

# School Council Membership

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School councils can have up to three categories of membership:

1. Parent members – elected by the school parent community. This is a mandated category.
2. DEECD employee members – elected by the DEECD employees; the principal is included as a DEECD employee member and has full voting rights. This is a mandated category.
3. Community members – this is optional category. These positions are *co-opted* by the school council rather than elected. These members have the same voting rights as elected members. Schools can choose to have this optional category.

Co-opting community members allows school councils to bring additional skills and perspectives to the council that may not be available from the parent or teaching community.

DEECD employees (staff or parents) cannot be community members.

The co-option of community members is a decision made by school council. These positions are reflected in the school's constituting Order.

More than one third of school council members **must** be parents.

Councils are between 6 and 15 members in total size.

## Office Bearers

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### **Mandated Position:**

**President** – Parent member (non DEECD employee), or community member who is chairperson of school council meetings.

**Executive officer** – the principal.

### **Other positions may include:**

**Vice president** - Parent member (non DEECD employee) or community member, who chairs school council meetings in the absence of the president.

**Convener of the finance sub-committee** – as elected from school council members, preferably a non DoE parent member or a community member.

## Terms of Office

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School councillors are elected for **two year** terms.

The term of office and rights and responsibilities of community (ie: co-opted) members are the same as those of elected school councilors.

Half the school council members retire each year but can stand for re-election.

The position of minute secretary can be filled by a non-council member. If this is the case, that person is required to be a silent observer and has no voting rights. Alternatively, the position of minute secretary can be filled by a school council member.

## Changing the size or configuration of a school council

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School council can change both the size and the configuration of its membership, providing the changes are within the guidelines provided by DEECD. They do this by completing the attached form and either mailing or faxing it to the Department.

School councils may wish to change their configuration to allow them to co-opt community members or to change the size of their membership as enrolments change. The form that allows this follows.

**Schedule 9 - Change of Size or Configuration**  
 Department of Education and Early Childhood Development

Request to change the size and/or configuration of the school council

School name:			
School number:			
Address:			
Postcode:			
Telephone:		Fax:	

The school council of this school requests an amendment to the constituting Order to change the size/configuration of the school council.

**CURRENT SCHOOL COUNCIL SIZE (according to constituting Order)**

	Total		Parent category
			DEECD employee category
			Community member category

**PROPOSED SCHOOL COUNCIL SIZE**

	Total		Parent category
			DEECD employee category
			Community member category

At the school council meeting held on \_\_\_\_\_ (date) the proposed amendment was approved by a minimum of 75 per cent of the **total school council**, i.e. total size according to the constituting Order.

Number of school council members present

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Number of school council members who voted in favour of the proposed amendment:


Signed:  
(principal)

Date:

NOTE: Please attach a short note stating the reason for the requested change. e.g. declining enrolment, wish to add a community member to configuration or other reason.

**Email address**      [community.stakeholders@edumail.vic.gov.au](mailto:community.stakeholders@edumail.vic.gov.au)

**Fax number**          9637 2180