APPENDIX B Nomination form

All nominees wishing to become a member of a public school council or board complete this form.

[Name of school]

Nomination for membership

on the school council or board

I wish to nominate myself as a candidate to the school council or board in the following category:

- Students 15 years and over or who will reach 15 years during the calendar year *^
- Parents/adult students*
- Staff of the school*+
- General community#

* Membership category requiring an election if the number of nominations exceeds the number of vacant positions.

^ No student under 18 years of age can be a member of an incorporated council or board.

+ Staff who are also parents will only serve on their child's school council or board in their capacity as a Department of Education employee. Such a person will only be on the council or board in the category of staff membership.

There will not be an election to appoint community members. The council or board may appoint suitably qualified persons from the list of nominees by vote in a meeting.

Print full name:	

Candidate profile

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education employees. CC BY

Declaration of candidate

I nominate myself for membership of the council or board and if appointed will accept the responsibility of being a council or board member.

I:

- confirm I have been provided with information on, and understand, the responsibilities of school council or board membership (see Attachment to Nomination Form)
- understand appointment to a council or board is conditional on having a National Police History Check processed through the Department of Education's Screening Unit (as is applicable to my membership category) and that this is to be submitted within 10 working days following a request to do so by the principal
- understand I will not be appointed to a council or board if either I do not consent to a National Police History Check, or the Screening Unit advises I have been refused clearance
- understand I will need to resign my position on the council or board where I, or the council or board, identifies that I have become ineligible to hold office
- understand personal information provided by me will be available to authorised school and department users for the purpose of my appointment to and administration of the school council or board. If a school is part of a Joint School council or board, the information provided will be visible to authorised users of each school and the department.
- Understand that I will need to complete the mandatory training Accountable and Ethical Decision Making and Aboriginal and Torres Strait Islander Cultural Awareness during the lifetime of my tenure as a member of the school council or board

Signature of candidate:	Date: / /

Information regarding the requirement for a National Police History Check is available from the Screening Unit.

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Attachment to Nomination Form

Responsibilities of council and boards members and school council or boards

Responsibilities of council or board members
Council and board members provide their perspective as a member of the school community. Members do not represent one viewpoint or the view of an individual, or for example, political or religious affiliations. Members comply with the *School Education Act 1999 (WA)* and School Education Regulations 2000; and the council and board's terms of reference and code of conduct.

Functions of councils or boards

The functions of councils or boards are prescribed by the School Education Act and the School Education Regulations as follows:

Take part in:
- establishing and reviewing from time to time, the school's objectives, priorities and general policy directions
- planning financial arrangements necessary to fund those objectives, priorities and directions
- evaluating the school's performance in achieving those objectives, priorities and directions as outlined in the school's business plan
- formulating codes of conduct for students at the school
- the selection of, but not the appointment of, recommended applicants for the school principal position should it become vacant, or selection to fill a vacancy for any other member of the teaching staff, if prior approval is given by the Director of Education.

Approve:
- a charge or contribution determined by the principal for the provision of materials, services and facilities
- the costs determined by the principal to be paid for participation in an extra cost optional component of the school's educational program
- the items determined by the principal to be supplied by a student for the student's personal use in the school's educational program
- an agreement or arrangement for advertising or sponsorship in relation to a government school.

Determine:
- in consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school.

Provide advice to the principal of the school:
- on a general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education
- on allowing time for the special religious education of students in the school, up to a total of 40 hours in a year.

Promote:
- the school in the community.

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Incorporated councils or boards

Incorporated councils or boards may also undertake additional functions with the approval of the Deputy Director General, Schools:

- obtain funds for the benefit of the school
- employ persons other than a person referred to in section 235(1) of the School Education Act
- manage or operate facilities at the school, such as:
  - a canteen
  - a swimming pool
  - residential accommodation for students
  - a school farm or horticultural centre.

Incorporated councils or boards may:

- obtain funds (for example, through fundraising) for the benefit of the school
- purchase property for the use of the school.

Incorporated councils or boards may not borrow money.

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