## INDEX

<table>
<thead>
<tr>
<th>1. Composition</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Membership</td>
<td>3</td>
</tr>
<tr>
<td>• Office bearers</td>
<td></td>
</tr>
<tr>
<td>• Sub-committees</td>
<td></td>
</tr>
<tr>
<td>•</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Meeting requirements</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Meetings</td>
<td>4</td>
</tr>
<tr>
<td>• Public reporting</td>
<td></td>
</tr>
<tr>
<td>• Extraordinary meetings</td>
<td></td>
</tr>
<tr>
<td>• Quorum</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Decision making</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>• School council decisions</td>
<td>5</td>
</tr>
<tr>
<td>• Tied votes</td>
<td></td>
</tr>
<tr>
<td>• Absence of President and other members</td>
<td></td>
</tr>
<tr>
<td>• Conflict of interest</td>
<td></td>
</tr>
<tr>
<td>• Extended leave of a School council member</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. School Council agendas</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Agenda</td>
<td>5</td>
</tr>
<tr>
<td>• Open and closed meetings</td>
<td></td>
</tr>
<tr>
<td>• Length of meetings and extension of meetings times</td>
<td></td>
</tr>
<tr>
<td>• Minutes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Code of Conduct</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Attachments</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1 School Council membership, from Constituting Order – Schedule 2</td>
<td>7</td>
</tr>
<tr>
<td>6.2 Appointment of nominees and representatives to Statutory Bodies, Department of Education Executive Memorandum</td>
<td></td>
</tr>
</tbody>
</table>
Standing Orders for the Victorian School of Languages Council

These Standing Orders are consistent with the legal requirements set out in the Education and Training Reform Act 2006, Education and Training Reform Regulations 2007, the constituting Order of the School Council and Department of Education and Training (DE&T) guidelines.

1. Composition

Introduction
The purpose of these Standing Orders is to assist School Council to operate efficiently and effectively within the legal framework and DE&T guidelines for School Councils. The Standing Orders come into effect as from 16 September 2015.

School Council membership
The membership of the School Council according to its constituting Order is:
18 members - 6 parents, 2 DE&T full time staff, 2 part-time staff (Instructors, under the heading nominees), 1 executive officer (principal), 5 Nominees of other organisations (Ethnic Communities Council Victoria, Independent Schools Victoria, Catholic Education Office, tertiary representative, DE&T representative, and 2 community members.
(See Constituting Order in the Attachments, Section 6.1)

Office bearers
The School Council will have the following office bearer positions.
• President
• Vice President
• Treasurer

Office bearers will be elected at the first meeting of the school council after declaration of the election each year (normally the March meeting). The President and other office bearers are not to be members of the DE&T.

A School Council member's prime responsibility is to the interest of the School Council and not to the body or organisation from which the nomination arose.(See the Attachments, Section 6.2)

Election of office bearers
In the election of an office bearer, if the votes are tied, the School Council will decide the outcome by either holding a new election or drawing of lots. If a new election is held and is also tied, the School Council may decide the election by the drawing of lots or decide to conduct further elections until the election of office bearers is decided.

Sub-committees
The School Council will have the following sub-committees.
• Finance
• Education
• Marketing and Promotion
• Any other sub-committees as School Council deems appropriate
Each sub-committee will be chaired by a member of School Council unless otherwise decided by Council. A sub-committee must include at least one School Council member and have at least 3 members.

Each Sub-committee is governed by terms of reference determined by school Council.

2. Meeting requirements

Meetings
The School Council will meet monthly (except for January and April) and have no less than eight (8) meetings each year. Generally meetings will occur on the third Wednesday of each month and will be held in the conference room at the VSL Head Office 315 Clarendon Street Thornbury unless otherwise agreed to. The meeting will commence at 6.00pm and will finish no later than 8.30pm. Extensions to meeting times are formally requested by the President and must be agreed to by School Council members.

Public reporting (annual) meeting
The School Council will call a public meeting in March of each year or at a date to be specified and at that meeting:
   a) Report the proceedings of the School Council for the period since the date of the previous public meeting; and
   b) Present the annual report published by the School Council; and
   c) If the accounts of the School Council have been audited, present a copy of the audited accounts.

The School Council may, from time to time, call additional public meetings.

Extraordinary meetings
An extraordinary meeting of the School Council may be held at any time decided by the Council, if all members are given reasonable notice of the time, date, place and object of the meeting.

The president of the School Council or, in the absence of the President, the Principal must call an extraordinary meeting of the School Council if either of them receives a written request to do so from 3 members of the School Council.

The President or the Principal must call a meeting under the preceding paragraph by sending a notice to all School Council members giving the members reasonable notice of the time, date place and object of the meeting.

The business of an extraordinary meeting will be confined to the object for which it is called.

Quorum for meetings
For a quorum to be achieved at a School Council meeting, not less than one half of Council members currently holding office must be present and a majority of the members present must not be DE&T employees. Any parent members on the School Council who also work for the DE&T are counted as DE&T employees for the purpose of a quorum.

If at the end of 30 minutes after the appointed time for a meeting of the School Council, there is no quorum present, the meeting will stand adjourned to a time and place determined by the School Council members present.
A member of the School Council may be present at a Council meeting in person - or by video conferencing or teleconferencing provided that he/she is connected for the full meeting.

If a member is unable to attend a meeting, an apology should be submitted to the Principal, prior to the meeting.

3. Decision making

**School Council decisions**
Decisions of the School Council will be by a majority of those eligible to vote and who are present at the meeting, where the majority are non DE&T members. A vote by proxy is not valid.

Members will vote on a matter and the number of votes for and against will be recorded in the minutes. Voting will normally be by a show of hands, but a secret ballot may be used for particular issues.

**Tied votes**
When a vote is tied (i.e. an even number of people are for and against a decision), the President (presiding member) has a second casting vote.

**Absence of the President and other members**
If the President is unable to preside at the School Council meeting, the Vice President will chair the meeting. If both the President and Vice President are absent the School Council will elect a member of the Council to chair the meeting (other than an employee of the DE&T).

**Conflict of interest**
If a School Council member or a member of his or her immediate family has any direct conflict of interest (including a financial interest) in a subject or matter under discussion at a School Council meeting, that member:
• must declare the conflict of interest;
• must not be present during the discussion unless invited to do so by the person presiding at the meeting;
• must not be present when a vote is taken on the matter; and
• may be included in the quorum for that meeting.

**Extended leave of a School Council member**
A member of the School Council may apply in writing to the President for extended leave of up to 3 consecutive meetings.

If a member of a School Council is granted extended leave, the membership of that member is excluded in determining the requirement for a quorum of not less than half the members currently holding office.

4. School Council Agendas
**Agenda**
The Principal, in consultation with the President, shall ensure an agenda is prepared for each
regular meeting and distribute the agenda, minutes from the previous meeting and meeting papers such as sub-committee reports, Principal's and President's report to School Council members no less than five days before the meeting.

Open and closed meetings
School Council meetings will generally be open to the school community but the Principal and School Council may decide that only members may be present at a meeting or part of a meeting for confidential items. If the meeting is open, visitors may speak by invitation of the presiding member.

Minutes
The Principal will ensure a record of each school meeting is kept and minutes are prepared after each School Council meeting and distributed to school council members prior to the next School Council meeting. The Principal may delegate this responsibility to another person i.e. Minute Secretary.

The minutes will record the type of meeting (regular, extraordinary or public); date, time and venue of meeting; names of attendees and apologies received from members; name of presiding officer; a record of the business of the meeting including the decision on the minutes of the previous meeting; inward and outward correspondence and reports of any sub-committees tabled at the meeting; and decisions of the meeting including motions and any amendments, names of movers and seconders, whether the motion was carried or rejected and the number of votes for and against.

When School Council minutes are submitted for confirmation, only questions regarding their accuracy as a record of the meeting are to be raised.

Once the minutes have been accepted as a true and accurate record of the meeting, they are to be signed by the School Council President or the person who presided at the meeting. Business arising from the minutes is dealt with after the minutes have been confirmed.

Minutes are for School Council members only and are not subject to Freedom of Information requests.

5. Code of Conduct

The School Council will operate according to the following code of conduct and ethics:

- Respectful partnerships
- Clear and honest two-way communication
- Transparent processes
- Democratic and informed decision-making
- Personal and professional integrity.

In the conduct of meetings, the following etiquette will be observed by School Council members

- Only one person talks at a time
- All requests to speak are directed to the presiding member
- All speakers are listened to in respectful silence
- 'No 'side conversations' are held
- Members shall listen to the discussion carefully in order to avoid making points that have already been made or asking questions which have already been answered
• When the presiding member indicates that the topic of discussion is closed, no further comments are made
• Members shall not use jargon
• Members will ensure that all electronic devices (such as mobile phones) are silenced and no calls are taken during the meeting
• Members shall stay calm regardless of how difficult or challenging the topic.
6. Attachments

6.1 School Council membership – from Constituting Order of the Victorian School of Languages

Constituting Order of the Victorian School of Languages, Schedule 2

Dated 2 May 1992

<table>
<thead>
<tr>
<th>Total</th>
<th>Parent members</th>
<th>DEET employee members</th>
<th>Community members</th>
<th>Nominee members</th>
<th>Max DEET employees</th>
<th>Max DEET employee parents*</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>7</td>
<td>8</td>
<td>5</td>
</tr>
</tbody>
</table>

* A DEET employee parent is a DEET employee who is a parent of a child at the school
6. Attachments

6.2 Appointment of Nominees and representatives to Statutory Bodies, Executive Memorandum No. 651

EXECUTIVE MEMORANDUM NO. 651

MEMORANDUM TO: Deputy Chief General Manager
                    Assistant Chief General Manager
                    General Managers (Schools)
                    Principals of all Schools
                    Chairpersons of School Councils
                    Chairperson, Institute of Educational Administration
                    Chairperson, Registered Schools Board
                    Chairperson, State Board of Education
                    Chairperson, Teachers Registration Board
                    Chairperson, Teaching Service Appeals Board
                    Chairperson, Teaching Service Disciplinary Board
                    Chairperson, Victorian Curriculum and Assessment Board
                    Chairpersons and Members of Taskforces

FROM: Geoff Spring, Director of School Education

SUBJECT: Appointment of nominees and representatives to Statutory Bodies

DATE: 27 October 1992

I wish to ensure that all officers are aware of the protocol and procedures necessary for the efficient appointment of members to the various Statutory Bodies constituted within the Directorate of School Education.

Nominee or Representative

In his judgement on the case of Bennetts v. the Board of Fire Commissioners of NSW and others, Chief Justice Street of the NSW Supreme Court made a clear distinction between the responsibilities of a person nominated or elected to a position on such a body and a person serving on a body as a representative of another body or organisation.

As a nominee, or elected by an interest group, a members prime responsibility is to the interests of the body on which that member is serving and not to the body or organisation from which the nomination arose.

Conversely, a representative retains a responsibility to represent the interests of the 'parent body whilst serving as a member of the body to which he or she has been appointed.

A relevant extract from the judgement on these matters is attached to this Memorandum.

Departmental Nominee or Representative

Where the membership of a body includes a nominee or a representative of the Director of School Education the relevant unit of the Directorate should provide the Director with a briefing providing the curriculum vitae of at least three suitable persons available for appointment and
clearly justifying a recommendation on whom should be appointed. The Director will approve the appointment of one of these persons and recommend to the Minister that the appointment be made by whatever statutory requirements apply.

This process is to be followed at the end of a member's term of office, or where a member resigns during his or her term of office, and where a deputy or replacement for the member is appropriate for a short term absence.

**Non-Departmental Nominee or Representative**

The legislation covering most Statutory Bodies within the Portfolio requires that the membership of the body be appointed by the **Governor** in Council upon the recommendation of the Minister. This requirement includes those members nominated by or representing non-Government bodies or organisations. When an appointment is necessary the relevant body should be requested to provide the Minister with a panel of names of suitable persons with sufficient information to enable an informed choice of member to be made.

**School Councils**

Even though the appointment of the members of a School Council does not involve Ministerial recommendations to the Governor in Council the conventions applying to nominees or representatives given above are equally important and should be brought to the attention of the relevant members and organisations.

**Confidentiality**

Throughout the appointment process it is vital that the confidentiality of all matters is maintained until the choice of appointee has been made. As well as the important aspect of the privacy of individuals, especially those not to be appointed, confidentiality will ensure that a decision by the Director or the Minister will be based on choosing the most appropriate person with regard to a balance of factors including personal skills, gender balance and current specific needs of the body.

The appointment of members to Statutory Bodies is a sensitive matter which I understand has been well handled in past years. I ask for your continued co-operation in ensuring that these appointments continue to occur discreetly and efficiently thus avoiding embarrassment to the nominees, the Directorate and the Minister.

The responsible officer within the Directorate is Keith Sandford, Co-ordinator, Legislation, Legal Services Unit, whose advice can be sought by telephoning (03) 628 3535.

---

**Geoff Spring**

Director of School Education