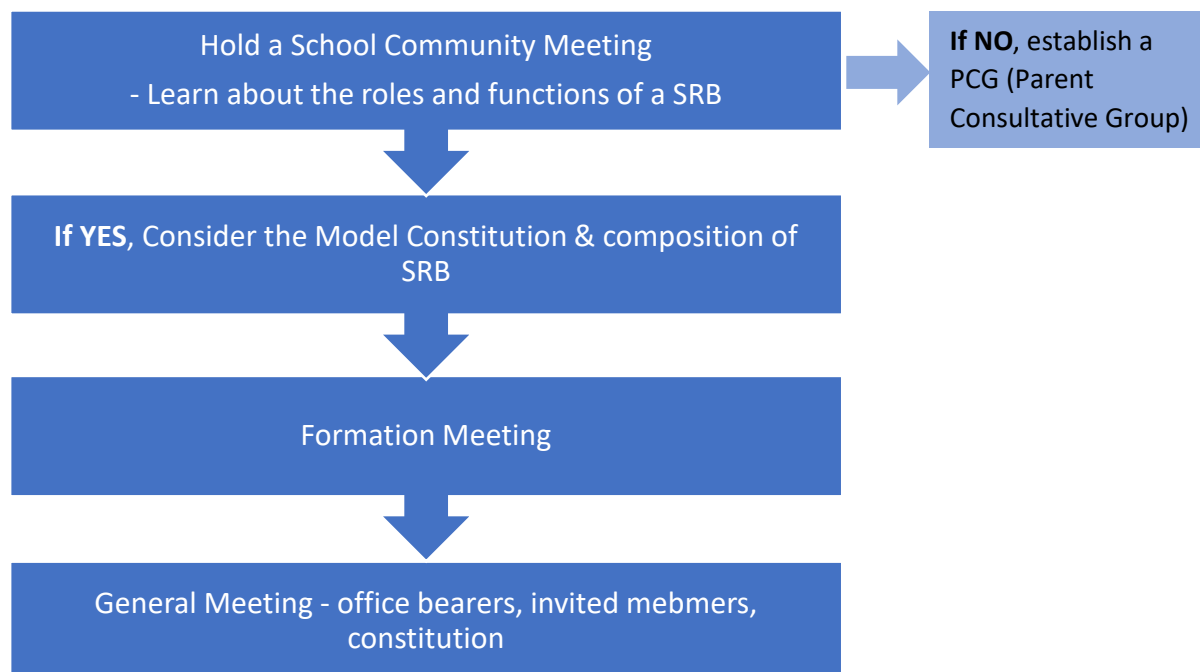


Some schools are already a gazetted School Council (School Representative Body) but are currently inactive. In many cases, current school staff and community may not even be aware that a School Council had been formed.

These old School Councils can be re-established by the following process. These steps may all occur at one extensive meeting or happen over multiple meeting times. How long the process takes depends on the individual school and community: the important consideration being community engagement, inclusiveness, opportunity to be involved and adequate notification.



## **1) Hold a School Community Meeting**

- Have a guest speaker talk about the roles and functions of a School Representative Body (School Council)
- Question and Answer
- Decide if to go ahead with re-activating the school Council.

## **2) If yes,**

(This may be a new meeting, if further consultation or people needed or a continuation of the first meeting.)

Consider the model constitution and composition of Council (number and type). See DoE [Guidelines](#).

- Principal
- Decide on the number of Parent Members (must be at least half of the total number)
- Decide on the number of Teacher Members
- Decide if having Invited Members
- If a secondary school, decide if having Student Members

### 3) Formation Meeting

- Notice and Agenda templates are available from NT COGSO
- At this meeting there is the election of Parent Members
- Teachers to have voted on their Teacher member prior to this meeting and the Teacher Member(s) is accepted at this meeting
- If Student Members are planned then they too need to have met prior and voted on their Student Member(s) who is then accepted at this meeting
- Invited members can be asked here or at the next meeting
- These people, plus Principal, become the School Council

### 4) Hold First Interim School Council Meeting (this may be directly after meeting #3)

- Elect Chairperson (must be parent), Secretary and Treasurer.
- Adopt Model Constitution template (with decision re composition / size of membership)

(email adopted model constitution to CE&LDM Unit. Once approved, call a Special General Meeting.)

### 5) Call Special General Meeting

- Give at least 3 days' notice, stating that the purpose of this meeting is to ratify the Constitution. This is the only matter that can be discussed.

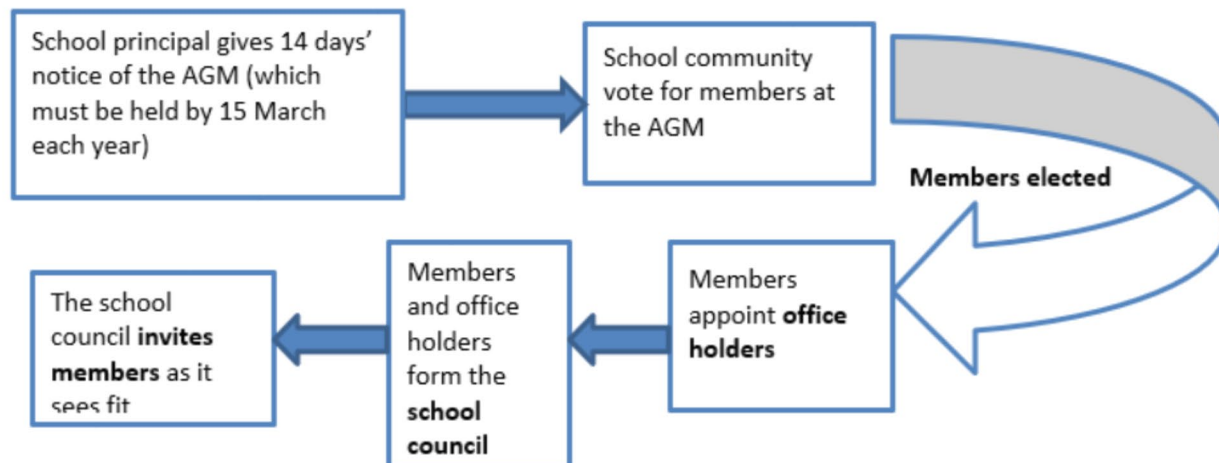
### 6) Fully operational School Council

#### DoE Guidelines: School Council

Members are elected by having the majority of votes. The Returning Officer or Chairperson at the AGM can conduct this process by carrying out the following actions:

1. state the number of positions available
2. state the term of office for each position
3. state the required duties of the position (from the constitution and these guidelines).

Once members are elected, office holders can be appointed and then members invited.



## Meet with school community

- The principal must hold a meeting with the school community, including parents, teachers, students (if secondary school) and any other interested persons.
- Where possible, a speaker with experience in school representative bodies should be invited to present the facts and to answer questions. This could be anyone who is familiar with the functions and responsibilities of a school representative body, for example, a chairperson on an existing school representative body or an officer from NTCOGSO.
- At the meeting, it must be determined whether the group should be reactivated, and if so, determine the size and composition of the school representative body.
- The department's model constitution template must be used as the governance structure.

## Elect and invite members

- The members of a school representative body must be elected.
- Parents: parents of students enrolled at the school call a meeting to elect the parent members
- Teachers: teachers at the school elect their teacher members
- School principal: the school principal automatically becomes a member
- Students: (optional) where the school is a secondary school, the student body/representative council elect student member/s
- Invited members: where a school representative body wishes to include invited members in the constitution, person(s) may be invited to form part of the school representative body.
- The elected parents, teachers, students (where applicable) and the principal meet as the school representative body. Persons elected as invited members may be invited to attend the first meeting.
- At the first meeting of members, a Chairperson is elected from the parent members. A Secretary and a Treasurer must also be elected.
- Office holder elections and invited members must be recorded in the minutes of the meeting.

## Adopt the model constitution template

- At the meeting, the school representative body must adopt the model constitution template.
- A copy of the proposed constitution is sent to the Community Engagement and Local Decision Making (CE&LDM) unit to ensure compliance with the *Education Act* and the Education Regulations.
- Once approved, the CE&LDM will notify the school representative body via email.
- After receiving notification, the school representative body must meet again to ratify its constitution at a special general meeting. Three days' notice of the special general meeting specifying the purpose of the meeting must be provided to members.
- A copy of the constitution signed by the principal and chairperson as well as the minutes of the special general meeting must be sent to CE&LDM for the department's records.

## For Further Information:

[www.ntcogso.org.au/school-representative-bodies/establish-or-abolish-school-representative-body](http://www.ntcogso.org.au/school-representative-bodies/establish-or-abolish-school-representative-body)

DoE: [Procedures to Establish or Abolish a School Representative Body](#)