



SCHOOL COUNCIL ELECTIONS POLICY

Policy & Guidance

- Principals must conduct School Council elections in accordance with [Ministerial Order 52](#).
- The School Council election process for all government schools must commence no earlier than the first day of the school year and be completed on or before 31 March for the parent, Department employee and student member categories.
- A Ministerial Order is required to hold an election outside of this time.
- Principals are responsible for the conduct of the election but may appoint a person (typically another member of school staff such as an assistant principal) to act on their behalf.
- By the 30 April, principals must inform the Department's Secretary of the council membership by completing and submitting Schedule 7 online at the [School Council Membership Schedule](#).
- The [Principals Guide to School Council Elections](#) provides detailed guidance on holding School Council elections. Principals must ensure they follow this guide throughout the School Council election process.
- A School Council's constituting Order specifies the total size of the council and the number of members in each category of council. There are 3 mandatory membership categories for a School Council:
 - Parent members
 - Department employee members
 - Student members — for schools with students enrolled in years 7 and above

Many School Councils also have community members.

- Further information about School Council membership categories is available under [School Council — Composition and Office Bearers](#).
- All parents/carers of students enrolled at the school are eligible to vote for parent members, staff vote for Department employee members, and students vote for student members. Community members are co-opted by the School Council.
- Principals must conduct School Council elections in accordance with the Principals' Guide to School Council Elections. This will ensure that elections are conducted within the legal framework of Ministerial Order 52.

Purpose

- The purpose of this policy is to provide information to the Principal of Footscray North Primary School on conducting School Council elections in accordance with the relevant legal requirements.

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.

- 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 the Principal receives a complaint it will be referred to the appropriate Regional Director as soon as possible. The Regional Director or nominee will establish a committee to review the complaint and determine how the complaint will be dealt with and resolved.
 - 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 will be held in February or March each year and be completed by 31 March unless the timeline is varied by a Ministerial Order.
 - Members will hold office for approximately two years.
 - Half the membership is elected each year.
 - There are three mandatory electorates:
 - i. Parent
 - ii. Department Employee
 - iii. Student
- Please note: In schools with students in Years 7 – 12, the Student Category is applicable
- By 30 April the Principal will 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 online. 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.
 - If necessary, the school will provide election information in languages other than English.
 - For all support documents, please refer to the website below.
 - Please refer also to the school's *School Council Liability & Legal Proceedings Policy* and the *School Council Meetings*.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update late July 2020).

Not a mandatory policy

School Council Approval No Longer Required

The Principal may wish to ensure School Council is informed about its contents

Reference:

<https://www2.educationvic.gov.au/school/pal/school-council-elections>