

SCHOOL COUNCIL ELECTIONS - INFORMATION FOR PARENTS

WHAT IS A SCHOOL COUNCIL AND WHAT DOES IT DO?

All government schools in Victoria have a school council. They are legally constituted bodies that are given powers to set the key directions of a school within statewide guidelines. In doing this, a school council is able to directly influence the quality of education that the school provides for its students.

WHO IS ON THE SCHOOL COUNCIL?

For most primary school councils, there are three possible categories of membership:

- A mandated elected Parent category – more than one-third of the total members must be from this category. Department employees can be Parent members at their child's school as long as they are not engaged in work at the school.
- A mandated elected school employee category – members of this category may make up no more than one-third of the total membership of school council. The principal of the school is automatically one of these members.
- An optional community member category – members are coopted by a decision of the council because of their special skills, interests or experiences. Department employees are not eligible to be community members.

A small number of school councils have Nominee members.

For all schools with a Year 7 and above cohort, there is an additional category of membership:

A mandated elected student member category, with two positions.

Generally, the term of office for all members is two years. The term of office of half the members expires each year, creating vacancies for the annual school council elections.

WHY IS PARENT MEMBERSHIP SO IMPORTANT?

Parents on school councils provide important viewpoints and have valuable skills that can help shape the direction of the school.

Those parents who become active on a school council find their involvement satisfying and may also find that their children feel a greater sense of belonging.

DO I NEED SPECIAL EXPERIENCE TO BE ON SCHOOL COUNCIL?

Each member brings their own valuable life skills and knowledge to the role. Councilors may need to develop skills and acquire knowledge in areas that are unfamiliar to them. What you do need is an interest in your child's school and the desire to work in partnership with others to help shape the school's future.

HOW CAN YOU BECOME INVOLVED?

The most obvious way is to vote in the elections, which are held in Term one each year. However, ballots are only held if more people nominate as candidates than there are positions vacant.

In view of this, you might consider

- standing for election as a member of the school council
- encouraging another person to stand for election.

WHAT DO YOU NEED TO DO TO STAND FOR ELECTION?

The principal will issue a Notice of Election and Call for Nominations following the commencement of Term one each year. All school council elections must be completed by the end of March unless the usual time line has been varied by the Minister.

If you decide to stand for election, you can arrange for someone to nominate you as a candidate or you can nominate yourself in the Parent category.

Department employees whose child is enrolled in a school in which they are not engaged in work are eligible to nominate for parent membership of the school council at that school.

Once the nomination form is completed, return it to the principal within the time stated on the Notice of Election.

You will receive a Nomination Form Receipt in the mail following the receipt of your completed nomination.

Generally, if there are more nominations received than there are vacancies on council, a ballot will be conducted during the two weeks after the call for nominations has closed.

REMEMBER

- Ask at the school for help if you would like to stand for election and are not sure what to do
- Consider standing for election to council this year
- Be sure to vote in the elections.

Contact the principal for further information.

FORM 2: NOTICE OF ELECTION AND CALL FOR NOMINATIONS

(Formerly **Schedule 4**: Notice of Election and Call for Nomination)

An election is to be conducted for members of the school council of **Rowville Primary School**

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Nomination forms may be obtained from the school and must be lodged by 4.00 pm on: Friday 25th February 2022

Should a ballot be required the ballot will open Thursday 3rd March and close at 4.00 pm on: Wednesday 16th March

Following the closing of nominations a list of the nominations received will be posted at the school.

The terms of office, membership categories and number of positions in each membership category open for election are as follows:

MEMBERSHIP CATEGORY	TERM OF OFFICE	NUMBER OF POSITIONS
Parent member	From the day after the date of the declaration of the poll in 2022 to and inclusive of the date of the declaration of poll in 2024	4
School employee member	From the day after the date of the declaration of the poll in 2022 to and inclusive of the date of the declaration of poll in 2024	2

If the number of nominations is less than the number of vacancies, a notice to that effect and calling for further nominations will be posted in a prominent position at the school.



Anne Babich
Principal

FORM 3: SELF-NOMINATION FORM FOR PARENT MEMBER CATEGORY

(Formerly Schedule 5A)

I wish to declare my candidacy for an elected position as a parent member on the

..... council.

Name

Residential address

.....

Contact phone (mobile or landline)

Email

I am the parent/guardian of who is/are currently enrolled at this school.

Statement

I am an employee of the Department of Education and Training.	Yes / No (please circle)
I am an employee of the school council.	Yes / No (please circle)
I am engaged in work at and for the school.	Yes / No (please circle)

I am prepared to serve as a Parent member of the above-named school council. I hereby declare that:

- I am not, and have ever been, insolvent under administration
- I am not of unsound mind
- I have not been found guilty of an offence that is, or would if committed in Victoria be, an indictable offence
- I am not a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.
- I am not suffering from any medical condition that would affect my ability to perform the role of member of a school council.

Signature of candidate..... Date / /

You will be notified when your nomination has been received.

The personal information provided in this form is collected as part of the school council election nomination process. The information may be used to determine your eligibility as a candidate. Your personal information may be disclosed as a result of inspection prior to the commencement of voting or at any time up to one year from the declaration of the poll.

Your name will be included in a list of school council candidates and nominators (where applicable) posted in a prominent position at the school and for candidates, on a ballot paper (where applicable). Further, the name, membership category, gender (optional), term of office, office held (if any) of school council members and notification whether the member is an employee of the Department will be forwarded to the Department of Education and Training by the principal by 30 April each year as a record of council membership and may be used for statistical purposes.

You can access your personal information by contacting the principal on:

If you choose not to give some or all of the information requested your nomination may not be accepted.

If you have any queries about the school council nomination process, please contact the principal.

FORM 4: NOMINATION FORM FOR PARENT MEMBER CATEGORY (formerly Schedule 5B)

I wish to nominate..... for an elected position as a parent member on the
.....council.

Candidate's details

Name

Residential address

Contact phone (mobile or landline)

Email

I am the parent/guardian of who is/are currently enrolled at this school.

Statement

I am an employee of the Department of Education and Training.	Yes / No (please circle)
I am an employee of the school council.	Yes / No (please circle)
I am engaged in work at and for the school.	Yes / No (please circle)

Name of nominator Date..... / /

Signature of nominator Date..... / /

Candidate to complete

I accept the nomination and I am prepared to serve as a parent member of the above-named school council.

I hereby declare that:

- I am not, and have never been, insolvent under administration
- I am of sound mind
- I have not been found guilty of an offence that is, or would if committed in Victoria be, an indictable offence
- I am not a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.
- I am not suffering from any medical condition that would affect my ability to perform the role of member of a school council.

Signature of candidate..... Date..... / /

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