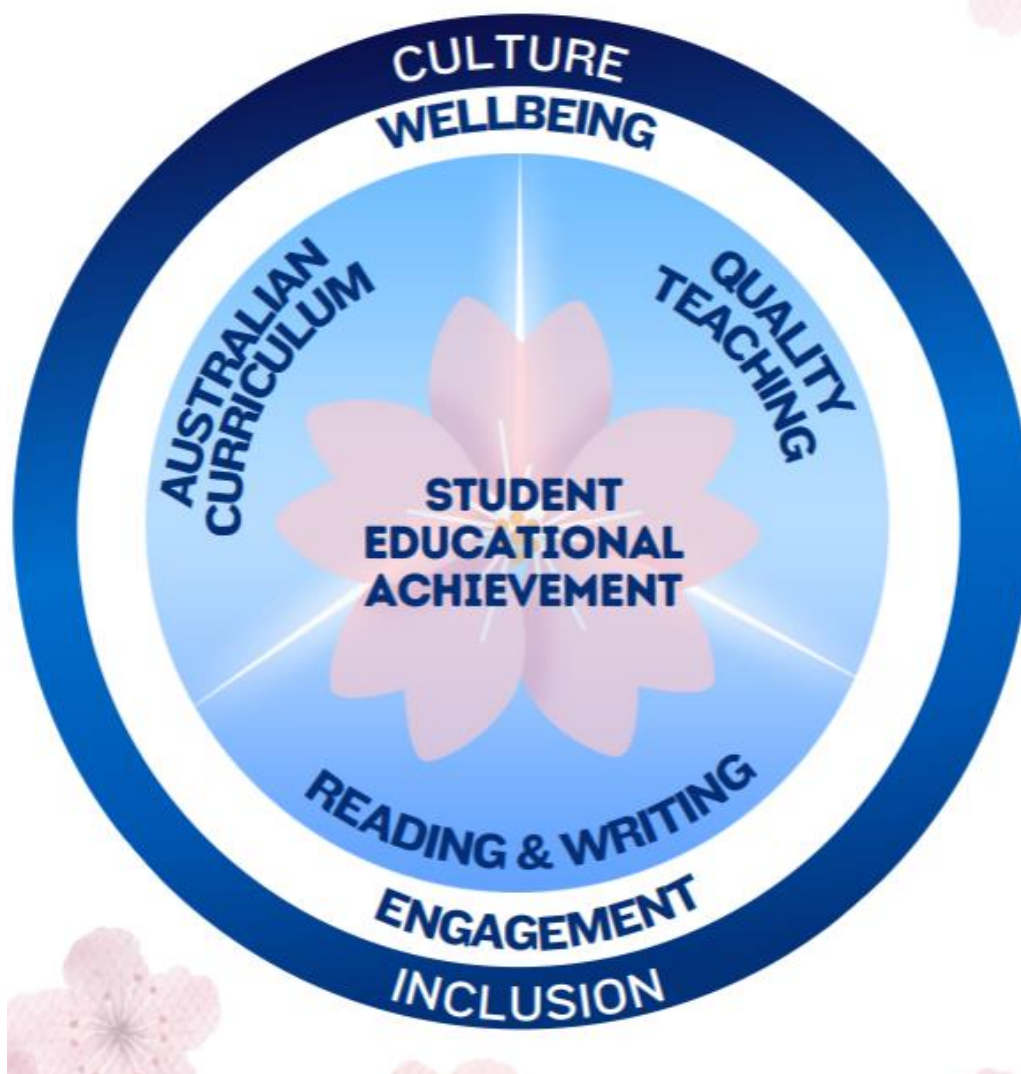




Wellers Hill State School

Everyone connected, Everyday striving to succeed, Everywhere learning

2023 - 2026



SCHOOL COUNCIL ELECTION 2025

The Wellers Hill State School Council works to enable greater involvement of the school community and other stakeholders, such as industry, in setting the strategic direction for the school. The school council plays a role in monitoring and informing the school's strategic direction in a way that achieves the best learning outcomes for the school's students.

The functions of a school council under s.81 of the [Education \(General Provisions\) Act 2006 \(Qld\)](#) (the Act) are to:

- monitor the school's strategic direction
- approve school plans and policies of a strategic nature, or other documents affecting strategic matters including the annual estimate of revenue and expenditure for the school
- monitor the implementation of the plans, policies and other documents mentioned above
- advise the school's principal about strategic matters.

A **school council may not**, under the Act:

- interfere with management by the school's principal of day-to-day operations of the school and its curriculum (s.81(3)(a))
- make operational decisions about the use of teaching or learning resources at the school (s.81(3)(b))
- make decisions about the individual teaching style used, or to be used, at the school (s.81(3)(b))
- make a decision that is contrary to law or a written policy of the department (s.81(3)(d))
- have control of funds (s.82(a))
- enter into contracts (s.82(b))
- acquire, hold, dispose of or deal with property (s.82(c))
- sue or be sued (s.82(d))
- establish a committee or subcommittee (s.114).

The establishment of a school council will not impact on the functions and powers of a P&C. The P&C president will be included on the school council to represent the views of the P&C.

Interaction between the School Council and the P&C, each entity has separate responsibilities to ensure the school's efficient functioning:

- The **principal** is responsible for leading the strategic direction of the school, planning, reviewing and reporting, as well as day-to-day school operations.
- The **school council** has an accountability role and is responsible for informing and monitoring the school's strategic direction, thereby strengthening local decision-making. Members are responsible for approving strategic documents that set the direction, culture, and tone of the school.
- The **Parents and Citizens' (P&C) Association** has a support and advice role and is responsible for school fundraising activities.

The roles of the School Council and the P&C are separate in the EGPA (Education General Provisions Act) and they are considered to be separate entities. The table below outlines the responsibilities of the three entities.

		Responsibilities			
		Governance	Advice	Operations	Fundraising
Entities	Principal	Yes	Yes	Yes	No
	School council	Yes	Yes	No	No
	P&C	No	Yes	No	Yes

Members of the Student Council

Official Members:

- The principal, and
- The president of the P&C association

Elected Members:

- Parent x2
- staff member x2

Eligibility of elected members:

- To be eligible for election as an elected parent or elected staff member, a person must:
 - not be the principal of the school or the Parents and Citizens' association (P&C) president
 - have not been convicted of an indictable offence, unless the Minister gives approval under the Act (s.93)
 - attend a meeting called for the purpose of electing parent members or staff members
 - be the parent of a student attending the school (for elected parent member) or be a member of staff at the school (for elected staff member, and submit a completed nomination on time.
 - Submit a completed nomination by the required date.

Term of Office

The general term of office for elected parent members or elected staff members is two years, although a different term may be set by the school council to create uniformity in the end dates of members' terms of office.

Election process

1. Official members must appoint a returning officer for the election.
2. The returning officer must provide a public notice (e.g. school newsletter) that an election will be held, at least 28 days before the date of the election. The notice must include the:
 - election date and the final date for receipt of nominations. The final date for receipt of nominations must be at least 7 days prior to the election date
 - meeting venue where the election will be held
 - day or days on which the meeting is to be held, and
 - start and end times for the meeting.
3. After the final date for receipt of nominations, the returning officer must (without unreasonable delay) prepare voting papers by setting out the names of the candidates in an order determined by lot. If there are the same number or fewer nominations than required, the nominees are automatically elected (s.86(4) of the Act). If this occurs, there is no need for a ballot.
4. At the meeting where the election will be held, the returning officer must give a voting paper to every person entitled to vote at the election. A person is eligible to vote for an

elected parent/staff member if that person is eligible to be elected themselves as an elected parent/staff member.

5. The returning officer must record the name of each person provided with a voting paper at the meeting where the election is conducted.
6. Each voter must deposit their completed voting paper into a sealed ballot box before leaving the meeting.
7. The returning officer must take the necessary steps to ensure that only persons entitled to vote at the election have voted and that the secrecy of the ballot is preserved.

Post Ballot process

8. Each candidate may appoint (by written notice to the returning officer) one scrutineer for the examination of the voting papers when the returning officer opens the ballot box containing the voting papers on the day of the election. A notice of an appointment of a scrutineer by a candidate must be received by the returning officer at least 5 days prior to the day of the election.
9. The returning officer must open the ballot box containing the voting papers directly after the meeting at which the election was conducted. This should be done in the presence of the scrutineers but not the candidates. Assistants who are not candidates may also be present to aid the returning officer.
10. The voting paper must be rejected and the vote must not be counted if:
 - the intention of the voter cannot, with certainty, be ascertained, or
 - it was indicated on a form, other than a formal voting paper.
11. If, in examining the voting papers, the returning officer forms the opinion that:
 - the number of voting papers in the ballot box is not equal to the number of persons who have been recorded as having voted in the election, or
 - any voting paper has been altered or otherwise interfered with after being placed in the ballot box and prior to the ballot box being opened by the returning officer or at the returning officer's instruction

the returning officer must declare the ballot to be invalid and make arrangements for another ballot to determine the result in the election.

12. After examining the voting papers, the returning officer must record the number of votes received by each candidate.
13. The candidate/s who receive/s more votes than any other candidates in the election must be declared by the returning officer to have won the election.
14. Where two or more candidates have received an equal number of votes, the returning officer must determine by lot which of the candidates is to be declared elected.

Declaration of result

15. When the returning officer has determined which of the candidates is to be declared elected, he or she must prepare, sign and date a written statement (which may be countersigned by any scrutineers who are present) containing the numbers in words as well as figures of the votes for each candidate and declaring the result of the election.

Circumstances where an election cannot be deemed invalid

An election cannot be deemed invalid for the following reasons:

- any formal error in any declaration made, or in giving public notice under the constitution
- the public notice of the election was provided less than 28 days before the election date
- delay in holding the election at the time specified
- any inadvertent failure to give any person entitled to vote at the election any notice or ballot paper, or
- any other error of a purely formal nature, which is not relevant to the outcome of the election.

Election process in alignment with the P&C Constitution s6.4:

Where a School Council for the School exists, the elected parent members of the School Council must be elected under this constitution as follows:

- a) prior to holding a meeting for the purpose of electing parent members, the Association must ascertain from the principal the number of parent members to be elected to the School Council
- b) any two members of the Association (the Nominating Members) may nominate any parent of a child at the school (the Candidate) to be elected parent member of the School Council
- c) the nomination may be made:
 - i) in person, by the Nominating Members, at the relevant meeting, or
 - ii) if the Candidate cannot be present at the relevant meeting, by giving the Secretary, before the meeting, a nomination in writing signed by the Nominating Members and the Candidate
- d) if there is only one nomination for a position, the Candidate will be elected to the position if the Candidate receives the votes of a majority of the members at the meeting
- e) if there is more than one nomination for a position, the Candidate who receives the majority of the votes will be elected to the relevant office.

Election timeframe for 2025

Activity	Date
Information and nominations called for	Wednesday 30 April 2025
Nominations due	Monday 19 May 2025
Meeting date for voting	School Council Meeting 26 May, 2025 Held at the Wellers Hill State School Hall beginning at 6.15pm.

See below for further information about the election process:

<https://education.qld.gov.au/parents-and-carers/parent-participation/school-council-handbook>

School Council

Role Description

On acceptance of election to Wellers Hill State School Council, members are entrusted with the long term integrity and viability of the School. In return for this trust, members perform their duties always in the best interests of the School, in good faith and with honesty.

The school will develop a School Council Induction as part of the school's commitment to assisting council members to understand the nature of their duties and responsibilities.

The induction will serve two purposes:

- to induct members into the council's purpose, functions and systems; and
- to provide important information to assist new members understand the council governance role and learn about the school.

The following role description is provided to potential applicants to assist the understanding of requirements for membership of the Wellers Hill State School Council. This information will also assist those participating in the voting process to ascertain which applicants will be able to contribute most effectively to the strategic responsibilities of the school council.

Membership Role Description

As a member of the school council you will be required to:

- Be conversant with the School Council Constitution and the *Education (General Provisions) Act 2006*
- Be familiar with the Department of Education's strategic plan
- Be familiar with the school's strategic plan
- Understand the philosophy and core values on which the school's services and programs are based
- Demonstrate a personal suite of values aligned to realising harmonious and constructive conversations and decision making
- Offer an array of personal capabilities to assist creative and productive discussions and decision making relative to the strategic responsibilities of the school council
- Be able to work cooperatively with other council members to ensure productive and constructive discussion
- Be able to leave aside personal agendas and bias
- Assist in strategic planning and development
- Understand the difference and the delineation between operational, governance and strategic issues
- Liaise with relevant stakeholder groups to effectively represent views and opinions of staff, parent and community bodies
- Engage in shared leadership
- Work with other council members, school personnel and other decision-making bodies, for the benefit and betterment of all students and the community
- Demonstrate ability to follow through on tasks and meet associated timelines
- Attend council meetings as required
- Represent the school council and support decisions made
- Actively promote and portray a positive image of the school council
- Undertake extra activities or duties as requested by the council or the chair
- Approve key strategic documents, as well as reviewing and monitoring school performance
- Develop strategic initiatives that meet the unique needs of the students of the school
- Keep the broad school community involved in the activities of the school council.

Nomination for Wellers Hill State School Council Elected Member for 2025

Name:

Address:

Phone: Mobile:

Email:

Elected Position	Eligibility	Nomination (please X)
Staff	All persons on staff at the school, with the exception of the principal	
Parent	All parents of current children at the school, with the exception of the P&C president	

I agree to be bound by the constitution of the school council and by all valid resolutions passed by the council. I agree to work within the boundaries of the *Education (General Provisions) Act 2006*. I agree to be bound by the Code of Conduct for School Councils. I hereby state that I have not been convicted of an indictable offence.

Signature:

Date:

Please return this nomination form by Monday, May 19, 2025. This can be done by:

- delivering to the school front desk during school hours
- e-mail to Monique Cawte at mcawt11@eq.edu.au
- mail to Returning Officer, c/- Wellers Hill State School, 190 Toohey Road, Tarragindi, 4121

A person is ineligible to be an elected parent member, elected staff member or appointed member of a school council if the person has been convicted of an indictable offence, unless the Minister gives approval, in accordance with the *Education (General Provision) Act 2006* for that person to be elected or appointed to the council.

If you have any queries regarding the school council election process please contact the principal.

Returning Officer Use

Date received:/...../.....