

Governing council membership structures

The following instructions are for councils to determine the membership that must be included in the constitution of the particular council.

Format of membership

The following provides an example of how the membership structure will be expressed in the approved constitution of a governing council for a school.

The Sunny Creek Primary School Governing Council must comprise 19 council members including:

- 1 Principal of the school (ex officio);*
- 10 Elected parents of the school;*
- 2 Staff member(s) nominated by the staff of the school (as per ratio in the administrative instructions);*
- 2 Student representative(s) nominated by SRC or the students of the school;*
- 1 Affiliated committee member(s) from (name of affiliated committee club);*
- 1 Member(s) nominated from the (name of Aboriginal forum);*
- 2 Community members appointed by the council.*

In the case of a school that has Aboriginal students, Aboriginal parents of the school will be deemed to be elected if nominated by a body affiliated or associated with the school that represents the interests of Aboriginal students and their families, eg an Aboriginal Student Support Parental Awareness committee or an Aboriginal Education Forum group.

Number of staff on a council

The Minister has determined that the number of staff who may be appointed to the council must be in accordance with the following ratios:

Total number of students across the school, or all campuses of a school	No of staff members	Principal
60 or less	Nil	1
61 – 300	1	1
301 – 601	2	1
601 or more	3	1

Where there is more than one school, the student numbers for each school will determine the number of staff that may be nominated to the council.

Where the council has been established in relation to two or more schools, each of the principals of those schools will be an ex officio member of the council. The number of staff nominees to council may be less than the above ratios, provided that the staff of the school has agreed at a general staff meeting to that lesser number prior to the proposed constitution (or subsequent amendment to the constitution) being submitted to the Minister for approval.

Instructions about membership for particular types of schools

The following instructions are provided, according to the type of school, for inclusion in the constitution of a governing council. The Minister may approve a constitution that varies these membership instructions, *ie* categories of members, number of members in each category, term of office, in accordance with section 39 of the Act.

For a school or group of schools where the majority of students are not adult students

The council shall comprise the following members:

- the principal of the school, or in the case of a council serving two or more schools, the principals of each school (ex officio)
- staff members, nominated to the council by election at a general staff meeting, in the ratio determined by the Minister
- one member nominated by each approved affiliated committee of the council (up to 3)
- community members appointed by the council (limit of 3)
- students, (up to 2), nominated by the student representative council, or if there is no SRC, by the students
- elected parents of the school(s), the number being the minimum necessary to:
 - achieve the minimum number of 5 members in total, and
 - make the majority of council members elected parents of the school(s).

For a multi-campus school with one principal

The council shall comprise the following members:

- the principal of the school (ex officio)
- staff members, nominated to the council by election at a general staff meeting in each campus, in the ratio determined by the Minister
- one member nominated by each approved affiliated committee of the council (up to 3)
- community members appointed by the council (limit of 3)
- students (up to 2), nominated by the student representative council, or if there is no SRC, by the students
- elected parents, the number being the minimum necessary to
 - achieve the minimum size of 5 council members in total, and
 - make the majority of council members elected parents of the school.

For a school without a school-based preschool but is co-located with a standalone preschool

The council shall comprise the following members:

- the principal of the school (ex officio),
- staff members, nominated to the council by election at a general staff meeting, in the ratio determined by the Minister
- one member nominated by each approved affiliated committee of the council (up to 3)
- community members appointed by the council (limit of 3) – this could include a representative from the preschool community
- students, (up to two), nominated by the student representative council, or if there is no SRC, by the students
- elected parents must comprise of parents from the school community, the number being the minimum necessary to:
 - achieve the minimum size of 5 council members in total, and
 - make the majority of elected council members parents of the school.

Standalone preschools are their own incorporated entity and must operate under their own governing council constitution. It is common for co-located sites to work together. At times, it may be appropriate for each council to comprise of similar members, but the business relating to each council must remain separate.

For a school comprised wholly or principally adult students

The council shall comprise the following members:

- the principal of the school (ex officio)
- staff members, nominated to the council by election at a general staff meeting, in the ratio determined by the Minister
- one member nominated by each approved affiliated committee of the council (up to 3)
- community members appointed by the council (limit of 3)
- students nominated by the student representative council, or if there is no SRC, by the students, in accordance with the distribution of non-adult /adult students expressed as full time equivalents (minimum of 5)

In the case of a school with all adult students, the single largest group of council members will comprise students nominated by the student body. The council members will not include parents.

For a school with a school-based preschool

The council shall comprise the following members:

- the principal of the school (ex officio)
- staff members, nominated to the council by election from the combined staff of the school and preschool, in the ratio determined by the Minister
- one member nominated by each approved affiliated committee of the council (up to 3)
- community members appointed by the council (limit of 3)
- students, (up to 2), nominated by the student representative council, or if there is no SRC, by the students
- elected parents must comprise of parents from the school and preschool community, the number being the minimum necessary to:
 - achieve the minimum size of 5 council members in total, and
 - make the majority of elected council members parents.

For a multi-campus school with a school-based preschool

The council shall comprise the following members:

- the principal of the school (ex officio)
- staff members, nominated to the council by election at a general staff meeting in each campus and preschool, in the ratio determined by the Minister
- one member nominated by each approved affiliated committee of the council (up to 3)
- community members appointed by the council (limit of 3)
- students (up to 2), nominated by the student representative council, or if there is no SRC, by the students
- elected parents from the school and preschool community, the number being the minimum necessary to
 - achieve the minimum size of 5 council members in total, and
 - make the majority of council members elected parents.