Rationale

* School Councils are governed by the :
* *Education and Training Reform Act 2006*
* Education and Training Reform Regulations 2007
* Ministerial Order No 52 – School Council Composition and Elections Order.

Purpose

* To ensure the Principal of Charles La Trobe College conducts School Council elections in accordance with legal requirements.
* To ensure the school engages with the school community.

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*.
* 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 must be held in February or March each year and be completed by 31 March unless the timeline is varied by a Ministerial Order.
* Members hold office for approximately two years.
* Half the membership is elected each year.
* There are three mandatory electorates:
1. Parent
2. Department Employee
3. Student

 Please note: In schools with students in Years 7 -12, a Student category is applicable)

* By 30 April the Principal must 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 (Compass Post) 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.
* 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 necessary, the school will provide election information in languages other than English.
* Please refer also to the school’s *School Council Legal Framework, School Council Meetings* and the *School Council Operations Policies.*

Evaluation

This policy will be reviewed as part of the school’s three-year review cycle or if guidelines change (latest DET update early February 2018).

Ratification

This policy was ratified by the College Council on 15th February, 2018.

References

[www.education.vic.gov.au/school/principals//spag/governance/Pages/election.aspx](http://www.education.vic.gov.au/school/principals//spag/governance/Pages/election.aspx)

[www.education.vic.gov.au/Documents/princpals/spag/governance/AppendixA.doc](http://www.education.vic.gov.au/Documents/princpals/spag/governance/AppendixA.doc)