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  |

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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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