



Date of Notification: Friday 7th February 2020

School Council Nominations 2020

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 year, and at least once per school term. 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 1: 17th February 2020 is the final meeting of the 2019 current membership base.

Meeting 2:	23rd March 2020	Meeting 3:	27th April 2020
Meeting 4:	15th June 2020	Meeting 5:	27th July 2020
Meeting 6:	17th August 2020	Meeting 7:	14th September 2020
Meeting 8:	12th October 2020	Meeting 9:	16th November 2020
Meeting 10:	7th December 2020		

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.

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.



Eligibility of School Councillors and Voters cont'd

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 Schedule 7 Documentation.

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

Total Membership: 12 members

Parent members: 7 members (1 current DET employee as parent member)

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 {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.



Can I nominate for School Council in 2020 if I am a DET employee, and a parent of a student at Upwey South Primary School?

No. In 2020, there are no positions available within this category.

If you fit into this category, and are interested in a 2021 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 of school council (including in a temporary capacity).

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 (Schedules 3 or 4) or Ballot Papers (Schedules 6A, 6B or 6C) 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.



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.

Source: Principals' Guide to School Council Elections 2020 Published by Department of Education and Training, January 2020.

If you would like nominate for School Council, please collect a nomination form from the school office. If you are unable to collect a form in person, please contact the school to arrange a form to be sent to you.



Schedule 4: 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 of the school, and must be lodged by **4.00 pm on Friday 14th February 2020.**

All nomination forms must be returned to the Returning Officer (Janet Young- Returning Officer) via the school office*.

*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.

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.

If the number of nominations matches the number of vacancies, an announcement of appointments will be made on ***Monday 17th February 2020.***

Nomination forms may be submitted in person to the office
(handed to Janet Young- Returning Officer)
Or
via email with the header "School Council Nomination" to young.janet.l@edumail.vic.gov.au

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 17th February 2020.***

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 ***Wednesday 19th February 2020.*** *The seven day voting period will then commence from 8:00am Thursday 20th February 2020.* Voting for the ballot (if required) will remain open for seven days, and will close at ***4.00 pm on Thursday 27th February 2020.***

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 ***Friday 28th February 2020.***

When will the first School Council meeting be held?

Elected and continuing members (refer over page) will be expected to attend their first meeting on ***Monday 23rd March 2020 at 7:00pm.*** At this meeting all executive positions, and subcommittee memberships will be opened and determined.



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 2020, until March 2022	3
DET Member	From the day after the date of the declaration of the poll in 2020, until March 2022	2

Upwey South Primary School- School Council Membership

Positions calling for nomination (March 2020- March 2022)

Thank you to the following members, whose current term ceases following February 2020 meeting:

Parent Members

- Trudi Bons
- Jodie North
- Vanessa Mullins

DET Members

- Lisa Dam
- Paul Hennessey

Positions continuing (March 2019- March 2021)

Thank you to the following members, whose positions continue until March 2021.

Parent Members

- Nick Orr
- Peta Cartwright
- Julia Collins (DET parent/ employee position)

DET Members

- Llewela Humphries

Casual positions available (vacant) through co-opting

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.

Parent Members

- One position (term March 2019- March 2021)- *not available to DET employees*

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 casual position and the community position are not available to be part of the nomination and election process for 2020.



Upwey South Primary School

School Council Election Timeline 2020

EVENT	DATE
Stage 1: <i>Notice of election and call for nominations</i>	Friday 2 nd February 2020
Stage 2: <i>Closing date for nominations</i> <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 14 th February 2020 Nominations close at 4:00pm
Stage 3: <i>Date by which list of candidates and nominations will be posted</i>	Wednesday 19 th February 2020
<i>Date by which ballot papers will be prepared and distributed (if required)</i>	Thursday 20 th February 2020
Stage 4: <i>Close of ballot and vote count</i>	Thursday 27 th February 2020 Ballots close at 4:00pm
<i>Declaration of poll to the school community</i>	Friday 28 th February 2020
Stage 5: <i>First council meeting to elect office bearers</i> (the Principal will preside the first meeting)	Monday 23 rd March 2020 @ 7:00pm

Signed: _____

Janet Young- Returning Officer

Signed: _____

Damien Kitch- Principal