

31st January 2019

Term 1 Issue 1

Coatesville PS Mission Statement

To nurture the educational journey of all within the school community, so that we “aspire higher”, through an engaging and relevant inquiry based curriculum that empowers us to be internationally minded, life long learners.

Whole School Values

Respect Achievement

Harmony Cooperation

Responsibility

Principal's Message

Dear Parents,

This is a very brief newsletter to welcome you all back to Coatesville Primary School for the start of the 2019 school year. I especially wish all new families and staff a most wonderful year ahead.

The main purpose of this newsletter is to officially call for nominations from parents to fill 3 parent vacancies on School Council. The term of office is 2 years. We are also looking for parents to join our School Council sub committees. More information about sub committees is included on the last page of this newsletter.

I have attached:

1. The Notice of School Council Election and Call for Nominations (Schedule 3A)
2. Information for parents
3. Election Process and Timetable
4. Schedule 5B – Nomination form parent member category (if you would like to nominate another parent)
5. Schedule 5A– Self-nomination form parent member category (if you would like to nominate yourself)

In order for School Council to be effective we need parents who can commit themselves to a monthly 2 hour meeting from 6.00-8.00pm, usually held on the last Tuesday of the month. A member of School Council must also commit to a 1 hour Sub Committee meeting, usually held on the first Tuesday of the month. Member absences from these meetings make the running of School Council difficult. So if you have the time we would love you to contact us for further information and/or fill in a nomination form by the due date. School Council is a great place to make a valuable contribution to your child's education. If you have any questions please feel free to contact me via the office. We will publish a more detailed newsletter next Wednesday.

Michael Jones- Principal



Notice of School Council Election & Call for Nominations

Thursday 31st January 2019

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

- Nomination forms may be obtained from the school office and must be lodged by **4.00 pm** on **Tuesday 5th February**. Be sure to obtain the correct category of nomination form.
- A list of Candidates and nominators will be posted at the office on **Wednesday 6th February**.

*If there are more nominations than vacancies a ballot will be held

Ballot papers will be sent home on **Friday 8th February**.

The ballot will close at 4.00 pm on **Friday 15th February**.

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 2019 and inclusive of the date of the declaration of the poll in 2021	3
DET employee member	From the day after the date of the declaration of the poll in 2019 and inclusive of the date of the declaration of the poll in 2021	0

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 at the school office.

Michael Jones- Principal

School Council Elections 2019 – Information for Parents

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 Training (DET) employees can be Parent members at their child's school as long as they are not employed at the school.
- **A mandated elected DET (Department of Education & Training) 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. 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 in the mail 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 council this year
- Be sure to vote in the elections.

Contact the Principal, Michael Jones on 9570 1652 for further information.



2019 SCHOOL COUNCIL Election process & timetable

EVENT	DATE
a) Notice of election and call for nominations	Thursday 31 st January
b) Closing date for nominations	Tuesday 5 th February at 4.00pm
c) The date by which the list of candidates and nominators will be displayed	Wednesday 6 th February in school office foyer
d) The date by which ballot papers will be prepared and distributed	Friday 8 th February
e) Close of ballot	Friday 15 th February at 4.00pm
f) Vote count	Friday 15 th February at 4.15pm
g) Declaration of ballot	Friday 15 th February at 4.30pm and successful candidates notified. Ballot results will be publicised to the school community on Monday 18 th February
h) Tentative first Council meeting	Tuesday 26 th February at 6.00pm



School Council Election 2019



Schedule 5B

Nomination Form

I wish to nominate..... for an elected position as a parent/guardian representative on the Coatesville Primary School Council.

CANDIDATE'S DETAILS

Name:.....

Residential address:
.....

Home phone: (mobile or landline).....

Email:.....

I am a parent/guardian of who is/are currently enrolled at Coatesville Primary School.

The person I have nominated is a parent/guardian of who is/are currently enrolled at Coatesville Primary 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 or a registrable offender within the meaning of the *Sex Offenders Registration Act 2014*.

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. This 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 nominations (where applicable) posted in a prominent position at the school and for candidates, on a ballot paper (where applicable) Further, the name, member 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, Michael Jones, on 9570 1652 during school hours. 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 process, please contact the Principal.

I wish to declare my candidacy for an elected position as a parent/guardian representative on the **Coatesville Primary School Council**.

CANDIDATE'S DETAILS

Name:.....

Residential address:
.....

Home phone: (mobile or landline).....

Email:.....

I am a parent/guardian of who is/are currently enrolled at Coatesville Primary 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
- a registrable offender within the meaning of the *Sex Offenders Registration Act 2014*

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. This 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 nominations (where applicable) posted in a prominent position at the school and for candidates, on a ballot paper (where applicable)

Further, the name, member 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, Michael Jones, on 9570 1652 during school hours.

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 process, please contact the Principal.

2019 SUB COMMITTEES

EXPRESSION OF INTEREST

SUB COMMITTEES :

- Convened by a Council member
- Meet monthly for approximately one hour
- Task oriented with delegated roles
- Report & recommend to School Council

Sub committees have both parent and teacher representatives. It is important that representation is spread across the school community so that the views of our community are represented fairly. We seek parents from Prep to Year 6 on Subcommittees. Subcommittees consist of approximately 8 members.

This form applies to new members & renewal for 2018 members. If you wish to join a Sub committee please indicate on the form below and return to the School Office



SUB COMMITTEES for 2019

Buildings & Grounds

Oversees playgrounds, landscaping, all maintenance, working bees, OH&S, repairs.

Fundraising

Plans and oversees fundraising events and school carnival.

Finance

Monitors all revenue and expenditure, hiring of facilities, leasing, contracts.

Policy

Updates and creates School Policy documents which are available to all members of the school community on the school's website.

Name (print).....

Email:.....

Contact No (daytime).....