

SWANSEA SCHOOL COUNCIL

BY-LAW NO.1

Being its General By-law

Table of Contents

Table of Contents.....	1
Section 1: Definitions	2
Section 2: Regulations	3
Section 3: Name	3
Section 4: Not for Profit.....	3
Section 5: Mission Statement	3
Section 6: Purpose and Objectives	3
Section 7: Membership	4
Section 8: Elections	4
8.1: Election procedures.....	4
8.2: Vacancies in Membership	6
8.3: Resignations.....	6
8.4: Removal	6
Section 9: Roles and Responsibilities of Members	6
Section 10: Code of Ethics.....	7
Section 11: Officers.....	7
11.1: Chair/Co-Chair	7
11.2: Other Officers	8
11.3: Roles and responsibilities of the Chair or Co-Chairs	8
11.4: Roles and responsibilities of the Treasurer	8
11.5: Roles and responsibilities of the Secretary.....	9
11.6: Roles and responsibilities of the Ward 7 and the Swansea Community Recreation Centre Representatives	10
11.7: Vacancies in Office.....	10
Section 12: Committees.....	10
Section 13: Meetings	11
13.1: Timetable of Meetings	11
13.2: Quorum	11
13.3: Decision-making.....	11
13.4: Conflict of Interest	12
13.5: Rules of Order	12
Section 14: Planning.....	13
14.1: Annual Report	13
Section 15: Insurance for Members	13
Section 16: Communications	13
16.1: Communication from council to external people.....	13
16.2: Home/School Communications	14

Swansea School Council General By-Law – Approved 2-24-16

16.3: Email Communications.....	14
16.4: Swansea School Council Web Site.....	14
Section 17: Operating Guidelines	14
Section 18: Amendments:.....	14
Section 19: Review of the By-Law	15

Section 1: Definitions

In this By-law, the following words and phrases have the following meanings:

- (a) **“Act”** means the Ontario Education Act R.S.O. 1990, c. E. 2.
- (b) **“Applicable Laws”** means all applicable laws, by-laws, codes and regulations governing the establishment and functioning of School councils, including, without limitation, Ontario Regulation 612/00.
- (c) **“Board”** means the Toronto District School Board.
- (d) **“Council”** means the Swansea School Council, which has been established, as the School council required for Swansea Public School under the Education Act (Ontario).
- (e) **“Member”** means a person who is elected, acclaimed or appointed to Council and is entitled to vote.
- (f) **“Ministry”** means the Ontario Ministry of Education.
- (g) **“Objectives”** mean the objectives of the Council listed in Section 6.
- (h) **“Operating Guideline”** means a procedure adopted by Council for the smooth operation of Council and Council’s work;
- (i) **“Parent”** means the parent or lawful guardian of a child who attends the School.
- (j) **“Parent Member”** means a member of the School Council who is elected to the Council in accordance with section 8 or who fills a vacancy created when a Parent Member ceases to hold office.
- (k) **“Principal”** mean the Principal of Swansea Public School.
- (l) **“School”** means Swansea Public School, 207 Windermere Avenue, Toronto, Ontario, M6S 3J9.
- (m) **“School Community”** means the catchment area of Swansea Public School.
- (n) **“Student Representative ”** means a senior student enrolled in Swansea Public School who is elected or appointed by the Swansea student council to sit on the Council.
- (o) **“Teacher Member”** is a teacher at Swansea Public School elected or appointed by the teachers of Swansea Public School to sit on Council.

Swansea School Council General By-Law – Approved 2-24-16

Section 2: Regulations

This by-law is written and operates in accordance with School Councils - O. Reg. 612/00 and Operation of Schools – General R.R.O. 1990, Reg. 298, as amended.

Section 3: Name

The name of the organization shall be Swansea School Council.

Section 4: Not for Profit

The Council shall operate on a not-for-profit basis. The Council shall not be incorporated. Any of the funds raised by the Council shall be used for the sole purpose of promoting the Council's Objectives.

Section 5: Mission Statement

The School Council is a collaborative and co-operative body whose mission is to facilitate a partnership between members of the School community to aspire to the highest possible standards of education in an inclusive, nurturing and challenging environment.

Section 6: Purpose and Objectives

The purpose and objectives of the School Council are:

- (a) to promote and maintain a positive and safe educational, social and physical School environment for all students, Parents and staff.
- (b) to provide advice to the Principal and where appropriate to the School Board on any matters of concern to the education of the students.
- (c) to develop strategies and solutions regarding s. 6 (a) and (b) which will promote a collaborative effort by staff, Parents, students and administration.
- (d) to promote and encourage communication between home and School, thus empowering parents and teachers with a shared responsibility for education.
- (e) to keep up to date on current trends in education.
- (f) to provide staff, Parents and students with an accountable system through which they can voice their concerns, comments and suggestions for future consideration.
- (g) to promote understanding and co-operation amongst, and to encourage the participation in the School's functioning by, students, Parents, staff, the Board, community and social agencies, and the businesses representing the School community.

Swansea School Council General By-Law – Approved 2-24-16

- (h) to sponsor and/or fund existing and/or additional programs, activities, equipment and amenities for the School that would otherwise not be provided, within the parameters of the TDSB protocols.

Section 7: Membership

Membership of the School Council shall comprise of:

- (a) Ten Parent Members. Any parent of a student at the School is eligible to hold a position on the Council. Toronto District School Board employees are eligible to run for the Council as Parent representatives if they are parents or guardians of a student enrolled in the School, provided that they do not work at the School. Such employees must disclose their employment with the Board at the time of election.
- (b) The Principal, who is designated a non-voting member. Responsibilities may be delegated by the Principal to a Vice-Principal.
- (c) One teacher who is employed at the School, other than the Principal or a Vice-Principal, elected in accordance with applicable laws.
- (d) One person who is employed at the School, other than the Principal, a vice-Principal or any other teacher, elected in accordance with applicable laws.
- (e) One representative of the senior students enrolled in the School if the Principal determines, after consulting the other Members of the Council, that the Council should include students. The student council shall appoint the student representatives to Council. The student representative will be designated as a non-voting member. More than one student is welcome to attend Council meetings.
- (f) Minimum of one and maximum of four community representatives appointed by the Members of the Council at the last meeting of the outgoing Council in September. Examples of community representatives include representatives of business associations ratepayers associations, the community centre, or the resident daycare centre. The community representatives cannot be employees of the School. If the community representatives are employed elsewhere by the Board they must inform other Council Members of their employment prior to appointment.

Section 8: Elections

8.1: Election procedures

Parent Members of the Council shall be elected or appointed as follows:

- (a) Elections shall occur within the first thirty days of the start of each School year.

Swansea School Council General By-Law – Approved 2-24-16

- (b) The Principal of the School shall, at least 14 days before the date of the election of Parent Members, on behalf of the School Council, give written notice of the date, time and location of the election to every Parent.
- (c) If fewer than eleven persons are nominated for election to the Council as a Parent Member, those persons so nominated shall be acclaimed;
- (d) Every person who is eligible to serve as a Parent Member and who wishes to nominate himself or herself for election to the Council as a Parent Member shall so advise the Principal in writing (by original or by e-mail) of such nomination at least 7 business days before the date of the election and each such nomination shall be accompanied by a completed nominations biography, in a standard form prescribed by Council, of not more than 150 words in length. The Principal shall ensure that the nomination biographies (after redacting personal information such as telephone numbers, addresses and e-mail addresses) are distributed to Parents or posted on the Council website at least 3 business days before the date of the election.
- (e) No campaign literature for elections may be distributed or posted on School property.
- (f) Each Parent shall be entitled to one vote for each vacant Parent Membership position on the Council.
- (g) The School Council shall strike a nominations committee before the end of the school year to help plan the election process, the gathering of nominations and the running of the election. No one standing for election, or the spouse of anyone standing for election, shall be a member of the nominations committee.
- (h) The nominations committee shall:
 - i. Ideally, be chaired by a Past Chair or Past Co-Chair of Council, although other Parents are eligible to chair this committee;
 - ii. Be restricted to Parent Members;
 - iii. Solicit nominations for Council;
 - iv. Conduct the elections by secret ballot;
 - v. Ensure that the ballots are counted and results tabulated by at least two (2) Parents and the Principal (or the Principal's designate);
 - vi. Keep all the results and related information confidential;
 - vii. Only release the names of successful candidates. A list of candidates and the vote results will be kept on file in the Principal's office for one year (to be destroyed after one year) for use in the event of a vacancy on the Council;
 - viii. Shall assist the Principal to notify all individuals standing for election of the results before the results are released to the School community.
- (i) After election, but prior to its first regular meeting, the new Council shall participate in an informal orientation meeting with the previous Council, including the Principal. The purpose of the orientation meeting shall be to ensure that Council members fully understand their rights, obligations and duties pursuant to this by-law and any other applicable laws.

8.2: Vacancies in Membership

- (a) A vacancy in the membership of a School Council does not prevent the Council from exercising its' authority.
- (b) If Parent Member positions remain vacant on Council, after the election, the Council may appoint Parent Members.
- (c) Positions that become vacant due to resignation or removal shall be filled as soon as possible by:
 - i. Offering the person with the next largest number of votes who was not elected, the opportunity to accept the position.
 - ii. Where there are not enough candidates to fill the vacancies, notice will be sent to all parents informing them of the vacancies and application by interested volunteers sought.
 - iii. If there are more applications than positions, an election will be called as per 8.1, with necessary amendments.
 - iv. When no more candidates are available, Council may appoint Members.
- (d) Vacancies will only be filled until June of the current year, at which time the vacant positions will be filled through October elections.

8.3: Resignations

Any Council Member, except the Principal, may resign his or her position by writing a letter of resignation to the chair. If someone resigns, the position vacated will be filled according to section 7: Membership and section 8.2: Vacancies.

8.4: Removal

The Council may choose to remove from Council any member who misses three consecutive meetings or who fails to abide by the Code of Ethics (section10) and shall undertake to replace that person according to Section 8.2: Vacancies.

Section 9: Roles and Responsibilities of Members

Members shall:

- (a) Uphold the mission of the Council and observe the Council's Code of Ethics;
- (b) Work towards the purpose and objectives of Council set out in s.6;
- (c) Commit to serving one year on Council and will not miss an announced Council meeting without notifying the Chair(s) or the secretary.
- (d) Familiarize themselves with the Council's by-law;
- (e) Attend and participate in Council meetings;
- (f) Focus on student learning and School improvement;
- (g) Maintain a School-wide perspective on issues;

Swansea School Council General By-Law – Approved 2-24-16

- (h) Act as a link between the Council and the community, with a responsibility to gather and consolidate input from Parents and community Members as appropriate;
- (i) Encourage the participation of Parents within the School community;
- (j) At every meeting declare any actual or potential conflict of interest with respect to matters being dealt with by the Council prior to that matter being dealt with;
- (k) Acknowledge Council decisions in public even if he or she did not support the decision at Council and, where appropriate, differentiate between his or her personal opinion on a subject and that of Council;
- (l) Participate in an orientation process.

Section 10: Code of Ethics

Council Members shall abide by the following Code of Ethics. Members:

- (a) Shall comply with all Applicable Laws, TDSB policy and the Swansea School Council by-law;
- (b) Shall not use their Council membership for their own personal advantage, except a Member may be reimbursed for reasonable expenses incurred by the Member in performance of a Member's duties.
- (c) Shall focus efforts on the Objectives of the Council and not on personal goals;
- (d) Shall not disclose any Council information identified as confidential to any person other than fellow Members during and after their term of office;
- (e) Shall perform their duties as a member conscientiously, honestly and in good faith;
- (f) Shall perform their duties as Council members in a calm and respectful manner at all times, including in meetings, electronic and regular correspondence;
- (g) Shall treat their fellow Members, TDSB staff, Parents and guests with courtesy and respect.

Any child of a Member shall not receive preferential or disciplinary treatment as a result of the Member's participation on Council.

Section 11: Officers

11.1: Chair/Co-Chair

The Members shall elect or appoint from amongst themselves a Chair and a Vice-Chair (or two Co-Chairs) provided that the Chair and Vice-Chair or Co-Chairs shall be Parent Members of the Council. An employee of the Board cannot be Chair or Co-Chair. Where possible, the Chair and Vice Chair (or each Co-Chair, as applicable) shall have been a Member for at least one (1) year prior to becoming Chair, Co-Chair or Vice Chair, as the case may be.

Swansea School Council General By-Law – Approved 2-24-16

11.2: Other Officers

The Members shall elect or appoint from amongst themselves:

- (a) A treasurer; and
- (b) A secretary.

11.3: Roles and responsibilities of the Chair or Co-Chairs

The roles and responsibilities of these offices are outlined below and are in addition to these responsibilities as Members.

The Chair or Co-Chairs shall:

- (a) Call Council meetings;
- (b) Prepare the agenda for Council meetings in consultation with other Members;
- (c) Chair Council meetings or delegate this responsibility as necessary;
- (d) Communicate with the School Principal on behalf of the Council;
- (e) Ensure that there is regular communication with the School community;
- (f) Coordinate consultation with Board staff and trustees, as required;
- (g) Prepare and present to the Council at each September meeting, in consultation with the Principal, a proposed action plan for the coming School year;
- (h) Facilitate the resolution of conflict;
- (i) Mentor the incoming Chair (s);
- (j) Represent or speak on behalf of the Council on committees or forums outside the School except where that responsibility is delegated to other Council Members;
- (k) Uphold the Swansea School Council by-law;
- (l) Initiate and facilitate the gathering of input of Parents on Council business;
- (m) Report to Parents on advice given on behalf of Parents;
- (n) Make available copies of correspondence, electronic and regular, presentations and reports prepared on behalf of Members.

The Vice-Chair shall perform the duties and responsibilities of the Chair in the latter's absence.

11.4: Roles and responsibilities of the Treasurer

The treasurer shall:

- (a) Receive, deposit and distribute funds as authorized by the Council
- (b) Chair the budget committee to prepare a Council budget for the coming year. Council shall strike the budget committee at the April Council meeting, with a notice to parents inviting them to attend;
- (c) Present the proposed budget for the coming year at the May meeting for discussion. The treasurer will present the revised budget at the June meeting.

Swansea School Council General By-Law – Approved 2-24-16

The out-going Council shall approve the draft budget at the September meeting;

- (d) Give a written treasurer's report at each meeting and report any variances from the budget;
- (e) Prepare an interim year-end financial statement for the June meeting to be attached to Council's year-end report. The final financial statement will be presented to the October Council meeting for approval;
- (f) Present the budget to the new Council at the October Council meeting for any necessary revision and approval;
- (g) Comply with and complete all TDSB requirements and the Operating Guidelines.

11.5: Roles and responsibilities of the Secretary

- (a) The secretary shall record and prepare the minutes of the meetings of the Council and distribute them to other Members as soon as possible after the meeting but in any event prior to the next meeting so that they may be presented to the Council for approval at the next meeting.
- (b) The secretary shall maintain a Council minute book in a location in the School that is accessible to School staff and parents. As well, the secretary shall maintain a Committee minute book in the same location.
- (c) The secretary shall maintain all Council and Committee meeting minutes for five years after the meetings in question.
- (d) The secretary shall ensure the Council meeting minutes, once approved, are made available for the Bulletin and the School website.
- (e) Minutes of meetings shall be in the form prescribed by the Council and shall record who attended, key notes, motions, decisions, actions and an action log;
- (f) Draft minutes shall be provided to all Council members and to non-Council members who presented a report, for their comments. Non-Council members should confine their remarks about the draft minutes to their particular report only. Once revised, the draft minutes shall be sent to any parent who attended the meeting and requested a copy;
- (g) Copies of draft minutes shall be available at the next Council meeting for non-Council members to review before Council approves them;
- (h) Once Council has approved the draft minutes and any amendments made, the Chair (Co-Chairs) shall confirm the minutes as official. The Secretary shall forward the official minutes to the Communication Committee to be posted on the web site and for inclusion in the minutes binder in the Swansea School office.

11.6: Roles and responsibilities of the Ward 7 and the Swansea Community Recreation Centre Representatives

The ward 7 representative shall attend all ward 7 meetings and present a summary report to the Council where appropriate.

The Swansea Community Recreation Centre representative shall attend Swansea Community Recreation Centre Advisory Committee meetings and present a summary report to the Council where appropriate.

11.7: Vacancies in Office

If the office of Chair, Co-Chair or Vice-Chair becomes vacant, a replacement shall be elected by the Members of the Council as soon as possible, provided that the replacement Chair, Vice-Chair or Co-Chair shall be a Parent Member of the Council. If any other office becomes vacant, a replacement shall be elected or appointed as soon as possible by the Members of the Council from amongst themselves.

Section 12: Committees

The Council may establish standing and ad hoc committees to assist it in achieving its objectives. The Council establishes the purpose and mandate for the committees. The committees are entitled to meet in the school. The committees are required to meet in the school. Committee meetings shall be open to all parents.

The standing committees of Council are: Communications, Education, Fund Raising, Health and Safety and Parent Engagement. All other committees are ad hoc.

All standing committees of Council shall:

- (a) Have a clear mandate set by Council;
- (b) Select a Parent Member (s) as the chair of the committee at the first committee meeting and annually thereafter;
- (c) Give notice of meetings to Parents;
- (d) Keep minutes of meetings, including attendance records, and submit them to the Council Chair or Co-chairs for inclusion in the general minute book;
- (e) Report regularly to Council in person and in writing; and
- (f) Conduct meetings in accordance with sections 13.2 – 13.5 of this by-law with necessary modifications.

All ad hoc committees of Council shall:

Swansea School Council General By-Law – Approved 2-24-16

- (a) Have a clear mandate set by Council;
- (b) Include at least one Parent Member of Council (as per School Council Regulation 612/00);
- (c) Select a chair or co-chairs at the first committee meeting. If the chair of an ad hoc committee is a non-Parent Member, his or her position shall be called “Committee Coordinator,” and not “Chair”;
- (d) Give notice of meetings to Parents;
- (e) Keep minutes of meetings, including attendance records, and submit them to the Council Chair or Co-chairs for inclusion in the general minute book;
- (f) Report regularly to Council in person and in writing as requested by the Council Chair or Co-chairs; and
- (g) Conduct meetings in accordance with sections 13.2 – 13.5 of this by-law with necessary modifications.

Section 13: Meetings

13.1: Timetable of Meetings

- (a) There shall be a minimum of 4 Council meetings during the School year;
- (b) At the first meeting of the new Council, the Chair shall propose the meeting schedule outlining the meeting dates for that School year;
- (c) A copy of these dates and times will be included in communication (s) to the Parents;
- (d) It is recognized that the timetable may change at any time, but only with notice;
- (e) A copy of the list of dates and times of meetings will be sent to the local trustee; and
- (f) Meetings of Council shall generally last up to two and a half (2 ½) hours. The length of Council meetings shall not exceed the amount of time set out in the facilities permit.

13.2: Quorum

A meeting will have quorum if:

- The majority of voting Council Members are present (reason: keeping with 612 regulation)

AND

- The majority of those present are Parents.

A meeting of Council can be held if there is no quorum but all voting will be deferred.

13.3: Decision-making

The preferred method to resolve issues on Council is by consensus. Consensus is a collective opinion or general agreement by ALL the Council Members.

Swansea School Council General By-Law – Approved 2-24-16

In the case where a decision cannot be reached though consensus, the chair may decide on one of the following:

- To have a vote by way of a show of hands or a silent vote by those present on which a 51% majority shall carry the vote
- To defer the issue to the next regular Council meeting
- To defer the issue to a special meeting
- To refer the issue to a standing or ad hoc committee for further investigation and recommendations to the Council.

13.4: Conflict of Interest

A Council Member with a financial interest or with the potential of personal benefit (non-Monetary) either personally or through an immediate family member, in a matter under the Council's consideration shall declare a conflict of interest at the outset of the discussion. He or she shall not speak to or vote on any resolution respecting that matter. The minutes of the meeting shall record declarations of conflict of interest. The decision of whether a conflict exists shall rest with the Council.

13.5: Rules of Order

- (a) Council Members are elected to serve the Parent community and will demonstrate respect for their colleagues on Council, TDSB staff, Parents and guests at all times.
- (b) If a Council Member or Members become disruptive during a meeting, the Chair shall ask for order.
- (c) If all efforts to restore order fail or the unbecoming behaviour continues, the Chair may direct the individual Council member(s) to leave the meeting, citing the reasons for the request.
- (d) The removal of a member for one meeting does not prevent the Council member from participating in future meetings of Council.
- (e) The removal of a member shall be recorded in the Council minutes.
- (f) The incident shall be recorded and submitted to the Superintendent of Schools within one week of the meeting.
- (g) When the Chair has requested the removal of a Member or Members from a meeting, the Chair shall request that the disputing Members of Council participate in a special meeting, before the next meeting of Council, the purpose of which will be to arrive at a mutually acceptable solution to the dispute. Such a meeting may be a private meeting, and shall not be construed as a meeting of the Council.
- (h) The Chair may request the intervention of an independent third party to assist in achieving a resolution to the dispute.
- (i) An independent third party may be a board official or another individual mutually agreed on by the parties involved in the dispute.
- (j) Any resolution reached at the meeting to resolve the conflict shall be signed and respected in full by all parties to the agreement.

Swansea School Council General By-Law – Approved 2-24-16

- (k) In addition to these Rules of Order, the Chair shall apply any Rules specified by the TDSB in relation to Parent Community and Student Involvement.
- (l) In the event of any dispute as to the conduct of a meeting that cannot be resolved under these Rules or by Rules referred to in 13.5(k), the Chair shall apply Robert's Rules of Order.
- (m) Parents are welcome at all Council and committee meetings. Parents may speak when recognized by the Chair but may not vote. Parents who are unable to attend may submit their input electronically to swanseaps@gmail.com or in hard copy to the Council mailbox located in the school office for circulation to Council Members prior or at the meeting as appropriate, with copies available at the Council meeting.

Section 14: Planning

14.1: Annual Report

The Council shall prepare an annual written report on its activities and submit it to the Principal. The Principal shall, on behalf of the Council, give a copy of the report Parents.

Section 15: Insurance for Members

The Council shall purchase or reimburse the Board for the cost of liability insurance coverage for decisions and activities undertaken at the direction of the Council, with the exception of any willful, destructive or dishonest act performed by a particular Member for which that person will be held accountable.

Section 16: Communications

16.1: Communication from Council to external people

- (a) In most cases, a motion should be brought before Council approving the substance of any correspondence to be sent out by any Council Members.
- (b) The Co-Chairs must preapprove all correspondence.
- (c) All correspondence from Council must be on School Council letterhead.
- (d) Council shall try to ensure correspondence is constructive in nature.
- (e) All correspondence is within the spirit of the School Council's mission statement, purpose and objectives.
- (f) All external correspondence shall be copied for the Council archives.

16.2: Home/School Communications

- (a) any correspondence from Council to Parents and the community requires:
 - i) clear delineation of what the issue is

Swansea School Council General By-Law – Approved 2-24-16

- ii) if a response is requested, Councils shall include a specific deadline for response and instructions on how to respond i.e. through office, through email, etc.
- iii) if the event/issue is a partnership, who the other partner/s are
- iv) contact name and phone number for further information if required
- v) approval by one or both Co-Chairs
- vi) approval by the Principal

16.3: Email communications

- (a) Parents can register with the School to be on the email list and receive correspondence in electronic form rather than hard copies.
- (b) The Co-Chairs and the Principal must approve all Council documents sent home by email.
- (c) Emailing among Council Members shall be for the dissemination of information and administrative matters only. Email shall not be used for decision making between Council meetings. It is the co-chairs responsibility to ensure Members who do not have email are kept informed.
- (d) **Council shall provide hard copies of communications as a first resort as those without email can continue to get critical information (June 2009)**

16.4: Swansea School Council Web Site

- (a) The Co-Chairs and the Principal must approve any postings for the web site.
- (b) no draft documents shall be posted on the web site.
- (c) no pictures or student names shall be posted on the web site.

Section 17: Operating Guidelines

Council may pass and amend operating guidelines, as needed, for the smooth operation of Council. Operating guidelines include finances, communications, fund raising, committees and Swansea School Council calendar. Operating guidelines are adopted in accordance with the quorum requirements in s. 13.2 and decision making requirements in s. 13.3.

Section 18: Amendments

Subject to applicable laws, this By-law may be amended from time to time by an affirmative vote of at least two thirds of:

- (a) The total number of voting Members of the Council; and
- (b) The total number of Parent Members of the Council;

at a duly convened meeting of the Council. The proposed amendment must be submitted in writing to the Chair or Co-Chairs prior to the meeting and moved

Swansea School Council General By-Law – Approved 2-24-16

and seconded at the meeting. Voting on the amendment will occur at the subsequent meeting of the Council. Notice of the motion with the proposed amendment must be distributed to all Parents two weeks prior to the meeting where the vote will occur.

Section 19: Review of the By-Law

Council shall review the by-law at least every three years.

APPROVED by the Members of Swansea School Council present and voting at a duly convened meeting of the Council held on the 24th day of February, 2016.