



Thursday 4 February 2016

Dear Parents,

An important part of all schools is the School Council which is made up of parent and staff representatives and we also invite members of the community who are co-opted onto our School Council.

School Councils meet monthly (usually 8 meetings) and oversee the financial operations and policy development for the school. We usually meet on the third Wednesday of the month, at 7 pm at the school.

Our School Council constitution is made up of:

- 8 parent representatives
- 4 staff (including the Principal who is the Executive Officer)
- 2 co-opted community members

To support parents new to School Council to understand the way it operates we offer assistance via regional training programs, or ones done at the school level. It's a great way to meet other parents and to be actively involved in the school.

At the beginning of each school year, we elect a number of parents to our School Council for a two year term. In 2016, we have four (4) parent vacancies this year and two (2) staff vacancies - please see the attached notice of elections, and election timeline.

From the DEECD website:

<http://www.education.vic.gov.au/management/governance/schoolcouncils>

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 School Council find their involvement satisfying in itself and may also find that their children feel a greater sense of belonging.

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.

School Council training is available to our School Councillors at Staughton College on Monday 7 March from 6:30 - 9:30 pm.

Please come and have a chat if you have any questions or would like further information. Parents new to Exford PS are also welcome to be involved - no experience required!

Lisa Campo

Lisa Campo
PRINCIPAL

Schedule 3 **Notice of Election and Call for Nominations**
(School Council Election)

An election is to be conducted for members of the School Council of **Exford Primary School**.

Nomination forms may be obtained from the school Office from Friday 5 February 2016 and must be lodged by 4.00 pm on Friday 12 February 2016. They are also attached here.

The ballot would open on Wednesday 17 February and will close at 4.00 pm on Tuesday 1 March 2016.

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 2016 and inclusive of the date of the declaration of the poll in 2018.	FOUR (4) 2 year terms
Parent Member	From the day after the date of the declaration of the poll in 2016 and inclusive of the date of the declaration of the poll in 2017.	One (1) 1 year terms
DEECD employee member	From the day after the date of the declaration of the poll in 2016 to and inclusive of the date of the declaration of the poll in 2018.	TWO (2) 2 year terms

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.

Lisa Campo

Lisa Campo
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

..... 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.

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 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.

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 Training but not 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:

- an undischarged bankrupt
- of unsound mind
- currently serving a sentence for an indictable offence
- 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 and to nominate. 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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