

## **School Council (SC) Charter of the International Primary School Hilversum adopted by the SC on 21/09/2017**

### **Article 1 Chairman and Deputy Chairman**

1. The SC shall elect from among its members a chairman.
2. The chairman is responsible for opening, suspending, reopening, closing and conducting meetings of the SC.

### **Article 2 Secretary**

1. The SC elects a secretary from among its members.
2. The secretary is responsible for convening the SC, drawing up the agenda, preparing the report, conducting the correspondence and managing the documents issued for and from the SC.

### **Article 3 Treasurer**

1. The SC chooses (if desired) a treasurer.
2. The treasurer carries out the financial position of the SC; he/she sets up the budget annually and accounts for each year in the annual report.
3. The treasurer shall submit to the SC a proposal in the budget for the allocation of funds to the council, the possible members and the sub-council, provided by the competent authority.
4. The SC shall adopt the budget.

### **Article 4 Meetings and agenda of the SC**

1. The SC shall meet at least 8 times per year for the performance of its duties and in the cases laid down in the SC Regulations.
2. The chairman determines the time and place of the meeting.
3. The SC meeting will be held on the second Wednesday of the month. In cases of urgency the SC will convene within 14 days after a request has been received.
4. The SC members and any advisors will be invited by the secretary.
5. The secretary shall draw up an agenda for each meeting, in which the topics specified by the chairman and members shall be posted.
6. Each member of the SC may place a topic on the agenda.
7. Subject to urgent cases, the invitation and agenda shall be sent at least 10 days prior to the SC meeting.

### **Article 5 Experts and/or advisors**

1. The SC may decide to invite one or more experts / advisers to attend a meeting for consideration of a particular subject.
2. The persons referred to in 1. shall be given the agenda and the relevant documents for that subject prior to the meeting allowing sufficient time to prepare for the meeting.
3. The members of the SC may request information and advice in the meeting to the persons referred to 1.
4. An expert may also be invited to give written advice.

### **Article 6 Committees**

The SC may set up committees to prepare the topics to be considered by the SC.

### **Article 7 Quorum and decision making**

1. Unless otherwise provided in this Regulation, the SC shall decide by a majority vote in a meeting in which at least half plus one of the total number of members is present.
2. A minimum of 2 parent and 2 teacher SC members should be present at every meeting.
3. If possible, a PSG member should also be a Parent SC member. This member does not need to be elected and forms a bridge between PSG and SC.

**Article 8 Minutes**

1. The Secretary shall make minutes of each meeting of the SC and distribute one week after the meeting to be accepted by the SC prior to the next meeting.
2. The minutes shall be published on the SC page of the school website.

**Article 9 Communication, information and involvement of Stakeholders**

1. The Secretary shall report annually via the AGM detailing the activities of the SC
2. The Stakeholders of the SC is involved in the work of the SC as follows:
  - Teacher SC members will connect with the teaching community via the staff meetings to identify issues or actions that can be taken up by the SC.
  - Parent SC members will connect with the parent community via the class representative.

**Article 10 Timetable of Resignation**

SC members are appointed for 3 years. After this term, elections are held. The existing member has the right to stand for re-election. If no other candidates are available, the member may continue without elections.

**Article 11 Modification and adoption of the Charter**

1. The SC shall at all times be authorized to amend and re-establish the Charter.
2. The secretary shall ensure that the competent authority is informed of the changes after adoption by the SC.