SCHOOL COUNCIL MODEL CONSTITUTION

FOR

WELLERS HILL STATE SCHOOL

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Preamble

The *Education (General Provisions) Act 2006 (Qld)* (the "Act") provides for the establishment and operation of school councils for state schools with the object of improving student learning outcomes.

The Act states that school councils must have a constitution. The Chief Executive has prepared this model constitution, including elements required under the Act, as well as additional matters.

The Chief Executive or delegate authorised under the *Delegation of Director-General's Powers under Education (General Provisions) Act 2006* may establish a school council for a state school by notice in the gazette.

A school council may prepare and adopt an amendment of its constitution, however, in doing so, it must have regard to the model constitution. An amendment will have no effect unless it is approved by the Chief Executive or their delegate.

The constitution is broadly worded to allow each school council autonomy to conduct their business in ways that they consider appropriate. A school council makes decisions about how it will carry out its functions at council meetings at which a quorum for the council is present. Amendments to the constitution are not necessary to enable these functions.

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

Functions and powers

1 Name of school council

The name of the school council is the Wellers Hill State School Council.

2 Functions of school council

2.1 The school council has the following functions for guiding the broad strategic direction of the school:

a) monitoring the school's strategic direction;

b) approving plans and policies of the school of a strategic nature and other documents affecting strategic matters, including the annual estimate of revenue and expenditure for the school;

c) monitoring the implementation of the plans, policies and other documents mentioned above; and

d) advising the school's principal about strategic matters.

2.2 The school council must perform its functions in a way that achieves the best learning outcomes for the school's students.

2.3 The school council must have regard to the documents listed in Schedule 1 in performing its functions.

2.4 The school council may only perform its functions in relation to the school for which it is established.

2.5 The school council may not:

a) interfere with the management by the school's principal of the day-to-day operations of the school and its curriculum; or

b) make operational decisions about the use of teaching or learning resources at the school; or

c) make decisions about the individual teaching style used, or to be used, at the school; or

d) make a decision that is contrary to law or a written policy of the department; or

e) have control of funds; or

f) enter into contracts; or

g) acquire, hold, dispose of or deal with property; or

h) sue or be sued.

2.6 For the avoidance of doubt, the school council is not part of the department, is not a body corporate and does not have a separate legal identity.

Starting up

3 Establishment of school council

3.1 The school council is established by the Chief Executive or delegate under the *Delegation of Director-General's Powers under Education (General Provisions) Act 2006* by placing a notice establishing the school council in the gazette.

3.2 For detail regarding initial establishment of a school council, refer to Schedule 2.

Membership and officers

4 Members of the school council

4.1 The school council must have at least 6 and not more than 15 members comprising:

a) the principal as an official member;

b) the president of the Parents and Citizens' Association (if one exists) as an official member;

c) at least 1 elected parent member and the same number of elected staff members;

d) not more than 2 appointed members;

e) not more than 2 coopted student members if the school is a primary school.

5 Official members

5.1 The school council's official members are:

a) the principal; and

b) the president of the Parents and Citizens' Association (if one exists).

5.2 The president of the Parents and Citizens' Association may appoint another Parents and Citizens' Association member (the "alternative Parents and Citizens' Association member") to attend meetings of the school council when the president cannot attend the meetings, provided that:

a) the president is permitted to appoint an alternative Parents and Citizens' Association member under the Parents and Citizens' Association's constitution;

b) the alternative Parents and Citizens' Association member is not an elected member or appointed member of the school council; and

c) the president gives notice to the chairperson as set out in clause 5.3.

5.3 If the president of the Parents and Citizens' Association has appointed an alternative Parents and Citizens' Association member, the president must give the chairperson written notice of:

a) the alternative Parents and Citizens' Association member's name and address; and

b) the date on which the alternative Parents and Citizens' Association member's appointment starts and ends.

5.4 The notice must be given to the chairperson at least two days before the day of the first meeting after the alternative Parents and Citizens' Association member's appointment starts.

5.5 Despite start and end dates stated in the notice, the president may attend any meeting in the place of and instead of the alternative Parents and Citizens' Association member.

5.6 When attending a meeting of the council, the alternative Parents and Citizens' Association member has the same rights and duties as the president.

5.7 If the president revokes the appointment of an alternative Parents and Citizens' Association member, the president must give the chairperson written notice of the date of the revocation at least two days before the day of the next meeting following revocation.

6 Elected parent members

6.1 To be eligible for election as an elected parent member, a person must:

a) not be an official member;

b) not have been convicted of an indictable offence, unless the Minister gives approval under the Act;

c) be the parent of a child attending the school.

6.2 An elected parent member is elected –

a) if the school has a Parent and Citizens' Association and the Parent and Citizens' Association's constitution provides for the election of parent members to the school's council – under the association's constitution; or

b) if there is no Parent and Citizens' Association at the school or if the Parent and Citizens' Association constitution does not provide for the election of a parent member – by a secret ballot as described at Schedule 3 of this Constitution.

6.3 Each elected parent member holds office for a term, not longer than two years, determined by the school council prior to conducting the election for that member, unless clause 9 applies.

7 Elected staff members

7.1 To be eligible for election as an elected staff member, a person must:

a) not be an official member;

b) not have been convicted of an indictable offence, unless the Minister gives approval under the Act;

c) attend a meeting called for the purpose of electing staff members;

d) be a member of staff of the school; and

e) submit a nomination in accordance with the election procedures described at Schedule 3.

7.2 When 2 or more staff members are included in the composition of the school council, this must include 1 teaching staff member and 1 school support staff member.

7.3 Each elected staff member holds office for a term, not longer than two years, determined by the school council prior to conducting the election for that member, unless clause 9 applies.

8 Term of office for first elected members

8.1 Notwithstanding clauses 6.3, 7.3, and subject to clause 4.1, the following number of the council's first elected members may hold office for a term of not longer than 3 years:

a) if one-half of the number of the first elected members is an even number, then one-half of the number of the first elected members;

b) if one-half of the number of the first elected members is an odd number, then the whole number next higher than one-half of the number of the first elected members.

9 Appointed members

9.1 To be eligible for appointment as an appointed member, a person must:

a) not already be a member of the school council;

b) not have been convicted of an indictable offence, unless the Minister gives approval under the Act;

c) have knowledge and experience that would assist the school council to perform its functions; and

d) reflect the local community context.

9.2 The official and elected members present at a meeting of the school council may decide:

a) who is to be asked to become an appointed member; or

b) to seek nominations from persons wishing to become an appointed member, before deciding who is to be asked to become an appointed member.

9.3 A person becomes an appointed member of the school council if:

a) the school council asks the person to become an appointed member;

b) the person agrees to become an appointed member; and

c) the school council makes a decision to appoint the person at a school council meeting.

9.4 Each appointed member holds office for a term, not longer than two years, determined by the school council prior to deciding to appoint a person as an appointed member.

10 Co opted student member

10.1 A school council established at a primary school may choose to co opt up to 2 year 6 students as members of the school council, following the process outlined in Schedule 3.

10.2 The number of co opted students for the school council must not exceed 2.

10.3 The term of office for a co opted student member:

a) starts on a day determined by the school council prior to the student being co opted; and

b) ends at the conclusion of the calendar year in which the student is co opted.

11 Dispute resolution

11.1 The school council must endeavour to work together, with their community and with their school, in an open and collaborative manner.

11.2 If a dispute arises, the chairperson should lead a process acting as a facilitator to resolve the dispute through mediation.

11.3 If the chairperson is involved in the dispute, the principal should lead the dispute resolution process.

11.4 If both the principal and the chairperson are involved in the dispute, a written request for mediation should be submitted to the principal's supervisor.

12 Vacancies

12.1 The office of an elected or appointed member becomes vacant if the member:

a) dies; or

b) resigns the member's office by signed notice of resignation:

i) for the school council's chairperson – given to the school principal's supervisor; or

ii) for another school council member – given to the school council's chairperson; or

c) is absent from 3 consecutive meetings of the school council, of which the member has been given notice, without the school council's leave and without reasonable excuse; or

d) stops being eligible, under the Act or this constitution, for election or appointment to the office.

12.2 A notice of resignation mentioned in 13.1(b) takes effect when the notice is given to the relevant person or, if a later time is stated in the notice, the later time.

12.3 If a vacancy occurs in the office of an elected or appointed member during the currency of the member's term of office, another person must be elected or appointed to fill the vacancy for the remainder of the vacating member's term.

12.4 If the office of an elected or appointed member of a school council is vacant and, because of the vacancy, the membership does not comply with clause 4, the school council is taken to be validly constituted until the earlier of the following:

a) the day the vacancy is filled;

b) the expiry of 3 months after the day the vacancy arose.

13 Chairperson

13.1 The school council must elect one of the members as chairperson in accordance with the procedure outlined in Schedule 3.

13.2 To be eligible for election as the chairperson, a person must:

a) be a member of the school council;

b) not be a co opted student member; and

c) not be the principal.

13.3 The chairperson holds office for the term decided by the school council, unless the person's term of office as a member of the school council ends sooner than the chairperson's term.

14 Secretary

14.1 The council may elect one of the members as secretary of the school council, following the procedure outlined in Schedule 3.

14.2 To be eligible for election as the secretary, a person must:

a) be a member of the school council;

b) not be a co opted student member; and

c) not be the principal.

14.3 The role of the secretary is to undertake administration responsibilities for the council. The secretary may record the minutes of each meeting and assist the chairperson to facilitate the effective operation of the council's business.

14.4 The secretary holds office for the term decided by the school council, unless the person's term of office as a member of the school council ends sooner than the secretary's term.

15 Disclosure of interest

15.1 This section applies to a member of the school council (the interested member) if:

a) the interested member has a direct or indirect financial interest in an issue being considered, or about to be considered, by the school council; and

b) the interest could conflict with the proper performance of the interested member's duties when considering the issue.

15.2 As soon as practicable after the relevant facts come to the interested member's knowledge, the interested member must disclose the nature of the interest to a meeting of the school council.

15.3 Unless the school council otherwise directs, the interested member must not:

a) be present when the school council considers the issue; or

b) take part in a decision of the school council about the issue.

15.4 The interested member must not be present when the school council is considering whether to give a direction under clause 16.3.

15.5 If a member is not present at a school council meeting due to their disclosure of an interest, and because of this absence the school council is one person less than required to meet the quorum requirements, quorum is deemed to have been met.

15.6 A disclosure under clause 15.2 must be recorded in the school council's minutes.

16 Disclosure of indictable offence

16.1 If a person is convicted of an indictable offence while a member of a school council, the person must give written notice to the principal of the conviction within 7 days after the conviction.

16.2 If an elected parent member, elected staff member or appointed member is convicted of an indictable offence, that person becomes ineligible for membership and their office becomes vacant in accordance with clause 12.1d), unless the Minister gives an approval for their membership.

17 Comply with the Code of Conduct

17.1 Members must comply with the School Council Code of Conduct that has been approved by the Chief Executive, provided at Schedule 6.

18 Conduct of business

18.1 Subject to this constitution and the Act, the school council may conduct its business, including its meetings, in the way it considers appropriate.

18.2 However, the school council may only make decisions about how it will carry out its functions if it does so at a school council meeting at which a quorum is present.

19 Time and place of meetings

19.1 A school council must meet at least twice in each semester.

19.2 School council meetings are at the times and places the school council decides.

19.3 However, a school council's chairperson:

a) may call a meeting at any time; and

b) must call a meeting if asked, in writing, to do so by the Minister, the chief executive, principal or at least the number of its members required to form a quorum for the school council.

19.4 The chairperson must, where possible, give written notice of the time and place of a meeting of the school council to each of the members at least 7 days before the day of the meeting.

19.5 The school council may decide that any meeting or part of a meeting may be closed to observers.

20 Quorum

20.1 A quorum for a school council is the number equal to two-thirds of the number of its members or, if two-thirds is not a whole number, the next highest whole number.

20.2 If the quorum is not present within 30 minutes after the advertised starting time of a school council meeting, the meeting must be adjourned to a time and place decided by the chairperson and notified to the members of the school council in accordance with clause 20.4.

21 Presiding at meetings

21.1 The school council's chairperson must preside at all council meetings at which the chairperson is present.

21.2 If the chairperson is absent from a school council meeting, another school council member chosen by the school council members present must preside.

21.3 An alternative Parents and Citizens' Association member may not preside at a meeting, unless they are the elected chairperson under clause 21.2.

21.4 A co opted student member may not preside at a school council meeting.

22 Conduct of meetings

22.1 A question at a school council meeting, other than a question about an amendment of the school council's constitution, must be decided by a majority of the votes of the school council members present.

22.2 Each member present at a school council meeting has a vote on each question to be decided and, if the votes are equal, the member presiding has a casting vote.

22.3 A member present at a school council meeting who abstains from voting is taken to have voted for the negative.

22.4 A school council may hold meetings, or allow its members to take part in its meetings, by telephone, web-conference or another form of communication that allows reasonably contemporaneous and continuous communication between the members taking part in the meeting.

22.5 A school council member who takes part in a school council meeting under section 22.4 is taken to be present at the meeting.

22.6 A co opted student member does not have the power to vote on a matter before the school council.

22.7 Unless the school council members present at a meeting decide otherwise, the order of business at a school council meeting is:

a) Apologies
b) Confirmation of minutes of previous meeting
c) Business arising from minutes of previous meeting
d) Correspondence
e) Business arising from the correspondence
f) Reports

g) Motions on notice

h) General business

i) Next meeting

j) Other business.

23 Minutes and records

23.1 The school council must record particulars of all proceedings at meetings of the school council including:

a) the names of the members present at each meeting of the school council; and

b) the names of any persons who are not members present at each meeting of the school council; and

c) the names of any members voting against a resolution carried at a school council meeting and any members abstaining from voting who wish to have their dissent or abstention recorded in the minutes of that meeting.

23.2 The minutes of each school council meeting must be submitted for confirmation at the next school council meeting.

23.3 A copy of the minutes of each meeting must be distributed to all members of the school council as soon as possible after the meeting.

23.4 The school council is a public authority for the purposes of the *Public Records Act 2002 (Qld)* and must deal with the school council's records (including all documents created or acquired in the course of the school council carrying out its functions) in accordance with that act and the Department of Education's policy document "General Retention and Disposal Schedule for Administrative Records".

24 Attendance by proxy

24.1 A member of a school council for a state school may not attend a meeting of the school council by proxy.

24.2 However, the principal may attend up to 2 meetings in each year by proxy.

24.3 An alternative Parents and Citizens' Association member appointed under clause 5.2 is not considered a proxy for the purposes of this clause 25.

Miscellaneous matters

25 Amendments to the constitution

25.1 A school council may prepare and adopt an amendment to this constitution.

25.2 In preparing a proposed amendment, the council must have regard to the model constitution.

25.3 An amendment to this constitution has no effect unless it is approved by the Chief Executive or delegate authorised in writing by the Chief Executive.

25.4 Notice of a meeting to consider a proposed amendment must be given at least 30 days before the school council meeting to:

a) the school council members;

b) the parents and citizens' association (if one exists);

c) the school's staff (including, for example, by displaying the proposed amendment in a staff room);

d) the school's students (including, for example, by publishing the proposed amendment in the school's newsletter).

25.5 The amendment is required to be adopted by at least the quorum for the school council.

25.6 In deciding to approve a proposed amendment to a constitution, the Chief Executive or delegate must have regard to whether it:

a) provides for a membership that:

i) allows adequate representation by parents, staff, students and other members of the school community; and

ii) takes into account the demographics of the school community;

b) provides for the school council to perform its functions in an effective and fair way;

c) is adequate, clear and appropriate; and

d) is consistent with the Act and otherwise lawful.

26 Application of laws

26.1 The members of the school council must comply with all applicable laws.

26.2 For the application of the *Criminal Law (Rehabilitation of Offenders) Act 1986 (Qld)*, section 9A, to the office of an elected staff member, elected parent member or appointed member, of a school council, a person is taken to apply for the office if the person:

a) consents to be appointed as an appointed member (whether or not the school council has decided to appoint the person); or

b) stands for election as an elected member.

26.3 A school council is a public authority under the *Public Records Act 2002*.

26.4 For the application of the *Public Sector Ethics Act 1994 (Qld)*:

a) a school council is a public sector entity; and

b) a member of the school council is a public official of the entity;

c) the Chief Executive is the chief executive officer of the entity; and

d) a reference to the entity's annual report is a reference to the Department of Education's annual report.

27 Dissolution of the school council

27.1 A school council is dissolved:

a) if the school for which it was established is closed;

b) if the Minister gives the school council a notice stating that the school council is dissolved;

c) if the Chief Executive publishes a notice in the gazette stating that the school council is dissolved; or

d) in other circumstances prescribed under the *Education (General Provisions) Regulation 2017 (Qld)*.

27.2 On dissolution, the members of the school council go out of office immediately before the dissolution.

27.3 As soon as practicable after the dissolution of the school council, the school's principal must ensure the school council's records, including all documents held by the school council that it has created or acquired in the course of performing its functions are given to the Chief Executive.

28 Subcommittees

28.1 A school council must not establish a committee or subcommittee.

SCHEDULE 1: Relevant Documents

DOCUMENTS TO WHICH THE SCHOOL COUNCIL MUST HAVE REGARD FOR THE PURPOSES OF CARRYING OUT ITS FUNCTIONS UNDER CLAUSE 2.3

- Quadrennial School Plan
- Annual Implementation Plans, including the school budget
- Workplace reform proposals
- School Responsible Behaviour Management Plan
- The constitution of the Parents and Citizens' Association, particularly in regard to the election of parent members for the school council
- Other documents relevant to the school's strategic direction

SCHEDULE 2: Establishing a School Council

Initial constitution

1. The principal of a school must prepare a draft constitution for a proposed school council.
2. In preparing the draft constitution, the principal:
   - must consult with:
     - the parents of children attending the school; and
     - the school's staff and students; and
   - may consult with other appropriate entities.
3. In preparing the draft constitution, the principal must have regard to this model constitution.
4. A draft constitution must:
   - provide for a membership that—
     - allows adequate representation of parents, staff, students and other members of the school community; and
     - takes into account the demographics of the school community;
   - provide for the school council to perform its functions in an effective and fair way;
   - be adequate, clear and appropriate; and
   - be consistent with the Act and otherwise lawful.
5. The principal must call the following meetings for approving the draft constitution by secret ballot:
   - If a Parents and Citizens' Association exists for the school, a special meeting of the Parents and Citizens' Association to approve the draft school council constitution by secret ballot; or
   - if there is no Parents and Citizens' Association formed for the school — a meeting of the parents of children attending the school (the parent meeting) to approve the draft school council constitution by secret ballot; and
   - a meeting of the school's staff (the staff meeting) to approve the draft school council constitution by secret ballot.
6. The draft constitution has no effect unless it is approved by the Chief Executive or delegate authorised in writing by the Chief Executive.

Initial membership

7. On its establishment, the school council consists only of its official members.
8. However, a school council consisting only of its official members may only perform the functions necessary for the election of the school council's elected members.
9. As soon as practicable after a school council is established, its official members must, under the school council's constitution, organise the election of the school council's elected members.
10. The term of office for elected or appointed members must not exceed two years. However, the following number of the council's first elected members may hold office for a term of not longer than 3 years:
    a. if one-half of the number of the first elected members is an even number, then one-half of the number of the first elected members;
    b. if one-half of the number of the first elected members is an odd number, then the whole number next higher than one-half of the number of the first elected members.

11. The written notice of the results of the first election for the school council must show clearly which of the elected offices are to be held for a term other than 2 years and this detail must be recorded.
12. After the election, the school council, as constituted by its official members and elected members, may appoint the council's appointed members.

SCHEDULE 3: School Council Positions Voting Process

Staff and parent election process

Notes

- This process applies to all elections for elected staff and elected parent members of the school council, including the first elections to establish the school's inaugural school council.
- If there is a Parents and Citizens' Association for the school, and their constitution provides for the process of electing parent members to the school council, the process in that constitution must be followed for the election of parent members.
- Eligibility to be nominated and to vote in an election for elected members of the school council is not restricted to existing members of the school council.
- The following people are eligible to be nominated and to vote at an election for elected members:
    - For elected parent member elections, a parent of a child at the school.
    - For elected staff member elections, all the persons who are employed by the Department of Education and assigned to the school or otherwise employed full-time or part-time at the school for which the council is established.
    - Parents or staff members are not eligible for election if they have been convicted of an indictable offence, unless they have approval from the Minister.

Staff and parent election process

- For staff and parent elections, the official members must appoint a returning officer for the election.
- The returning officer must give public notice (e.g. school newsletter) of the holding of an election by secret ballot not less than 28 days before the date of the election.
- The notice must state:
    - the date of the election;
    - who is eligible to be nominated;
    - how nominations may be made;
    - the final date for the receipt of nominations;
    - who is eligible to vote;
    - how voting is to be carried out (distribution and return of ballot papers)
    - the venue at which the election is to be conducted; and
    - the start and end times for the meeting at which the election is to be conducted, and any times at which the meeting is to be adjourned.
- The final date for receipt of nominations in writing to the returning officer must not be less than 14 days after the date of giving of the public notice and not less than 7 days prior to the date of the election.
- 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.
- At the meeting at which the election is to be conducted, the returning officer must give a voting paper to every person entitled to vote at the election. The returning officer must record the name of each person to whom a voting paper is given at the meeting at which the election is conducted.
- Each voter must deposit their completed voting paper into a sealed ballot box before leaving the meeting.

- The returning officer must take such steps as considered necessary to ensure that only persons entitled to vote at an election have voted and that the secrecy of the ballot is preserved.
- If there are fewer nominations than required elected members, then the nominees are elected

Post ballot procedures

- Each candidate may appoint by written notice to the returning officer, one scrutineer for the examination of the voting papers received by the returning officer, to be present 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 not less than 5 days prior to the day of the election.
- No election is invalid by reason of the failure of any candidate to appoint a scrutineer or the failure of a person appointed as a scrutineer to carry out the duties of a scrutineer.
- After the meeting at which the election was conducted and on the day of the election, the returning officer must, in the presence of the scrutineers but not the candidates, and with the aid of any assistants who are not candidates, open the ballot box containing the voting papers.
- If, in examining a voting paper, the returning officer forms the opinion that the intention of the voter cannot with certainty be ascertained, the voting paper must be rejected by the returning officer and no votes on that voting paper may be counted.
- If, in examining a voting paper, the returning officer forms the opinion that a vote is indicated on other than a voting paper in the form approved by the returning officer, the vote must not be counted.
- If, in examining the voting papers, the returning officer forms the opinion that:

  i) 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

  ii) 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 the holding of another ballot to determine the result in the election.
- After examining the voting papers, the returning officer must ascertain the number of votes received by each candidate.
- The candidate who receives, or the candidates who receive more votes than any other candidates in the election must be declared by the returning officer to have won the election.
- 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

- 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.

No election is invalid by reason of:

- any formal error or defect in any declaration made, or in giving public notice under this constitution
- the giving of any such public notice being out of time
- any delay in holding the election at the time appointed

- any inadvertent failure to give to any person entitled to vote at the election any notice or ballot paper
- any other error or defect of a purely formal nature, which is not relevant to the outcome of the election.

Chairperson and secretary election process

- The positions of chairperson and secretary are elected only by members of the school council during a school council meeting.
- Members must self-nominate for a position in person at the relevant meeting.
- If there is only one nomination for a position, the nominee will be elected to the relevant office.
- If there is more than one nomination for a position, the nominee who receives the majority of the votes will be elected to the relevant office.
- If members are physically present at the location of the meeting, then voting may be held by a show of hands or process as agreed upon by the council.
- If the election is held at a school council meeting where some members are attending by telephone, web-conference or other form of communication that allows reasonable contemporaneous and continuous communication between members taking part in the meeting, members who are physically present at the location of the meeting must ensure that the votes of all participating members are counted on any questions or matters resolved by a vote during the meeting.

Co opted student member election process

Members of the school council, during a school council meeting may decide:

a) who is to be asked to become co opted student member/s; or

b) seek nominations from students in Year 6 who wish to become a co opted student member.

- If members are physically present at the location of a meeting, then voting on the nomination of co opted student member/s may be held by a show of hands or process as agreed upon by the council.
- If the election is held at a school council meeting where some members are attending by telephone, web-conference or other form of communication that allows reasonable contemporaneous and continuous communication between members taking part in the meeting, members who are physically present at the location of a meeting must ensure that the votes of all participating members are counted on any questions or matters resolved by a vote during the meeting.

Election timeframe for 2027-28

Activity	Date
Information and nominations called for	Tuesday 27 October 2026
Nominations due	Tuesday 10 November 2026
Meeting date for voting	Tuesday 24 November 2026 Held at the Wellers Hill Bowls Club following the P&C meeting

SCHEDULE 4: Nomination Form for Election or Appointment

Nomination for Wellers Hill State School council elected member for 2027 - 2028

Collection Notice:

Wellers Hill State School Council is collecting your personal information on this form for the purpose of administering elections for members of the school council. We will use the information you provide to assess whether you are eligible to become a member of the school council. If your nomination is successful, your name and eligibility details may be published in the school newsletter or on the school website to inform parents about who is nominated for school council membership.

Name: ……..…….....

Address:.....

.....Postcode .....

Phone:….....Mobile:.....

Email:.....

Elected position	Eligibility	Nomination (please tick)
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. 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 ***Tuesday 10 November 2026***. This can be done by:

- delivering to the school front desk during school hours
- e-mail to *admin@wellhillss.eq.edu.au*
- mail to Returning Officer, c/- *Wellers Hill State School*

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: ...../...../.....

* see clauses 6.3, 7.4, 8.3 and 9 of the Model Constitution.

SCHEDULE 5: Possible School Council Composition (Min 6; Max 15)

For primary schools

Member type	Min															Max
Principal	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**
P&C president	*	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**
Parent*(voted by the P&C or parents) (min.1)	2	1	2	2	2	3	3	3	4	4	4	5	5	5	6	6
Staff*(voted by staff) (min. 1)	2	1	2	2	2	3	3	3	4	4	4	5	5	5	6	6
Appointed members *(max. 2)	1	2	0	1	2	0	1	2	0	1	2	0	1	2	0	1
TOTAL	**6**	**6**	**6**	**7**	**8**	**8**	**9**	**10**	**10**	**11**	**12**	**12**	**13**	**14**	**14**	**15**

For secondary schools (or schools with yr 10, 11 or 12 students)

Member type	**Min**																					**Max**	
Principal	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**
P&C president	*	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**	**1**
Parent*(voted by the P&C or parents) (min. 1)	1 or 2	1	1	2	2	2	2	2	2	3	3	3	3	3	3	4	4	4	5	5	5	5	5
Staff*(voted by staff) (min.1)	1 or 2	1	1	2	2	2	2	2	2	3	3	3	3	3	3	4	4	4	5	5	5	5	5
Appointed members (min. 0 - max.2)	1 or 2	1	2	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2	0	1	0	**2**	**1**
Student (voted by yr 10, 11 or 12) (min. 1 – max. 2)	1 or 2	1	1	1	1	1	2	2	2	1	1	1	2	2	2	2	2	2	1	1	2	**1**	**2**
TOTAL	**6**	**6**	**7**	**7**	**8**	**9**	**8**	**9**	**10**	**9**	**10**	**11**	**10**	**11**	**12**	**12**	**13**	**14**	**14**	**14**	**14**	**15**	**15**

*Where there is no P&C, an extra parent member will need to be elected. The number of elected staff members will need to equal the number of elected parents.

Coopted (non-voting) student members are additional to the minimum composition.
Student members must be in either Years 10, 11 or 12.
School councils with 2 or more staff members must include 1 teaching staff member and 1 school support staff member. Staff can be union members or not union members.

*There must be the same number of parent and staff representatives.

SCHEDULE 6: Code of Conduct

This Code of Conduct sets the expected standards of conduct for all school council members. It has been adopted to aid all members of our school community to work as a cohesive group in partnership with the school.

The code is intended to promote and maintain the highest standard of ethical behaviour by school council members. Members of school councils should adhere to the Code of Conduct at all times. This code applies to each member of a Queensland state school council established under the *Education (General Provisions) Act 2006*.

Integrity and impartiality

School council members will:

- act in the best interest of the total school community at all times
- conduct and present themselves in a professional manner
- act with courtesy and demonstrate respect for all persons, whether fellow school council members, school staff, parents/carers, students, community members
- remain objective and avoid personal bias at all times
- build open and honest communication
- represent all members of the school community
- act ethically and with integrity at all times
- declare any conflicts of interest and not misuse their office to advance individual views or for personal gain
- make fair, transparent and consistent decisions
- provide objective and independent advice
- engage with the school community in a manner that is consultative, respectful and fair
- listen and be tolerant of the views and opinions of others, even if those views and opinions differ from their own
- draw upon personal and professional insight (background and experience) when reviewing information.

Promoting the public good

School council members accept their commitment to:

- be responsive to the requirements of the school community
- engage the school and wider community in developing and effecting school priorities, policies and decisions
- seek to achieve excellence in educational outcomes for all students at the school
- listen and respond to issues and concerns regarding strategy and policy.

Commitment to the system of government

School council members will:

- offer constructive, impartial and professional feedback when consulted regarding official school priorities, policies and decisions
- work within the boundaries of the *Education (General Provisions) Act 2006*, the *Education (General Provisions) Regulation 2017*, and Department of Education policies and procedures relevant to school council operations.

Accountability and transparency

School council members will:

- treat official information with care and use it only for the purpose for which it was collected or authorised
- respect confidentiality and information privacy (about the school, community members, staff or students) at all times and not disclose confidential information
- store official information securely
- not use confidential or privileged information to further personal interests.