

# LILYDALE HIGH SCHOOL

Melba Avenue, Lilydale 3140

Telephone: 9735-5644

Facsimile: 9735-3552

Email: [lilydale.hs@edumail.vic.gov.au](mailto:lilydale.hs@edumail.vic.gov.au)

Website: [www.lilydale.hs.vic.edu.au](http://www.lilydale.hs.vic.edu.au)



## LILYDALE HIGH SCHOOL COUNCIL ELECTIONS 2015

All members of the Lilydale High School community are invited to submit nominations for the school council elections of 2015.

**Please read all sections of this notice carefully.**

### **Vacancies**

There are three (3) vacancies for Parent/Guardian members of Council.

There are two (2) vacancies for members of staff who are employed by the Department of Education and Early Childhood Development.

The term of office for all of these positions is two years.

### **Nominations**

Nominations are invited from members of the Lilydale High School community for the above positions.

**Nominations will close at 4 pm on Friday 6 March 2015 as per Schedule 4.** Nomination forms can be obtained from the school office or on Compass. Please note that there are two nomination forms: one for self-nomination and the other for nomination by another parent member. **Only one form is required to be lodged.**

A list of candidates and nominators will be posted at the school and on Compass on Tuesday 10<sup>th</sup> March 2015.

New members to council are most welcome.

### **Voting**

If the number of nominations exceeds the number of vacancies and an election is required, ballot papers will be prepared and distributed via Compass on Tuesday 10<sup>th</sup> March 2015.

**Votes may be cast at the school office any time up to and including Friday 20<sup>th</sup> March 2015 between the hours of 9 am to 4 pm.**

Votes may also be lodged by post or hand delivered provided they reach the school by 4 pm on 20<sup>th</sup> March 2015.

Please give this matter your careful consideration.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'W. Powson', is located below the 'Yours faithfully,' text.

**WENDY POWSON**  
**Acting Principal**

## School Council Elections 2015

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

All government schools in Victoria have a school council. They are legally formed bodies that are given powers to set the key directions of a school within centrally provided 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?***

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 Early Childhood Development (DEECD) employees can be Parent members at their child's school as long as they are not employed at the school.
- **A mandated elected DEECD 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.** Its members are appointed by a decision of the council because of their special skills, interests or experiences. DEECD employees are not eligible to be Community members.

The term of office for all members is two years. Half the members must retire 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 in itself and may also find that their children feel a greater sense of belonging.

### ***How can you become involved?***

The most obvious way is to vote in the elections, which are held in Term 1 each year. However, ballots are only held if more people nominate as candidates than there are positions vacant.

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.

### ***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 and call for nominations following the commencement of Term 1 each year. All school council elections must be completed by the end of March.

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.

DEECD employees whose child is enrolled in a school in which they are not employed are eligible to nominate as parents for the school council where their child is enrolled.

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.

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.**

# Schedule 4: Notice of Election and Call for Nominations

An election is to be conducted for members of the School Council of Lilydale High School.

Nomination forms may be obtained from the school and must be lodged by 4.00 pm on 6/3/15.

The ballot will close at 4.00 pm on 20/3/2015.

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 2015  to and inclusive of the date of the declaration of the poll in 2017	3
DEECD employee member	From the day after the date of the declaration of the poll in 2015  to and inclusive of the date of the declaration of the poll in 2017	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.



**WENDY POWSON**  
**Acting Principal**

# School Council Elections

## Schedule 5A: Self-nomination Form for Parent Member Category

I wish to declare my candidacy for an elected position as a parent member on the Lilydale High School Council.

Name: .....

Residential address: .....

.....

Home telephone: ..... Business telephone: .....

Email: .....

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

I am an employee of the Department of Education and Early Childhood Development  
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:

- an undischarged bankrupt
- of unsound mind
- currently serving a sentence for an indictable offence or
- a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.

Signature of Candidate: ..... Date     /     /

### **You will be notified when your nomination has been received.**

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).

You can access your personal information by contacting the Principal on 9735-5644.

You may choose not to give some or all of the information requested; however your nomination may not be accepted. If you have any queries about the school council nomination process, please contact the Principal.

# School Council Elections

## Schedule 5B: Nomination Form for Parent Member Category

I wish to nominate .....  
for an elected position as a parent member on the Lilydale High School Council.

Name: .....

Residential address: .....

.....

Home telephone: ..... Business telephone: .....

Email: .....

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

The person I have nominated is the parent/guardian of .....  
who is/are currently enrolled at this school.

The person I have nominated is an employee of the Department of Education and Early Childhood  
Development: Yes / No (please circle)

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

- an undischarged bankrupt
- of unsound mind
- currently serving a sentence for an indictable offence or
- a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.

Signature of Candidate ..... Date ...../...../.....

### **You will be notified when your nomination has been received.**

Personal information provided in this form is collected as part of the school council election nomination process. The information may be used to determine the eligibility of a candidate and to nominator. 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.

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