Nomination for Varsity College School Council
Elected Parent Member for 2014

Name: ________________________________
Address: ________________________________
Phone: ___________________ Mobile: ________
Email: ________________________________

<table>
<thead>
<tr>
<th>Elected Position</th>
<th>Eligibility</th>
<th>Nomination (please X)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>All persons on staff at the school, with the exception of the principal</td>
<td></td>
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<tr>
<td>Parent</td>
<td>All parents of current children at the school, with the exception of the P&amp;C president</td>
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<tr>
<td>Student</td>
<td>All persons who are students of the school in Years 10, 11 or 12</td>
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</tbody>
</table>

** Nominees cannot nominate for more than one Elected Position. Example – teachers who are parents can nominate for either staff or parent elected position, but not both.

Please outline in the space provided:

**Why you would like to be a member of the School Council:**

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

**What expectations you have of the role and the School Council:**

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

**What skills and/or experience would you bring to the School Council:**

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

** This information may be made available to voters during the election process.

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 (refer within). I hereby state that I have not been convicted of an indictable offence.

Signature: ________________________________ Date: ________________________________
Please return this nomination form by **Wednesday, 30 July 2014**.

This can be done by:

1. Delivering during school hours to:
   - Primary Campus – Junior Administration
   - Secondary Campus – Senior Administration

2. To The Business Services Manager (Returning Officer) at one of the following:
   - Email: cconl27@eq.edu.au
   - Fax: 07 5562 3570
   - Post: Varsity College
     198 Varsity Parade
     Varsity Lakes Qld 4227

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 Business Services Manager (Returning Officer).**

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**Returning Officer Use Only:**

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

Signed: .................................
MEMBERSHIP ROLE DESCRIPTION

On acceptance of election to Varsity College 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 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 Varsity College 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 Education Queensland’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
SCHOOL COUNCIL 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 are to:
- 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 and value 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 2006, and the Department of Education, Training and Employment’s 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.