Dear Parents,

The following information relates to the School Council elections which occur every year and are to be completed by late March.

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 (DoE) employees can be Parent members at their child’s school.

- **A mandated elected DoE 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. DoE employees are not eligible to be Community members.

The term of office for members is two years. Half the members must retire or seek re-election each year.

Why is Parent membership so important?

Parents on school councils provide important viewpoints and have valuable skills that can help shape the strategic 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 February or March 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?

This Link contains a notice calling for nominations from the parent body. The nominations close Thursday March 7th at 4pm.

If you decide to stand for election, you will need to arrange for someone to nominate and second you as a candidate in either the Parent category or DoE employee category. There are also self nominations forms. Once the nomination form is completed, return it to the principal within the time stated on the notice of election. If there are more nominations received than there are vacancies on council, a ballot will be conducted 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 or join a sub committee.
- Be sure to vote in the elections.

Please contact me for further information.

Lindy Sharp (Principal)
WARRNAMBOOL EAST PRIMARY SCHOOL
2013 SCHOOL COUNCIL ELECTIONS

Schedule 4 - Notice of Election and Call for Nominations

An election is to be conducted for members of the School Council of Warrnambool East Primary School.

Nomination forms may be obtained from the school office and must be lodged by 4 pm on Thursday 7th March 2013.

If a ballot is required the ballot will close at 4 pm on March 14th 2013.

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 –

<table>
<thead>
<tr>
<th>Membership category</th>
<th>Term of office</th>
<th>Number of positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent member</td>
<td>From the day after the date of the declaration of the poll in 2012 to and inclusive of the date of the</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>declaration of the poll in 2014.</td>
<td></td>
</tr>
<tr>
<td>DoE employee member</td>
<td>From the day after the date of the declaration of the poll in 2012 to and inclusive of the date of the</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>declaration of the poll in 2014.</td>
<td></td>
</tr>
</tbody>
</table>

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.

Lindy Sharp
Principal

Note:

1. "Electorate of the school" means the DoE employee electorate of the school and the Parent electorate of the school.

2. "Parent electorate of the school" means all persons (except the principal) who are parents of students of the school, other than those who are DoE employees and who opt or are deemed to opt in accordance with clause 22 to be members of the DoE employee electorate of the school.

3. "DoE employee electorate of the school" means the principal of the school and –
   (a) DoE employees engaged in work at and for the school (other than those who are parents of students of the school and who neither opt nor are deemed to opt in accordance with clause 22 to be members of the DoE employee electorate of the school); and
   (b) other DoE employees who are parents of students of the school and who opt or are deemed to opt in accordance with clause 22 to be members of the DoE employee electorate of the school.

4. "DoE employee" -
   (a) means a person employed for eight hours or more per week in either an ongoing capacity or for a fixed term of at least 90 days -
      (i) under the Teaching Service Act 1981; or
      (ii) under the Public Sector Management and Employment Act 1998; or
      (iii) by a school council of a State school; or
      (iv) under section 5 or 5A of the Education Act 1958; or
      (v) under more than one of the paragraphs (i) to (iv) above, and
   (b) does not mean a person employed under a contract for service or the employees or the contracted personnel of such a person.

5. Votes may be posted to the principal or placed in the ballot box at the school on any day up to the closure of the ballot. Further details on how votes may be lodged will be provided when ballot papers are sent to the electorate of the school.