

## Schedule 4: Notice of election and call for nominations

An election is to be conducted for members of the school council of Brentwood Secondary College.

Nomination forms may be obtained from the school and must be lodged by 4.00pm on Friday 1 March 2019.

The ballot will close at 4.00pm on *Friday 15 March 2019*.

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

### Membership category

Parent member

### Term of office

### Year

From the day after the date of the declaration of the poll in

2019

to and inclusive of the date of the declaration of the poll in

2021

Number of positions:

3

### Membership category

DET employee member

### Term of office

### Year

From the day after the date of the declaration of the poll in

2019

to and inclusive of the date of the declaration of the poll in

2021

Number of positions:

2

### Membership category

Student member

### Term of office

### Year

From the day after the date of the declaration of the poll in

2019

to and inclusive of the date of the declaration of the poll in

2021

Number of positions:

1

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

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.

### Principal signature



## Appendix A:

### Fact Sheet No 1. 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 broad directions of a school in accordance with their constituting Order and the *Education and Training Reform Act 2006*. 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 member category – more than one-third of the total members must be from this category. 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 member 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.

For all schools with a year 7 and above cohort, there is a fourth category of membership:

- A mandated elected Student member category, 2 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 inform and 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. However, councillors 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.

## Code of conduct for school councillors

School councils in Victoria are public entities as defined by the *Public Administration Act 2004*. School councillors must abide by the *Code of Conduct – Employees* issued by the Victorian Public Sector Commission. The Code of Conduct is based on the Victorian public sector values and requires councillors to:

- **act with honesty and integrity** (be truthful, open and clear about their motives and declare any real, potential or perceived conflict of interest and duty)
- **act in good faith** in the best interests of the school (work cooperatively with other councillors and the school community, be reasonable, and make all decisions with the best interests of students foremost in their minds)
- **act fairly and impartially** (consider all relevant facts of an issue before making a decision, seek to have a balanced view, never give special treatment to a person or group and never act from self interest)
- **use information appropriately** (respect confidentiality and use information for the purpose for which it was made available)
- **exercise due care, diligence and skill** (accept responsibility for decisions and do what is best for the school)
- **use the position appropriately** (not use the position as a councillor to gain an advantage)
- **act in a financially responsible manner** (observe all the above principles when making financial decisions)
- **comply with relevant legislation and policies** (know what legislation and policies are relevant for which decisions and obey the law)
- **demonstrate leadership and stewardship** (set a good example, encourage a culture of accountability, manage risks effectively, exercise care and responsibility to keep the school strong and sustainable).

## Indemnity for school council members

School councillors are indemnified against any liability in respect of any loss or damage suffered by the council or any other person in respect of anything necessarily or reasonably done, or omitted to be done by the councillor in good faith in:

- a) the exercise of a power or the performance of a function of a councillor, or
- b) the reasonable belief that the act or omission was in the exercise of a power or the performance of a function of a council.

In other words, school councillors are not legally liable for any loss or damage suffered by council or others as a result of reasonable actions taken in good faith.

## How can you become involved?

The most obvious way is to vote in the school council 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 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 1 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 member 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.

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 via post, email or by hand 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**

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

Contact the principal for further information.

## 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 <i>Brentwood Secondary College School Council</i>
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Name
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Residential Address:
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Contact phone (mobile or landline):
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Email:
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I am the parent/guardian of
who is/are currently enrolled at this school.

Statement	Yes (Mark with an x)	No (Mark with an x)
I am an employee of the Department of Education and Training and not engaged in work at and for the school:		

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*.

<b>Signature of Candidate</b>
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Date:	
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**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). Further, the name, membership category, gender, 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.

<b>You can access your personal information by contacting the principal on 8545 0300</b>
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*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.*

## Schedule 5B: Nomination form for Parent member category

I wish to nominate ( <i>state name below</i> )
for an elected position as a Parent member on the <i>Brentwood Secondary College School Council</i>

### Candidate's details

Name

Residential Address:

Contact phone ( <i>mobile or landline</i> ):

Email:

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

Statement	Yes (Mark with an x)	No (Mark with an x)
The person I have nominated is an employee of the Department of Education and Training and not engaged in work at and for the school:		

Name of Nominator:

<b>Signature of Nominator</b>

Date:	
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### 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*.

<b>Signature of Candidate</b>

Date:	
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### 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). Further, the name, membership category, gender, 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.

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