



**DUNCRAIG SENIOR HIGH SCHOOL**

**INDEPENDENT PUBLIC SCHOOL**

**SCHOOL BOARD**

**THE CONSTITUTION**

# Constitution of Duncraig Senior High School, Independent Public School Board

## 1. Name:

The Board shall be called the Duncraig Senior High School, Independent Public School Board (hereinafter referred to as the Board) as constituted in the School Education Act 1999 (the Act).

## 2. Purpose and Role:

The purpose of the Board is to promote the welfare of students of Duncraig Senior High School (DSHS) through the co-operation of staff, students, parents and members of the wider community.

Board shall expect to be consulted on major changes to school policy and make its recommendations to the Principal.

## 3. Board Membership:

The Board shall consist of the members from the following representative groups:

- Up to seven (7) elected parent and/or community members (7 votes)
- Up to four (4) elected staff members (4 votes)
- The Principal of DSHS (1 vote)

**Note:** Voting rights of parent and community members are to be in the majority. Combined parent and community members may not exceed seven (7) in number. No elected teacher of the school who is also a parent of a student at DSHS may be a Parent or Community representative.

### Quorum:

A quorum:

- shall consist of six (6) members, and
- where a formal vote is required, a quorum requires representation to meet the legislative requirement that a majority of voting members present be Parent and Community representatives.

#### **4. Office bearers:**

The following office bearers are to be elected at a meeting in the fourth term from the membership of the Board by voting Board members:

- Chair
- Deputy Chair

#### **5. Terms of Office:**

An elected member shall serve for a period of two years commencing at the beginning of term one of the school year after which time s/he shall be eligible for re-election. To ensure the consistency of its actions and decisions and the retention of experience of its members, there shall be a half Board election every year.

Elections will be held during the fourth term of each school year.

A Board member who misses two consecutive meetings may be asked by Board if s/he wishes to continue as a member or retire from office.

The office of a member of the Board shall become vacant if a member:

- dies
- resigns by notice in writing given to the Chair
- fails to attend two consecutive meetings without leave of the Board
- the term of office expires

A vacancy in the membership of the Board shall be filled by election at a general meeting of the representative group. Any person elected to fill a vacancy shall hold office for the balance of the term of the predecessor.

## 6. Management:

The whole Board at its scheduled meetings shall manage the affairs of the Board. The Board shall form sub-committees to be fully operational within the first term of school:

- The Finance Committee

The Board shall have the power to form other committees, as it deems necessary. Such committees shall be for specific purposes and durations and report directly to the Board.

Each committee shall be presided over by a Chair. It shall be the responsibility of the Chair to arrange:

- The time and place of committee meetings
- That adequate minutes be kept
- For a report of each committee meeting to be presented to the Board at its first meeting following the relevant committee meeting
- For an annual report of the committee to be presented to the Chair of the Board prior to the Open Meeting of the Board.

## 7. Standing Committees:

### The Finance Committee:

**Aim:** To consider the management of school funds and to make recommendations to the Board.

**Membership:** The Principal of the school, one Deputy Principal, Business Manager, four (4) elected staff, and up to two (2) parents elected at the P&C Annual General meeting.

## 8. Duties of Office Bearers:

### Chair and Deputy Chair:

The Chair shall preside at all Board meetings.

### Minutes Secretary:

The Minutes Secretary shall be a nonvoting member provided by the school and keep full and correct minutes of the proceedings of the Board. The Minutes Secretary shall distribute via the Chair copies of Board minutes and notices of Board meetings to all members no less than one week prior to each meeting. All minutes, associated documents and reports are to be filed at the school.

## **9. Meetings of Board:**

The First Meeting of the Board shall be held early in Term One of each year. General meetings shall be held each term as determined by the Board. Special General Meetings may be convened by the Chair of the Board or by a requisition signed by five (5) members of the Board or by at least 20 families at the school as provided in Regulation 118 of the Act.

It is expected that meetings of Standing Committees shall be held prior to each Board Meeting and a report given to the next meeting of the Board.

The following reports shall be presented at the first meeting of the Board:

- a report by the Principal of the activities of DSHS for the past year
- a report by the Chair of the activities of Board for the past year
- a report by each standing committee of its activities
- such other reports, as the Board deems necessary

All reports to be posted on the DSHS website for access to staff, students, parents and community members.

An Open Meeting of the Board shall be once a year at which the annual report of the boards activities will be available.

At least 14 days' notice of the meeting shall be given by advertisement in one DSHS publication and the meeting will be open to all parents, community members, staff and students

## **10. Functions of Board**

The functions of the Board are as provided in Section 128 of the Act and include:

- A focus on improving learning outcomes for ALL students
- A shared vision and a plan reflecting the broad values of the school community
- Active involvement in endorsing the School's Delivery and Performance Agreement, Budget, Business Plan and Annual Report
- Monitoring progress towards the achievement of goals
- Promoting meaningful parent and community participation and actively seeking the views of its school community
- Formulating student codes of conduct
- Determining the student dress code
- Deciding on issues related to prayers, songs, charges and contributions, extra cost options, items for personal use, advertising and sponsorship.

## 11. Procedures

Subject to The Act and this constitution, the Board shall determine its own procedures.

Officers shall be elected at the first meeting.

Community members with expertise in a particular field may be co-opted at the recommendation of the Board as an advisory member. Co-opted members shall be non-voting.

Subject to the following two points, a majority of one from those persons eligible to vote is necessary to pass a motion presented at the Board:

1. A quorum must be present.
2. An absolute majority of voting members is required to change this constitution.

In the case of a tied vote, the Chair shall have a casting vote. Where the Chair is not present, the Deputy Chair shall preside. Should neither be in attendance, the meeting shall elect a Chair for the occasion from those members present. The Chair shall be the official spokesperson for the Board at all times.

Alterations to this Constitution shall be considered as an item of special business at the First Meeting of the Board, or at a Special Meeting. Notice of such proposals shall be attached to the notice advertising the meeting which must appear in one DSHS publication such as the newsletter or website. At least seven days' notice of such proposals must be given in writing to the Chair of the Board.

March 2013