



VISITORS AT SCHOOL COUNCIL MEETINGS

POLICY

Rationale:

- To outline & implement procedures for appropriate behaviour of visitors at School Council meetings in order to protect the integrity of School Council meetings and the privacy of all members of the school community, whilst encouraging and supporting the attendance of interested members of the school community. For the purpose of this policy visitors are defined as – observing visitors, invited attendee/guest speaker and visitor/s with agenda items.

Aims:

- Meetings of the School Council are open to all members of the Karingal Primary School community. The School Council is a representative body and acknowledges that it is accountable to the Karingal Primary School community. It therefore wishes to encourage an interest in all aspects of its work and welcomes visitors to its meetings. The dates of all School Council meetings are announced in the school newsletter. Minutes of School Council meetings are available from the office.
- Visitors wishing to attend a School Council meeting in the capacity of an “observer” are to notify their intention to visit with either the Principal or School Council President before the meeting.
- School Council Agendas are issued to school council members on the Friday prior to the week before the meeting (approximately 4 days). Invited attendees/guest speakers will be listed on the Agenda at all times where possible unless circumstances prevent it, such as the name of the person is not available (ie: a representative of an organisation) or the item being discussed is confidential. As the School Council is a legally constituted body functioning on behalf of the Minister for Education & Training, voting on all matters listed on the Agenda must be confined to members of the School Council. Visitors do not have voting rights. Visitors will only speak at the invitation of, or having sought permission from, the School Council President or Chairperson. Visitors will be provided with a copy of this policy and will be asked to sign the attached declaration.
- Visitors wishing to have an item discussed by the School Council must have the item on the agenda for the meeting. To propose an agenda item, a member of the school community will need to lodge notification with either the Principal or School Council President, no later than one week before the meeting. This provides the opportunity to discuss the matter with the Principal or School Council President and to seek advice as to whether the matter is appropriate for School Council discussion or is an operational matter that is best dealt with by the Principal.

- Should a matter be deemed appropriate for School Council, it will be listed as the opening item on the next Agenda. Inclusion of the agenda item does not provide the visitor with the right to participate in the discussion of this item unless invited to do so by the Chairperson.
- Council meetings are normally expected to be open. Special circumstances may require that a meeting or part of a meeting be closed. During the proceedings of any meeting the School Council may, through a majority vote of present members, choose to deal with particular items of business in private. Under these circumstances the meeting shall be declared a “closed meeting”. At this point the Chairperson would advise any visitors that the remainder of the meeting would be a closed meeting, attended by School Council members only.
- Visitors will at all times behave in a civil, respectful and orderly manner, and should respect the need for confidentiality and privacy with regard to sensitive matters that might arise at school council meetings, especially where there are matters of a personal nature relating to staff, students or parents. Visitors are advised that the School Council is expected to represent all members of the school community in accordance with all legal requirements, regulations, DET and school policies and guidelines.
- The School Council has the right to refuse an observing visitor in the event that the majority of School Council members deem the past behaviour of that person at meetings to be inappropriate and/or disruptive.

Evaluation:

This policy will be reviewed as part of Karingal Primary School’s three yearly review cycle.

This policy was last ratified by School Council in **June 2015**



Visitors at School Council Meetings Declaration.

I _____(name) hereby give notice of my intention to attend the School Council meeting scheduled for _____ / _____ / _____.

I have notified the Principal/School Council President of a matter I wish to raise and acknowledge that the matter will be the opening item [delete if not applicable] on the Agenda.

I will act in an appropriate manner, with due respect, and only speak if and when invited to speak, and in doing so will respect the integrity and good standing of the members of the Karingal Primary School Council as stated in the Visitors at School Council Meetings Policy.

I acknowledge that whilst School Council meetings are open to the school community, I will keep all information discussed and learned confidential, unless and until it is publicly divulged in minutes of meetings or otherwise with integrity and respect. I will not remove any documentation perused or supplied at the meeting without the express permission of the majority of School Council members present.

Signed:

Date:

First Name:

Surname:

Please Print

References: