Attachment A: Request for a school council constituting Order – new school

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| **Request for a school council constituting Order –**  **New School** | | | | |
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| **SCHOOL DETAILS** | | | | |
| **Proposed school** | | | | |
| School name | |  | | |
| Has the school name gone through the official naming process? | | YES  NO | | |
| Number | |  | | |
| Address | |  | | |
| **COUNCIL DETAILS** | | | | |
| Proposed commencement date of school council | |  | | |
| **APPOINTED MEMBERSHIP OF SCHOOL COUNCIL** | | | | |
| Nominated appointees to school council | | *(Complete attachment)* | | |
| Selection process for the proposed appointees | | *(Complete attachment)* | | |
| **ELECTED SCHOOL COUNCIL** | | | | |
| **Timeframe for first council election** | | | | |
| Timeframe | | First day Term 1 20\_\_\_\_ to 31 March 20\_\_\_\_  OR  Other \_\_\_/\_\_\_/20\_\_ to \_\_\_/\_\_\_/20\_\_  (*Specify a six week period*) | | |
| **Proposed size and composition of *ELECTED* membership** | | | | |
| Total | Parent | | School Employee | Community (co-opted) |
| **REGIONAL DIRECTOR ENDORSEMENT** | | | | |
| I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Regional Director, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region make this Request and endorse the recommendations of the principal.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Provide details in full and submit Request and Attachment to:**  [school.council@education.vic.gov.au](mailto:school.council@education.vic.gov.au) | | | | |

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| **Attachment to Request for a school council constituting Order – New School** | | | |
| **The following persons have consented and are nominated for appointment to the new *INTERIM* school council** | | | |
| **Full name** | **Residential address** | **Membership category** | **Background information** |
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| **Principal or Acting Principal of new school** | | | |
| **Full name** | | **School Employee** | **N/A** |

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| **Proposed composition of *INTERIM* membership** | | | |
| **Total:** | **Parents:** | **School Employees:** | **Community:** |

**How were the proposed appointees selected?**

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