

Committee Meetings

2024

Purpose of the School Association Committee meetings

The purpose of the School Association Committee meetings is to manage the affairs of the School Association.

COMMITTEE CONFIDENTIALITY

No Committee can confidently work together and express differing viewpoints without trust and confidentiality within the Committee. Confidentiality applies to all members of the Committee.

What is said by individual Committee Members during a meeting must never be conveyed to other people, either personally or by using social media.

Effective committees rely on an open flow of information and ideas, particularly on information provided by the Principal. Some of this information may be sensitive in nature, and not be for public disclosure or discussion outside the Committee.

Where something is sensitive in nature this should be clearly identified. The Committee must maintain its confidentiality about such information – to breach it would be to severely compromise the work of the Committee, and potentially damage the reputation of the school.

Most significantly, it would impact the relationships of trust within the Committee. It is recommended that each Committee formulates a Code of Conduct or Ways of Working Together Agreement for members at the beginning of the year and that these are revisited during the year and at induction.

Meeting notice

A meeting notice must be circulated to all members of that meeting. For example:

CONSTITUTIONAL REQUIREMENTS FOR A NOTICE OF ANNUAL GENERAL MEETINGS OR SPECIAL GENERAL MEETINGS

At least 14 days before the date fixed for holding a General Meeting of the School Association the Secretary of the School Association (or if there is no Secretary for the time being, the Principal) must take reasonable steps to advertise the meeting through media, such as the school newsletter, on the school notice board, on the school website, on school social media accounts or a local newspaper circulating in the district where the school is located.

The notice must specify the place, day and time for the holding of the meeting and the nature of the business of the meeting.

The non-receipt of that notice by any member does not invalidate the meeting, or any proceedings or resolution passed, at the meeting.

Agenda

An agenda forms the structure of the meeting. The agenda states where and when the meeting will take place and what matters will be listed for discussion (items of business) together with any relevant material, as well as a draft copy of the minutes of the previous meeting.

In most instances the main headings of an agenda will remain unchanged. The number of items under each heading may vary given the matters being considered by the School Association. The agenda ultimately becomes a historical record of business addressed for that particular meeting for future reference.

Minutes

Minutes record those present at the meeting (and any apologies) and what happened at the meeting. It is important that accurate minutes are kept and that all motions adopted are identified. It is not necessary to include general discussion in the minutes, just the key points in reaching the decision. The minutes may also list actions to be taken and by whom.

Every motion of the School Association Committee and Subcommittees within the minutes should then form part of a formal Motions Register developed by the School Association and maintained by the Secretary. It is beneficial for motions to be numbered and referenced in a Motions Register

WHAT ARE MOTIONS?

Motions are decisions made by the committee and are recorded in minutes and the Motions Register.

For example:

Motion 1/01/2018:

A Smith/B Walker: 'That ABC

School Association endorses the donation of \$500 to the school for the purchase of sports equipment as presented by the Fundraising Subcommittee'

CARRIED

Smith/Walker - First name mover of the motion and the second name – seconder to motion.

1 – Reflects numerical motion i.e. 1st decision of the School Association.

01 – Relates to month in which meeting held.

2018 - Relates to year motion adopted.

Opening the meeting

The meeting begins when the Chairperson declares the meeting opened. The opening time should be recorded in the minutes.

The meeting is unable to begin until the Chairperson declares a quorum. This means that there are enough people in attendance to allow discussions and motions to be voted upon. If a quorum cannot be declared within a stipulated time of the meeting's designated starting time the meeting should be rescheduled.

If a Chairperson is not present at the scheduled start time the meeting should elect the Deputy Chairperson to take the meeting.

The Chairperson may also welcome guests and speakers at this time, and state the 'welcome to country'.

QUORUM FOR SCHOOL ASSOCIATION GENERAL MEETINGS (INCLUDING ANNUAL OR SPECIAL MEETINGS)

The quorum for a School Association general meeting is the current elected Committee size, plus one.

For example: for a current Committee of 11, the quorum at the general meeting is 12.

This does not mean that the entire Committee needs to be in attendance at a general meeting. It is any members of the School Association totalling the quorum number above.

QUORUM FOR SCHOOL ASSOCIATION COMMITTEE OR SUBCOMMITTEE MEETINGS

The quorum for a Committee meeting is the majority (more than 50%) of the current Committee or half the Committee, plus one.

For example: for a current Committee of 11 the quorum at the Committee meeting is 6.

For a current Committee of 15 the quorum at the Committee meeting is 8.

PRESENT AND APOLOGIES

This is a record of those at the meeting and those unable to attend. The Chairperson states the names of those members who formally notified that they were unable to attend the meeting in a motion. The Chair then calls a mover and seconder to this motion.

An example is as follows:

Motion 2/2/2018

That the apologies of x be accepted.

or

That the apologies of x be conditionally accepted.

The Secretary or members may advise on other apologies.

Conflict of interest declarations

The Chairperson will ask members of the meeting whether there are any conflicts of interest. Members are asked to declare any conflicts. The Committee will determine how declarations will be addressed and this will be recorded in the minutes.

Minutes of the previous meeting

The Chairperson should ask for a motion for the recorded minutes as a true and accurate record. If there are corrections the Chairperson should ask the meeting to vote on those corrections.

If there are only a few minor corrections, the Chairperson may ask the members to accept the minutes with the corrections. The vote to adopt the minutes can then go ahead on that basis. Once the minutes have been adopted this should be recorded.

It is not appropriate, at this time, to have further debates on decisions that were made at the previous meeting.

Business arising from the previous meeting

Items for discussion from the previous meeting will be listed on the agenda.

Any reports or information requested at the last meeting are discussed, and decisions are recorded. This is where previous motions are discussed, if required.

Inwards/outwards correspondence

Letters that have been sent/received are tabled.

Any written correspondence received or sent since the last meeting is discussed, and motions are recorded.

School Association Financial Report

The Treasurer presents an update on the School Association Financial Report. Any discussion and motions are recorded.

Reports

Reports written for the meeting are tabled and discussed, and motions are recorded. Written reports are to be kept with the minutes.

General business

General business items are items that have been added to the agenda and will be announced individually by the Chairperson.

Once discussion is complete, the Chairperson calls on someone to put forward or move a motion. Motions must be put to a vote. Once the motions receive a majority (more than 50%) they become resolutions. A seconder is someone who agrees that a motion should be put forward or moved. Sometimes amendments to a motion are suggested. Only after the amendments are discussed and accepted can the amended motion be brought to the vote.

Any other business

It is at this point in time that the members are able to raise additional issues they feel should be discussed. These include any items which are not listed on the agenda. No extremely important or complex issues should be raised unannounced during this part of the meeting. If an urgent matter must be dealt with at the meeting the Chairperson should be informed before the meeting begins. A revised agenda can then be drawn-up. If the Chairperson feels that any of the issues brought up for discussion are too complex they may call for another meeting to discuss the issue or, alternatively, put it on the agenda for the next scheduled meeting.

Close of meeting

Once all the issues have been put forward and discussed, the Chairperson advises members of the date and time of the next meeting. The meeting is now officially closed, and the time of closure should be recorded in the minutes.