



# RIVERTON PRIMARY

## Governing Council Standing Orders

### Guiding Principles of Standing Orders

- Council procedures should be fair and contribute to open, transparent and informed decision-making.
- Council procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

### Meetings

- Generally meetings are in weeks 3 and 8 of each term, they can be adjusted in the meeting prior should the need arise e.g. farming, known lack of quorum, site leader not able to attend for a pressing need.
- Meetings will start at 7:30pm and finish at 9:30pm. Any agenda items not addressed will be held over until the next meeting. If there is a finance meeting it will be held 30 minutes before the Governing Council meeting.
- Members and visitors at a Council meeting will be respectful of each other.
- The chair shall maintain order and conduct the meeting in accordance with these standing orders.
- The chair will rule on the points of order.
- At the third consecutive apology of a Governing Council member a letter outlining the importance of regular attendance to the work of the council and explaining the impact of ongoing non-attendance on the quorum will be posted to the council member.

### Agenda

- A draft of the agenda is sent to all members via email or hard copy in the week prior to the Governing Council meeting requesting further agenda items, then the agenda is sent out on the Friday before the meeting.
- The agenda of council shall be set by the executive, being made up of the Principal, Chair and Secretary.
- Under the agenda item "other business" at the meeting members can seek to have additional items addressed at the meeting or be placed on the agenda to be dealt with at a later time.
- 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 Chair.

### Minutes

- All motions should be recorded and read back to ensure they are correct.
- The minutes must contain a list of those present, apologies, names of guests or observers, outcomes of business in the order it was dealt with, copies of reports and state the date and time of the next meeting.
- Hard copies of minutes are to be kept in the front office of the school and can be accessed by governing council members.
- The minutes should not be a verbatim record of the meeting but should be sufficient to set out issues raised and the decisions taken.
- The Principal has a responsibility to keep the Governing Council informed and will present a report (usually in writing) to each council meeting.

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### Debate

- Any person wishing to speak shall seek permission from the chair to speak to the meeting.
- If there is an issue that a debate arises from, the chair must vacate the chair before entering any debate. The deputy chair will take over the role of chair during this time. If there is no deputy, then the council members will appoint a member to chair during this time.
- Not more than 15 minutes shall be allowed for discussion of any subject unless time is extended by resolution of the meeting.

### Motions

- A motion is required to have a proposer and a seconder, and it is put to the council for consideration.
- A motion shall lapse if there is no seconder.
- No substantive motion or amendment may be proposed at a meeting which is in substance the same motion as previously been proposed and dealt with in the same meeting.
- A member of council may move an amendment/s to any substantive motion provided that, if the amendment is carried, the amended motion would not be contrary to the intention expressed by the original motion.

### Voting

- The chair or secretary shall read out the motion before a vote is taken.
- A motion shall be decided on a show of hands unless a secret ballot has been requested.
- The chair has a deliberative vote only, therefore in the event of a tied vote, and then the motion must be taken as defeated (clause 12.1.4 of the Constitution). The chair does not have a casting vote.
- 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. The number of people abstaining can be recorded at the discretion of the chair.

### Committees

- The Governing Council will determine which committees will be formed to assist the council.
- Each committee is required to have terms of reference and membership which is approved by the council and reviewed annually.
- Each committee is to report to the Governing Council at the next meeting and provide the minutes of meetings. (Either confirmed or unconfirmed) for noting, with recommendations for Governing Council to approve.

### Amendments to Standing Orders

- Amendments to these Standing orders shall be made only by resolution of which not less than 7 days' notice has been given.
- These Standing Orders may be amended by resolution carried by a majority of those present and voting.

Policy ratified by Governing Council	02/11/2016, 25/03/2019, term 1 2021,
	Meeting times adjusted 16 <sup>th</sup> May 18
Review Date	Term 1, 2023