

## LILYDALE HIGH SCHOOL

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## LILYDALE HIGH SCHOOL COUNCIL ELECTIONS 2021 Parent member category information

Parents/Guardians of students at Lilydale High School are invited to submit nominations for the school council elections of 2021.

### Vacancies

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

There are two (2) two year vacancies for members of staff who are employed by the Department of Education and Training.

There are two (2) vacancies for student members.

### Nominations

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

**Nominations will open on Monday 15<sup>th</sup> February and close at 4 pm on Monday 22<sup>nd</sup> February 2021.** Nomination forms can be obtained from the school office, school website, or on Compass. Please note that there are two types of 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 Wednesday 24<sup>th</sup> February 2021.

New members to council are welcome and encouraged. School Council meetings are usually held at 6.00 pm on the second Tuesday of each month in the Conference Room at the school.

### 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 or before Monday 1<sup>st</sup> March 2021.

**Votes may be cast at the school office any time up to and including Tuesday 9<sup>th</sup> March 2021 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 9<sup>th</sup> March 2021.

Please give this matter your careful consideration.

Yours faithfully,

**WENDY POWSON**  
Principal

## Form 2: 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 **4.00pm on Monday 22<sup>nd</sup> February 2021**

The ballot will close at 4.00pm on Tuesday 9<sup>th</sup> March 2021

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

<b>Membership Category</b>	<b>Term of Office</b>	<b>Number of Positions</b>
<b>Parent member</b>	From the day after the date of the declaration of the poll in 2021 to and inclusive of the date of the declaration of the poll in 2023	<b>3</b>
<b>School employee member</b>	From the day after the date of the declaration of the poll in 2021 to and inclusive of the date of the declaration of the poll in 2023	<b>2</b>
<b>Student member</b>	From the day after the date of the declaration of the poll in 2021 to and inclusive of the date of the declaration of the poll in 2023	<b>2</b>

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**

# Form 3: 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: .....

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 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:.....

## 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: 03 9735 5644.

*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

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

The person I have nominated is an employee of the Department of Education and Training. **Yes / No** (please circle)

Is an employee of the school council. **Yes / No** (please circle)

Is engaged in work at and for the school. **Yes / No** (please circle)

**Name of Nominator:**.....

**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:**.....

## 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.

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# 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 the Ministerial Order 1280 Constitution of Government School Councils, 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. 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 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. 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, 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 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.

## 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 for Directors of Victorian Public Entities 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.

## 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. It is important to have an interest in your child's school and the desire to work in partnership with others to help shape the school's future.

## 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 participate in and 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 for Education.

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.

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 via post, email or by hand 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

- Consider standing for election to school council.
- 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 goes to ballot.

Contact the Principal for further information.