provide information or advice. Such visitors shall have no voting rights and may not introduce items of business at the meeting;
- e. School Council meetings are open to observers, however where matters of confidentiality are concerned, the School Council may exclude persons, who are not Councillors, from the meeting.

9. ANNUAL GENERAL MEETING

- 9.1. The annual general meeting of the School Council will be held in November each year on a date to be set by the School Council, as soon as possible after (or immediately following) the selection of the representatives to the School Council by each Constituency.
- 9.2. Notice of the annual general meeting will be given fourteen days in advance to all members of the School Community.
- 9.3. The quorum for the annual general meeting will be six Councillors and an additional six members of the School Community.
- 9.4. If within thirty minutes from the time appointed for the annual general meeting, a quorum is not present, the meeting shall be adjourned to the date and time of the next School Council meeting. If at such adjourned meeting a quorum is not present matters on the agenda may be discussed and recommendations made for decision at the next School Council meeting.
- 9.5. Reports of all School Council activities for the relevant year will be presented at the annual general meeting by the relevant office bearers, the Principal and convenors of the School Council committees.

10. EXTRAORDINARY GENERAL MEETINGS

- 10.1. An extraordinary general meeting of the School Council may be called at any

time during the School term where requested;

- a. By a majority of Councillors;
- b. Upon written request by a member of the School Community where such request is supported by a majority of Councillors; or
- c. In writing by the Principal.

10.2. An extraordinary general meeting may be called for the purposes of;

- a. Obtaining the views of as many members of the School Community as possible on a given topic;
- b. Overturning a School Council decision;
- c. Resolving a dispute pursuant to clause 14; or
- d. Dismissing the current School Council.

10.3. Such a meeting will be held within fourteen days of the request.

10.4. A notice of motion will be circulated to the School Community at least seven days prior to the meeting date. No other business will be conducted at such meeting.

10.5. Members of the School Community may attend extraordinary general meetings of the School Council, but shall have no voting rights and may not introduce items of business at the meeting;

10.6. Where the purpose of the extraordinary general meeting is;

- a. To achieve the matter referred to in clause 10.2 a), the quorum for the meeting will be six Councillors and an additional twelve members of the School Community; and
- b. To achieve any of the matters referred to in clause 10.2 b) c) or d), the quorum for the meeting will be six Councillors.

10.7. Each Councillor present at an extraordinary general meeting shall be entitled to one vote, provided that if a Councillor is representing more than one Constituency at the time a vote is taken on a matter, that Councillor shall have only one vote for that matter.

10.8. For a motion to be carried, it shall require a two-thirds majority of votes.

10.9. A decision or recommendation arising from an extraordinary general meeting must relate to the matters advertised for the purpose of the meeting. No other matter may be raised at the meeting.

10.10. Where a recommendation stems from an extraordinary general meeting held to "obtain the views of as many people as possible", then it remains the School Council's responsibility to decide what action, if any, should follow.

11. REPLACEMENT OF A COUNCIL MEMBER

11.1. Where a casual vacancy for a Councillor representing a Constituency occurs, the position will be filled by the relevant Constituency appointing a new representative.

11.2. Where the former Councillor was an office bearer of the School Council, that office will be filled by election at the next School Council meeting.

12. DISMISSAL OF THE SCHOOL COUNCIL

12.1. A proposal to dismiss the School Council may only be considered at an extraordinary general meeting of the School Council called in accordance with clause 10 of this constitution.

12.2. If the School Council is dismissed, a new School Council will be formed.

12.3. Individual members of a dismissed School Council are eligible to serve on a new School Council.

13. AMENDMENTS TO THE CONSTITUTION

13.1. The School Council may propose amendments to this constitution.

13.2. To be effective, amendments to this constitution must be endorsed at a meeting of the School Community convened for that purpose.

13.3. A notice of motion specifying the proposed changes to this constitution will be circulated to the School Community at least seven days prior to the meeting date. No other business will be conducted at the meeting.

13.4. The quorum for a meeting to endorse amendments to this constitution will be six Councillors and an additional twenty-four members of the School Community.

13.5. Each Councillor and member of the School Community present at the meeting to endorse changes to this constitution shall be entitled to one vote, provided that if a Councillor is also a member of the School Community, that Councillor shall be entitled to one vote only.

13.6. For a motion to endorse changes to this constitution to be carried, it shall require a two-thirds majority of votes.

14. RESOLUTION OF DISPUTES

14.1. Where matters occur which cannot be resolved by established School Council procedures, an extraordinary general meeting of the School Council shall be called to resolve the dispute.

15. SCHOOL COUNCIL RECORDS

15.1. The School Council records, including copies of the constitution and all agenda, minutes, correspondence, files and reports shall be kept at the School at all times unless otherwise authorised by the President or the Principal.

THIS CONSTITUTION OF THE NORTH SYDNEY BOYS' HIGH SCHOOL COUNCIL WAS ADOPTED BY AN EXTRAORDINARY MEETING OF THE SCHOOL COMMUNITY HELD ON 18 NOVEMBER 2008 AND RATIFIED BY THE DISTRICT SUPERINTENDENT.

IN THE PRESENCE OF:

Robyn Hughes – Principal

Tim Donahoo – Old Falconians' Union representative

Grant Ovens – President P & C Association

Elizabeth Gavey – President School Council/ Parent Member of School Council

Jenny Donald – Parent Member of School Council

Chris Winston – Parent Member of School Council

Keith Chan - Parent Member of School Council

Alex Yuen – Student Representative Council representative

And 49 (forty-nine) other members of the School community.