

Croydon Community School & OPTIONS

School Council Elections Policy



PURPOSE

To ensure the Principal of Croydon Community School & OPTIONS conducts School Council elections in accordance with legal requirements.

To ensure the school engages with the school community.

SCOPE

School Councils are governed by the :

- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2007
- Ministerial Order No 52 – School Council Composition and Elections Order.

IMPLEMENTATION

The Principal will conduct School Council elections in accordance with the *Principals' Guide to School Council Elections* to ensure that elections are conducted within the legal framework of Ministerial Order No 52: School Council Composition and Elections Order.

The Principal is responsible for the conduct of the election and may appoint a person to act on their behalf.

The Principal is empowered to decide any dispute which may arise in the conduct of an election.

School Council elections must be held in February or March each year and be completed by 31 March unless the timeline is varied by a Ministerial Order.

Members hold office for approximately two years.

Half the membership is elected each year.

There are two mandatory electorates:

- i. Parent
- ii. Department Employee

(Please note: In schools with students in Years 7 -12, a Student category is applicable)

By 30 April the Principal must inform the Department's Secretary of the names of the members, membership category, gender, term of office, office bearers and notification whether the member is a Department employee by completing and submitting Schedule 7 electronically. Please refer to the website below for details about how to submit Schedule 7 online.

The Principal will provide information as an article in the school newsletter to inform parents about the role of School Councils and the election process. Please refer to the document Information to Parents at the website below.

The Principal will provide the School Council President's email address on CASES21.

A person aggrieved by any matter arising out of the conduct of an election may make a complaint in writing to the principal within 14 days of the date of declaration of the poll. For the complaint management process, please refer to: *Principals' Guide to School Council Elections*.

If necessary, the school will provide election information in languages other than English.


FURTHER INFORMATION AND RESOURCES


Useful references are the  [School Council Skills and Expertise Guide \(docx - 14.56mb\)](#) and the  [School Council Self-Assessment Tool \(docx - 148.83kb\)](#)


For all support documents, please refer to the website below.

Fact sheets for the Student member category

 [Factsheet: Information for students seeking election to council \(docx - 44.08kb\)](#)

 [Factsheet: Information about nominating and voting others to the Student member category \(docx - 32.47kb\)](#)

 [Factsheet: Information for parents of students seeking election to school council \(docx - 35.14kb\)](#)

 [Factsheet: Information for Principals regarding the Student member school council elections \(docx - 35.08kb\)](#)

References:

www.education.vic.gov.au/school/principals//spag/governance/Pages/election.aspx

www.education.vic.gov.au/Documents/principals/spag/governance/AppendixA.doc

Please refer also to the school's:

- School Council Legal Framework
- School Council Meetings Policies

REVIEW CYCLE

This policy, first developed in this format in April 2019 and will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late April 2019). This policy will be reviewed in February 2022.