Notice of 2017 School Council Elections and Call for Nominations

Dear Parents/Carers

Elections are due to be held for the Rowville Primary School Council.

Membership

The Rowville Primary School Council includes parents and Department of Education & Training (DET) employees. It is comprised of fifteen members:

Parents and/or DET Employee/Parents | 10 (elected for two years)
DET Employees | 4 (elected for two years)
Principal | 1

To Be Elected:

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Terms of Office</th>
<th>Number of Vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Members</td>
<td>1st April 2017 to 31st March 2019</td>
<td>5 (2 years)</td>
</tr>
<tr>
<td>DET Employee Members</td>
<td>1st April 2017 to 31st March 2019</td>
<td>2 (2 years)</td>
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</tbody>
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General Information

Meetings are held on the fourth Wednesday of every month at 7.30pm (during school terms) in the staffroom. Meetings are conducted in a friendly manner, where all members are encouraged to participate in discussion.

Information relating to the School Council election is on the following page.

The next meeting for the current School Council is Wednesday 22nd February 2017 at 7.30pm.

Timeline for School Council Elections:

- **Friday 10th February - Notice of Election & Call for Nominations.** A self-nomination form for the Parent Member Category is attached to this notice. A copy is also available on the school website www.rowvilleps.vic.edu.au and at the school office.

- **Friday 17th February @ 4.00pm – Nominations close** - If nominations equal parent and DET employees vacancies declare nominations closed. If insufficient parent and/or DET employee nominations received, then declare elected those who have nominated and call for further nominations to fill all vacancies.

- **Friday 24th February** - Display list of candidates at the office and on Compass at 8.30 am. If nominations are in excess of vacancies then call an election and deliver 2 ballot papers & 2 envelopes to each family in electorate, requesting return of such on or before close of ballot on **Friday 3rd March 2017.**

- **Friday 3rd March – Closure of Ballot.**

- **Monday 6th March** – Counting of ballot and members declared.

- **Wednesday 8th March – Office Bearers’ Meeting:** 7.30pm Extraordinary School Council meeting to elect new School Council Office Bearers.

- **Wednesday 29th March – 6.30pm** School Council Meeting/PD activity to farewell outgoing School Councillors and welcome new School Councillors.

Anne Babich
Principal/Returning Officer
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 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. Its 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.

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.

DET 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 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 school council this year
- Be sure to vote in the elections
- Contact the principal for further information on 9764 1955 or email rowville.ps@edumail.vic.gov.au.
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

........................................................................................................................................................................... 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.

I am an employee of the Department of Education and Training but not 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:

• 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).

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.

You can access your personal information by contacting the principal on ..........................................................

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.