

SCHOOL COUNCIL STANDING ORDERS

1. Meet eight times on the 4th Tuesday of the Month on agreed dates for two hours. Council is required to meet at least twice each term.
2. School Council Meetings are held on the 4th Tuesday of each Month. Meetings will commence at 6.30pm and conclude at 8.30pm. A 15-minute time extension, if voted on by School Council, can be used to complete General Business. Meetings will not proceed beyond 8.45pm.
3. Sub Committees will be formed to work on specific projects as required.
4. Sub Committees of School Council are able to provide advice to assist decision-making and to help with the implementation of decisions.
5. Sub Committees of School Council are to keep minutes of meetings held and recommendations made to School Council are to be in writing.
6. Sub Committees are to work within the Terms of Reference established for its operation.
7. President of the School Council and the Principal of the school will be Ex-Officio members of all Sub Committees of School Council if they are formed.
8. All matters of School Council are to be minuted, are duly moved and seconded when required.
9. Elected office bearers of Yarraville Special Developmental School Council are the President, Vice President and Treasurer of School Council.
10. For any Sub Committees of School Council there are at least one staff representative within their membership composition.
11. Yarraville Special Developmental School Council is able to co-opt members of the school community onto Sub Committees. These co-opted members have no voting rights and can attend School Council meetings.
12. Members of the Yarraville Special Developmental School community can attend School Council meetings as observers but are not able to participate in Yarraville Special Developmental School Council meetings unless invited to do so by the School Council President or chairperson.
13. School Council can call extraordinary meetings at any time. All members must be notified of the time, date, place and purpose of the meetings. The President or Vice President of the council must convene such a meeting of the council upon receiving request in writing from 3 members of the council. The business of an extraordinary meeting of School Council must be confined to the purpose for which it is convened.
14. The council meeting cannot take place unless half of its total membership is present and a majority of members present are not employees of the DET.
15. School priority areas to be reviewed formally by School Council every 6 months.
16. Agenda and minutes to be circulated to all School Council members at least 4 days prior to the scheduled meeting if possible.
17. School policies (draft) to be emailed 10 days prior to School Council meetings. Feedback on the draft policies to be sent back 5 days prior to the meeting on (Thursday) so that adjustment can be corrected.
18. Yarraville Special Developmental School Council in determining policy, financial consideration and other items of business adheres where possible to the following processes in decision making:
 - Consultation with parents and staff has occurred
 - The item of business has been through the appropriate Sub Committees of School Council
 - The School Council is fully informed in relation to the decision being decided.

19. Yarraville Special Developmental School Council at any time can refer items back to Sub Committees and staff of the school for further consultation and ratification.

20. Open and Closed meetings.

School council meetings would normally be open to the school community and conducted according to standard meeting requirements. Visitors have no voting right.

Visitors have a right to speak but must do so through the person chairing the meeting.

There may be time when, for the purpose of confidentiality or other reasons, the council meeting, or part of the meeting, needs to be closed, such as considering a principal selection report.