APPENDIX E APPLICATION FOR APPROVAL TO SEEK INCORPORATION

**SCHOOL:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attached are the following:**

**1. a copy of the school council/board’s proposed constitution;**

**2. a copy of the minutes of the meeting referred to in s3.3.3 of the *Councils and Boards in Public Schools Procedures***

**3. a letter that:**

**i) explains the additional function(s) for which approval is being sought and how the performance of the function(s) by the council or board will:**

**a) improve an educational program or the management of the school’s facilities; and**

**b) be in the best interests of the students; and**

**ii) outlines the alternative strategies for delivering the additional function/s considered by the council/board.**

Council or board chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REGIONAL OFFICE (Not applicable to IPS):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application supported: YES 🗖 NO 🗖

Comments:

Director of Education :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LEADERSHIP INSTITUTE**

The council or board’s constitution is compliant with the *School Education Act 1999* and the *School Education Regulations 2000*: YES 🗖 NO 🗖

Director, Leadership Institute:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEPUTY DIRECTOR GENERAL, PUBLIC SCHOOLS**

Application approved: YES 🗖 NO 🗖

Deputy Director General, Public Schools: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LEADERSHIP INSTITUTE**

School notified: YES 🗖 NO 🗖