

**Governing council constitution approval process - flowchart**

This document is currently under review. Please direct any queries about this document to the department’s Policy Adviser (Governance) or email [decd.sitegovernance@sa.gov.au](mailto:decd.sitegovernance@sa.gov.au).

The Governing Council is formally constituted once the Agreement and Constitution are signed by the Chief Executive and Minister or delegate.

A copy of the Constitution must be kept at the Site and Regional Office and made available to the general public on request.

The Regional Director notes the Agreement and forwards with the Constitution, to the Senior Policy Adviser – Governance for processing and formal approval.

The School Council holds a meeting to examine the model constitution relevant for the school type and adapts as a draft Governing Council constitution for the site.

If the motion is passed the Chairperson and Principal complete and sign the required documentation, including: *(Proforma documentation is available on the Site Governance section of the DECS website http://www.decs.sa.gov.au/governance*

* A letter to the Regional Director indicating the Council’s agreement to become a Governing Council and seeking Chief Executive or delegate agreement to the establishment of a Governing Council and approval of the Governing Council constitution.
* Information on any proposed changes to the model constitution and ways in which the Council will ensure the needs and views of the whole school community are identified and considered and forwarded to the Regional Office.

The relevant Regional Officer completes a final check of the documentation and forwards to the Regional Director for noting.

The School Council meets to review the proposed constitution and resubmits.

**or**

The Regional Director advises the site that the changes to the constitution require further consultation.

The School Council calls and holds a Special Council Meeting under the requirements of the existing School Council constitution.

The business of the meeting is to pass a motion formally agreeing to become a Governing Council and a special resolution to endorse the Governing Council constitution for the site.

The Principal/School Council Chairperson contacts the relevant Regional Officer for any points of clarification, discusses any proposed changes and confirms all the criteria are met.

The relevant Regional Officer seeks advice from State Office if required and provides information and support to the Principal/Chairperson.

The School Council consults with the school community on becoming a Governing Council.