



Date of Notification: Friday 11<sup>th</sup> February 2022

## School Council Nominations 2022

### Notice of Election: Information for the School Community

#### What is a school council and what does it do?

All Department of Education and Training (DET) 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 of Education and Training (DET) 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 DET 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 co-opted by a decision of the council because of their special skills, interests or experiences. DET employees are not eligible to be community members.

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.

Note: From 2018 onwards, all schools offering an educational program at Year 7 and above must offer a student elected position, in addition to the above. This does not apply to primary schools.

#### 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 in itself, and may also find that their children feel a greater sense of belonging.

### What is the time commitment if I join School Council?

School council must meet at least eight times in each calendar year, and at least once per school term. Meetings may be held either in person or via a video conferencing platform. This will be determined within the agenda for each meeting.

Meetings should be restricted to approximately 2.5 hours duration (at most) and are scheduled to be held on the following **Monday** evenings 7:00pm-8:30pm:

*Note- \*Meeting One: 21<sup>st</sup> February 2022 is the final meeting of the 2021 current membership base.*

Term	Meeting	Date (Monday)
Term One	Meeting One*	21/02/2022*
	Meeting Two	21/03/2022
Term Two	Meeting Three	23/05/2022
	Meeting Four	20/06/2022
Term Three	Meeting Five	15/08/2022
	Meeting Six	12/09/2022
Term Four	Meeting Seven	31/10/2022
	Meeting Eight	21/11/2022
	Meeting Nine	12/12/2022

All school councillors are expected to sit on at least one subcommittee.

Subcommittees generally meet at least twice each term, at dates determined by the Convener of the subcommittee.

Subcommittee meetings may be held in person or via a video conferencing platform.



### **I am interested in School Council, how can I become involved?**

In view of this, you might seriously consider

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

The most obvious way for most families to be involved is to vote in the elections, which are held in Term One each year. *However, please note that ballots are only held if more people nominate as candidates than there are positions vacant.*

### **Do I need special experience to be on school council?**

No. 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.

### **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.

DET 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; this is only available if the school council membership at the time allows for a balance of more parents than DET employees.

Once the nomination form is completed, return it to the school office within the time stated on the Notice of Election. You will receive a Nomination Form Receipt in person, via email, or via postage, following the receipt of your completed nomination.

Generally, if there are more nominations received than there are vacancies on school 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.



### Eligibility of School Councillors and Voters

A candidate must be a person who is eligible for election to the membership category to which they are seeking election.

The nominator of a candidate standing for election to the Parent member category must be a member of the Parent electorate of the school.

The nominator of a candidate standing for election to the DET employee member category must be a member of the DET employee electorate of the school.

The nominator of a candidate standing for election to the Student member category must be in Year 7 or above, and be a member of the school student body (not applicable to primary schools).

In deciding a person's eligibility, the principal may request in a specified timeframe that:

- a candidate must produce evidence of his/her eligibility to nominate for election
- a nominator must produce evidence of his/her entitlement to nominate the candidate and
- a voter must produce evidence of his/her eligibility to vote.

A person who is an undischarged bankrupt, is of unsound mind, is serving a sentence for an indictable offence or a registrable offender within the meaning of the Sex Offenders Registration Act 2004 is not eligible for election or co-option to the school council.



### What is the structure of the Upwey South Primary School- School Council?

The membership of each school council is mandated by DET, and is listed in a school's **Declaration of School Council Membership (formerly Schedule 7)**.

The membership structure of the Upwey South Primary School- School Council is:

**Total Membership:** 12 members

**Parent members:** 7 members

**DET Staff members:** 4 members

(constituting 3 x USPS staff, 1 x Executive Officer {Principal})

**Community Member:** 1 member

(May be co-opted by Council and may not be filled by a DET employee. This position is optional. This position is not available for nomination)

### ***Restrictions on membership structure as per "Schedule 2 DET Membership Table"***

Maximum DET Employees: 5 members at any one time

Maximum DET Parent members\*: 1 member at any one time

\*A DET parent is a DET employee who has a child enrolled at the school, but has another DET place of employment.

### Identification and Location of Electorate Members by Principals

Principals are not required to locate or identify any member of the electorates for the purpose of posting or arranging delivery of the Notice of Election and Call for Nominations or Ballot Papers (Forms 3, 4, 5, 6) other than through normal school distribution channels, from the information stated in the normal records kept at the school or received from a member of the electorate of the school to the principal in writing.

**The normal distribution channel for school communications is via the Compass Portal.**



### **Can I nominate for School Council in 2022 if I am a DET employee, and a parent of a student at Upwey South Primary School?**

**No. In 2022 there are no positions available within this category.**

*If you fit into this category, and are interested in a 2023 nomination, please note the below information.*

If more than one DET employee in this category nominates for a position, then a ballot will be required, which is collated in isolation of other parent nominations/ ballots.

If a DET employee is elected to the Parent category (DET parent) of the school where their child is enrolled but where they do not work, they are counted in the DET employee category for school council meeting quorum requirements.

A DET employee (including a DET parent) on any form of leave (including personal leave, secondment), whether with or without pay, from employment with DET shall be considered to be a DET employee and have the employee status he/she had immediately prior to going on leave.

A DET employee is not eligible to serve as president or vice-president of school council (including in a temporary capacity).

### **Where can I go to find out more information about School Councils?**

- <http://www.education.vic.gov.au/management/governance/schoolcouncils>
- <http://www.asciv.org.au> Association of School Councils in Victoria (ASCIV)
- <http://www.viccsso.org.au> Victorian Council of School Organisations (VICCSO)
- Contact the Principal for further information.

**If you would like \*nominate for School Council please email [upwey.south.ps@education.vic.gov.au](mailto:upwey.south.ps@education.vic.gov.au)**

**Include the subject title “School Council Nomination”.**

**\*Please adhere to timelines over page.**



## New Ministerial orders for School Councils

On 28 May 2020, the Minister for Education signed Ministerial Order (Constitution of Government School Councils) 2020 (Ministerial Order 1280). Ministerial Order 1280 came into operation on 1 January 2021, and consolidates and replaces the following Ministerial Orders:

- Ministerial Orders No 38 and 108: Order amending the Constituting Orders of the School Councils of all State Schools
- Ministerial Order No 52: School Council Composition and Elections Order
- Ministerial Order No 53: Order amending the Constituting Orders of the School Councils of all Government Schools (2008)
- Ministerial Order No 198: Order amending Ministerial Order 52 (2009)
- Ministerial Order No 311: Order amending Ministerial Order 52 (2010)
- Ministerial Order No 383: Order amending the Constituting Orders of Government School Councils (2010)
- Ministerial Order No 399: Order amending Ministerial Order 52 (2010)
- Ministerial Order No 470 – School Plan and Annual Report Order (2011)
- Ministerial Order No 487: Order amending Ministerial Order 52 (2011)
- Ministerial Order No 784 – Amendment to School Plan and Annual Report Order (2015)
- Ministerial Order No 928 – Power of School Council to Grant a Licence in Relation to School Lands or Buildings (2016)
- Ministerial Order No 1018: Order amending the Constituting Orders of the School Councils of all Government Schools (2018)
- Ministerial Order No 1086: Order amending the Constituting Orders of the School Councils of all Government Schools (2018)
- Ministerial Order No 1098: Order amending the Composition and Election Provisions (2018)
- Ministerial Order No 1127 – School Cleaning in Government Schools (2018)
- Ministerial Order No 1174 – Banking services for School Councils (2019).

It is important to note that the new Ministerial Order 1280 Constitution of Government School Councils has not changed the role, operation or function of school councils.

However, there are some changes to wording and terminology that will differ from those previously used in the Department's policies and resources relating to school council and conducting elections.

**Source:** *Principals' Guide to School Council Elections 2022* Published by Department of Education and Training, January 2021.



## **Form 2: Notice of Election and Call for Nominations**

A call for nominations is to be conducted for members of the School Council of Upwey South Primary School. Nomination forms may be obtained from the main office by emailing [upwey.south.ps@education.vic.gov.au](mailto:upwey.south.ps@education.vic.gov.au) and including the subject line "School Council Nomination". Nomination Forms must be lodged (either email or in person) by **4.00 pm on Friday 18<sup>th</sup> February 2022.**

***All nomination forms must be returned to the Returning Officer (Janette Clarke- Returning Officer) via the school office (either email or in person).***

Following the closing of nominations, the Returning Officer and the Principal will collate and check the validity of all nominations. Following this process, a list of the nominations received will be posted at the school.

**All Nomination Forms\* are due by 4:00pm Friday 18<sup>th</sup> February 2022**

Nomination forms may be submitted in person to the office  
(handed to Janette Clarke- Returning Officer)

Or

via email with the header "School Council Nomination" to [upwey.south.ps@education.vic.gov.au](mailto:upwey.south.ps@education.vic.gov.au)

**\*Note:** All nominees will receive a confirmation of their nomination form being received. If you do not receive this form within one business day, please make contact with the Returning Officer.

If the number of nominations matches the number of vacancies, an announcement of appointments will be made on ***Tuesday 22<sup>nd</sup> February 2022.***

### **What if there are more or less nominations than positions?**

If the number of nominations is less than the number of vacancies, a notice to that effect and calling for further nominations will be provided to the school community on ***Monday 21<sup>st</sup> February 2022.***

If there are more nominations than positions available, a ballot is required. Documentation detailing the ballot process will be distributed to the school community on ***Thursday 24<sup>th</sup> February 2022.*** The seven day voting period will then commence from 8:00am Friday 25<sup>th</sup> February 2022.

Voting for the ballot (if required) will remain open for seven days, and will close at ***4.00 pm on Friday 4<sup>th</sup> March 2022.***

Following the closure of the ballot, the votes will be collated, checked for validity and counted by the Returning Officer and the Principal. An announcement of the outcome of the ballot will be made on ***Tuesday 8<sup>th</sup> March 2022.***





**Which positions are available for nomination?**

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, until March 2024	<b>3</b> <small>This number excludes parents who are current DET employees</small>
DET Member	From the day after the date of the declaration of the poll in 2022, until March 2024	<b>2</b>

**Upwey South Primary School- School Council Membership**

**Positions calling for nomination (March 2022- March 2024)**

*Thank you to the following members, whose current term ceases following February 2022:*

Parent Members

- Trudi Bons
- Belinda Stevens
- Rachel Morrissey

DET Members

- Lisa Dam
- Laura Kelly

**Positions continuing (March 2021- March 2023)**

*Thank you to the following members, whose current term continues until March 2023:*

Parent Members

- Todd Pryse
- Dale Seymour
- Rebekah Staikos
- Peta Cartwright (DET parent/ employee position)

DET Members

- Llewela Humphries

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## Upwey South Primary School- School Council Membership

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### Casual positions available (vacant) through co-opting

There are currently no casual positions available.

**Note:** A casual position occurs when an existing council member is unable to fulfil their term of service. This vacancy can be co-opted, that is to say that Council may nominate a person without the need for an election. The nominated person, if accepted, will fulfil the remaining term of the existing position.

### Ongoing Executive Positions (no expiry date)

*Executive Officer:* Damien Kitch (Principal)

**One community position:** available if School Council determines an area of need.

Note: The community position is not available to be part of the nomination and election process for 2022.

## When will the first School Council meeting be held for the newly constituted body of School Council?

Elected and continuing members will be expected to attend their first meeting on **Monday 21<sup>st</sup> March 2022 at 7:00pm.**

At this meeting all executive positions, and subcommittee memberships will be opened and determined.



## Upwey South Primary School

### School Council Election Timeline 2022

EVENT	DATE
Stage 1: <b>Notice of election and call for nominations</b>	Friday 11 <sup>th</sup> February 2022
Stage 2: <b>Closing date for nominations</b> <i>If more nominations than vacancies are received then a ballot will be conducted.</i> <i>If nominations equal the number of vacancies, then no ballot will be required.</i>	Friday 18 <sup>th</sup> February 2022  <b>Nominations close at 4:00pm</b>
Stage 3: <b>Date by which list of candidates and nominations will be posted</b>	Thursday 24 <sup>th</sup> February 2022
<b>Date by which ballot papers will be prepared and distributed (if required)</b>	Thursday 24 <sup>th</sup> February 2022
Stage 4: <b>Close of ballot and vote count</b>	Friday 4 <sup>th</sup> March 2022  <b>Ballots close at 4:00pm</b>
<b>Declaration of poll to the school community</b>	Tuesday 8 <sup>th</sup> March 2022
Stage 5: <b>First council meeting to elect office bearers</b> (the Principal will preside the first meeting)	Monday 21 <sup>st</sup> March 2022 @ 7:00pm

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Damien Kitch- Principal**

**Janette Clarke- Returning Officer**