



Standing Orders

1 Introduction

These Standing Orders are for the Henley Beach Primary School Governing Council and are applicable to all general meetings and committee meetings of the governing council and, as far as appropriate, to meetings of subcommittees, and shall be construed subject to the Henley Beach Primary School Governing Council constitution.

A Glossary defines the meaning of various terms used in these Standing Orders

2 Guiding principles of standing orders

- 2.1 Council procedures should be fair and contribute to open, transparent and informed decision-making.
- 2.2 Council procedures should reflect levels of formality appropriate for the nature and scope of the responsibilities exercised at the meeting.
- 2.3 Council procedures should be clear and follow constitutional direction to give the governing council and community confidence in the decisions and deliberations undertaken at the meeting.

3 Meetings

- 3.1 Clause 11.2.1 of the constitution requires the Council to hold an ordinary meeting at least twice in each term.

Clause 11.1.4 of the constitution requires the council to hold an Annual General Meeting, once per year (not longer than 16 months apart).

Clause 15.3.3 of the constitution, relating to sub-committees requires the Finance Advisory Committee to meet at least once each term.
- 3.2 Notice of meetings shall be sent in writing to all members seven (7) days prior to the date of the meeting (clause 11.2.2 of the constitution).
- 3.3 The agenda of Council shall be set by the executive, being made up of the Principal, Chairperson, Deputy Chairperson, Secretary and Treasurer.
- 3.4 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.
- 3.5 Meetings shall, subject to the presence of a quorum, start at the time set out in the notice of the meeting, and shall continue until all business on the agenda is completed.
- 3.6 If there is no quorum present within 30 minutes of the starting time, as set out in the notice of the meeting, the meeting will stand adjourned, until a date and time to be determined (clause 12.1.2 of the constitution).
- 3.7 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 Chairperson.

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- 3.8 Attendance at meetings of Council by persons other than members of the Council shall be by invitation of the Chairperson or resolution of the Council (Clause 12.1.5 of the constitution)

4 Minutes

- 4.1 Minutes are to be kept of all meetings. The minutes should be an accurate record of all decisions/resolutions of the meeting (Clause 14 of the Constitution).
- 4.2 Minutes are a permanent record and signed copies are required to be kept under the *State Records Act 1997*.
- 4.3 All motions should be recorded and, if requested, read back to ensure they are correct.
- 4.4 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.
- 4.5 The minutes should not be a verbatim record of the meeting but should be sufficient to set out issues raised and the decisions taken.

5 Order

- 5.1 The Chairperson of the Council shall chair meetings.
- 5.2 In the absence of the Chairperson, where there is a Deputy Chairperson, they shall chair the meeting. If there is no nominated deputy the Council members shall choose one of the members to chair the meeting.
- 5.3 A person addressing the Council shall be heard in silence unless a point of order is raised.
- 5.4 The Chairperson shall maintain order and conduct the meeting in accordance with these standing orders.

6 Points of order

- 6.1 The Chairperson may call to order a member who is in breach of the Act or constitution.
- 6.2 A member may draw to the attention of the Chairperson a breach of the Act or constitution, and must state briefly the nature of the alleged breach.
- 6.3 A point of order takes precedence over all other business until determined.
- 6.4 The Chairperson will rule on the point of order.

7 Interruption of meetings by members

- 7.1 A member of council must not, while at a meeting:
- (a) behave in an improper or disorderly manner; or
 - (b) cause an interruption or interrupt another member who is speaking.

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7.2 The Chairperson will rule on any instances of interruptions by members. The Chairperson may seek an apology, have a short adjournment, ask the member to leave the meeting or adjourn the meeting until the next scheduled date. The Chairperson's ruling will be final.

8 Conflict/difficult discussions

- 8.2 Each member needs to be clear when discussing a topic raised for discussion.
- 8.3 Each member should manage and remove their personal emotions from the topic being discussed.
- 8.5 If members cannot reach consensus on the topic being discussed within 30 minutes, the Chairperson can, at their discretion call:
- a tea break for 10 minutes to give members a break and to regain their composure.
 - cease the conversation and reconvene the topic of discussion at end of the meeting
 - where appropriate, move the agenda item to the next meeting for continued discussion and additional information.
- 8.9 The Chairperson has the discretion to declare a topic of discussion closed, if they determine the discussion is unproductive and becoming negative – to preserve relationships on council.
- 8.10 All members shall remain calm and professional regardless of how difficult or challenging the topic.

9 Motions

- 9.1 A motion is required to have a proposer and a seconder, and it is put to the council for consideration.
- 9.2 A motion shall lapse if there is no seconder.
- 9.3 No substantive motion or amendment may be proposed at a meeting, which is in substance, is the same motion as has previously been proposed and dealt with (in the same meeting).

10 Voting

- 10.1 The Chairperson shall read out the motion before a vote is taken.
- 10.2 A motion shall be decided on a show of hands unless a secret ballot has been requested.
- 10.4 The Chairperson has a deliberative vote only, therefore in the event of a tied vote, then the motion must be taken as defeated (Clause 12.1.4 of the Constitution). No member, including the Chairperson has a casting vote.
- 10.5 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.

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11 Committees

- 11.1 The Governing Council will determine which sub-committees will be formed to assist the council.
- 11.2 Each sub-committee is required to have terms of reference and membership which is approved by the council and reviewed annually.
- 11.3 Each sub-committee is to report to the Governing Council at the next meeting and provide the minutes of its meeting (either confirmed or unconfirmed) for noting.

12 Amendments to standing orders

- 12.1 These Standing Orders may be amended by resolution carried by a majority of filled positions on council.

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Glossary

<i>Abstain</i>	Where a member is present but does not cast a vote for or against.
<i>Agenda</i>	The list of items of business before a meeting and the order in which it is proposed that the meeting should deal with them.
<i>Casting vote</i>	A second vote sometimes given to the Chairperson of a meeting by the rules, exercisable only in the event of a tied vote, to break the tie.
<i>Committee</i>	A small group of people appointed to carry out a specific task
<i>Constitution</i>	The rules made specific to the governing council.
<i>Deliberative vote</i>	The vote that expresses an individual's opinion on a matter for decision. All councillors have a deliberative vote.
<i>Executive</i>	This is made up of the office holders of council, usually the Chairperson, treasurer, secretary and the principal
<i>Minutes</i>	The formal brief summary of proceedings at meetings and especially of decisions
<i>Motion</i>	Is a proposal made for the purpose of obtaining a decision and is read into the minutes for accuracy (eg, "That the school uniforms are purchased from.....").
<i>Point of Order</i>	Is not a motion; it is an allowable interjection that directs the Chairperson's attention to an apparent or alleged breach of order (eg. Absence of quorum, breach of standing order or introduction of subject matter not relevant to the motion).
<i>Proposer</i>	Is the person who proposes the motion and explains the motion.
<i>Quorum</i>	Is the minimum number of persons who need to be present to constitute a valid formal meeting.
<i>Second</i>	Is the person who supports the motion and assists in discussion in relation to the motion.
<i>Standing Orders</i>	Are the permanent rules for the regulation of the business and proceedings at an organisation's meetings
<i>Substantive motion</i>	is a self-contained motion; it is not dependent on any other motion. It is a motion ordering something to be done or authorised (eg. "That the secretary sends a letter to...")
<i>Vacate</i>	if the Chairperson feels sufficiently strong enough about a matter, then they should vacate (leave) the Chairperson temporarily to participate in the debate
<i>Verbatim</i>	in exactly the same words, word for word

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