

# Wandiligong Primary School

## School Council Code of Conduct



*Providing Little kids with Big Futures  
At Wandiligong*



The council of **Wandiligong Primary School** acknowledges that they operate within the Education Act and Regulations. The school is a member of the Hume Region. Under the act and its regulations, this council is required to meet eight times each calendar year.

### ***It will observe the following principles:***

- The learning needs of the students will be the primary consideration in decision-making.
- Councillors will observe the need for confidentiality in relation to topics that are discussed by council.
- Monitoring of achievements towards the Strategic Plan goals and priorities will be regular and rigorous.
- Will develop policy directions and observe the principal's right to implement policy in the most appropriate way
- Members will undertake regular training regarding their responsibilities, current school practices and the Department of Education, Employment and Training policies and directions.
- Councillors will seek to make decisions considering all sections of the school community.
- Council will maximise co-operation between all areas of the school community – students, staff, parents and the community for the mutual benefit of everybody.
- Observe the need for orderly conduct for council meetings and for the unity of council in the public forum.
- Respect the time of other councillors by providing early notice if they are unable to attend a meeting. The meeting can then be cancelled in a timely manner if a quorum is not achievable and rescheduled at a more suitable time..
- Respect the decisions reached by council. Any discord, which may arise from these differences of opinion, will be addressed and resolved within council structures and procedures; differences will not be publicised outside the council thus undermining the unity of the school community.
- Participate in sub committees where appropriate
- Councillors will promote our school in a positive manner.

### ***Using the following practices:***

- The Wandiligong Primary School council will meet at least twice per term and encourage parent and community attendance.
- School council will publish an annual report of its activities for the school community at its annual general meeting.
- The council will receive regular progress reports and indicators of achievement for all goals and priorities in the Strategic Plan.
- Clearly stated guidelines for elected office bearers will be provided.
- Meeting procedures and decision-making processes will operate according to Department of Education and Training (DET) Standing orders which have been adjusted to ensure that they are relevant and effective for our school council.

**The Principal will:**

- determine the agenda of each meeting including items requested by councillors.

**The Principal, as executive officer of council, is expected to:**

- Provide professional advice to council in regard to DET policy, educational issues, school management, financial statements and other matters of educational importance.
- Ensure regular information on the school's goals and priorities is provided to council.
- Ensure decisions of the school council are implemented.
- Ensure adequate support and resources are provided for the conduct of school council meetings
- Make certain that school council elections are properly administered.

**Wandiligong School Council Rights and Responsibilities**

	<i>Councillors have the right to:</i>	<i>Councillors have a responsibility to:</i>
<b>School Culture</b>	Expect that the school will provide a welcoming, safe and friendly environment	Support the school to maintain a safe and respectful learning environment Approach the school with any concerns Promote the school positively within the immediate and broader community Follow school procedures
<b>Student Learning</b>	Expect that the teaching staff employed at the school are up to date with research and professional learning	Support the school with staff selection processes. Support staff to engage with the school community and wider community school activities Encourage and support their child/ren in their learning and participation by ensuring the school has a well-managed budget and resources needed for curriculum delivery
<b>Attendance</b>	Expect the school to be open for learning at all expected times Be notified of changes to long term staffing and school closures	Promote school attendance and learning as valuable to the parent body.
<b>Communication</b>	Be informed of upcoming events and activities Ensure School strategic plan, AIP and annual report is accessible to the parent community	Communicate constructively with the school staff and Principal Be able to explain to parents the council decisions regarding policy Read the school newsletter and notices sent home Access the school community notice board after hours to clarify events/access permission forms
<b>Safety</b>	Expect that the school will provide a safe learning environment both within the classroom, and in the schoolyard	Report any safety concerns to the office or teaching staff
<b>Community Partnerships</b>	Expect the school to invite community members into the learning	Encourage and promote community/school relationships

## **Cyber Bullying**

environment whenever appropriate  
Encourage families to participate in  
community events and activities

Expect teachers to monitor and  
supervise students using ICT  
Expect the school to provide security  
filtering on all school computers

Support the school when possible –  
eg. attending working bees or family  
nights, parent forums, school council

Promote and maintain safe ICT usage  
in the home  
Report any concerns to the school  
promptly