



## school council

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## School Council elections *From the School Council President*

**School Council is a legal body which governs the school. Council sets the vision and determines general education policy, goals and priorities of the school** within state-wide guidelines as well as monitoring the school budget, employment of non-teaching staff, and generally stimulating interest and participation in the school.

Council meets once a month during each school term.

## *School Council Structure*

There are 15 members of school council:

- 8 parent representatives – elected by the school community
- 4 Department of Education representatives (teachers and other staff) – nominated and elected by the staff and endorsed by school council
- 2 community representatives – nominated and endorsed by school council

The position of Chief Executive Officer is filled by the principal.

Each councillor is elected for a two-year term and is eligible for re-election or re-nomination at the conclusion of their term. Every year 4 parent positions on school council become vacant, and an election is held according to guidelines set down by the Department of Education. The elections will be conducted this term, with a call for nominations starting today.

## *School Council Subcommittees*

School council operates 4 sub-committees:

- Built and Natural Environment
- Communications
- Education
- Finance

A canteen and a participation group also operate as needed.

Of the 8 parent representatives, 4 are nominated as convenors of one of the subcommittees. In addition, the positions of President and Vice President are nominated and elected by school council from the parent representatives. The Treasurer is automatically the convenor of the Finance subcommittee.

The allocation of roles is determined at the start of each academic year by the incoming school council.

## *What is a School Councillor expected to do?*

Elected parent councillors need to commit to convening one of the sub committees detailed above and then report on the work of the subcommittee to each council meeting.

Ad hoc working groups are formed when the need arises.

## **School grounds patrolled from 8:30am every morning**

Due to traffic safety concerns, students are required to enter the school grounds when they arrive, and not wait in Falconer Street.

## mark your calendar

Year 12 study camp	
when	Monday 9- Wednesday 11 February
where	Melbourne University's International House
who	Jason Pietzner

Year 7 Parent Information session	
when	Tuesday 10 February 6:30pm BBQ 7:15-8:30pm Information session
where	FHS
who	Fran Mullins

Finance Committee meeting	
when	Tuesday 17 February 8:15am
where	Tim's office
who	Mike Jorgensen

Year 7 camp	
when	Wednesday 18- Friday 20 February
where	Lady Northcote camp
who	Kellie Maddaford

School Council meeting	
when	Thursday 19 February 6:30pm
where	Library
who	Tim Fitzgerald

## Roles and responsibilities of subcommittee convenors

- Convene and conduct a meeting each month
- Advertise the primary business of the meeting in the school newsletter and invite members of the school community to attend
- Generate agenda and distribute to members of the subcommittee via email prior to each meeting
- Generate minutes from the meeting for distribution to subcommittee members, and for presentation/tabling at school council
- Coordinate the ongoing business of the subcommittee

## What does a Committee or Working Group member do?

Most of School Council's work happens at Committee and Working Group level.

Those attending committees have the opportunity to contribute to overall policy and strategic directions in the school and help to provide School Councillors with information they need in order to be responsive to the school community.

Active participation in the work of Committees and Working Groups ensures the continuing positive development of Fitzroy High as a dynamic and financially healthy school.

Committee and Council meetings take place once a month during term in the evening.

Notice of election, call for nominations and parent member category nomination forms are available in this newsletter on pages 4, 5, 6 and from the School Council section on the school web site or the general office.

## Principal's Report

**A warm welcome to all families for the 2009 school year.** We have had a smooth start and I thank staff for their enthusiasm in working over the holidays to enable this to occur.

## Building program

There will be three milestones in the next month.

1. The ground and first floors of the new building will open the week starting February 23. Students have coped very well this first week and we have been able to manipulate the timetable to ensure all classes have classrooms. This is inconvenient and we are all looking forward to the new facilities. The building is stunning and will add significantly to the ambience of the school.
2. The back court will also be finished over the next two weeks.
3. The remaining floor of the new building and ground works will be complete in early March.

*This will bring to a close all our planned works and will provide students and the community with a true 21st century learning centre.*

## New staff

I would like to welcome the following new staff to the school:

## Teaching Staff

The following teaching staff have joined us on a short or long term basis:

- Lou Barelli - Jet (Maths/Science)
- James Bridges - Jet (PE/Health)
- Steve Barille - Scarlet (Business Management)
- Carol Townley - Scarlet (Maths)
- John Hinman - Scarlet /Jet
- Jamie—Jet (English/Humanities)
- Jodie—Scarlet (English/Humanities)



## *Attendance*

A reminder that Advisory and tutorial classes now take place at the start of the day. School commences at 8:45 a.m. each day and finishes at 3:00 p.m for students in Years 7-10. Some VCE classes may start at 8:00 a.m. and others finish at 4:15 p.m.

It is important that all students attend school as much as possible. We use an electronic roll marking system that records a student's presence or absence for every session at school. As part of our process to reduce the number of unapproved absences advisory and tutorial teachers have been asked to follow up regularly with families where an acceptable reason for non attendance has not been provided.

## *Being sun smart and the school dress code-a safety reminder*

Thongs and unsecured sandals are considered a safety risk within the school. From next week students may be sent home if they arrive with unsuitable footwear or will not be able to take part in a number of activities in specific classes. Students who wear secured sandals must also bring fully enclosed footwear if they have an Art, Technology, Science, Physical Education or Sport class that day.

The school is very conscious of the long term danger posed by exposure to the sun. We provide sunscreen at all our outside activities. As part of our Sunsmart policy it is inappropriate for students to be wearing singlets inside or outside at school unless there is a tee or long sleeved shirt covering the singlet. We also ask all families to ensure that their children have a suitable hat to wear at school during terms one and four.

## *Ambulance Cover*

We strongly recommend that all families take out ambulance cover. Though serious injuries are rare we have a policy of calling for an ambulance when in doubt about a student's welfare. The minimum charge for an ambulance is around \$500. On all such occasions we attempt to contact a family member for advice but often parents or carers are not available. Families are liable for any ambulance costs.

## *School Injuries and Insurance*

The Department of Education and Early Childhood Development (DEECD) has asked that we make all families aware of the following.

- Parents and guardians are generally responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund.
- **The Department of Education and Training does not hold accident insurance for school students**
- **Other insurance cover is available:** The Department is aware of two insurers, JUA Underwriting Agency Pty Ltd and Willis Australia Ltd, that provide accident insurance policies for students. These policies provide specific benefits for students who are injured in accidents for a reasonably low cost. Other insurers may also do so.

**Tim Fitzgerald**

## *Vaccination Dates*

**The immunisation programme for 2009 applies to students in years 7 and 10.**

Consent forms were handed out to students earlier this week. Please make sure to return these forms to school, even if your child is not taking part in the programme no later than Friday February 13<sup>th</sup>.

### *Tuesday March 17*

- Year 7 - 1<sup>st</sup> Hepatitis B, Chickenpox (girls and boys), 1<sup>st</sup> HPV (girls)
- Year 10 - Boostrix

### *Tuesday May 19*

- Year 7 - 2<sup>nd</sup> HPV (girls only)

### *Tuesday September 15*

- Year 7 - 2<sup>nd</sup> Hepatitis B (girls and boys), 3<sup>rd</sup> HPV (girls)



## Schedule 4. Notice of election and call for nominations

An election is to be conducted for members of the School Council of Fitzroy High School. Nomination forms may be obtained from the school and must be lodged by 4 pm on Friday February 20, 2009.

The ballot (if required) will close at 4 pm on Friday February 27, 2009.

Following the closing of nominations a list of the nominations received will be posted at the school. The terms of office, membership categories and number of positions in each membership category open for election are as follows -

Membership category	Term of office	Number of positions
Parent member	From the day after the date of the declaration of the poll in 2009 to and inclusive of the date of the declaration of the poll in 2011	4
DE&T employee member	From the day after the date of the declaration of the poll in 2009 to and inclusive of the date of the declaration of the poll in 2011	2

If the number of nominations is less than the number of vacancies, a notice to that effect and calling for further nominations will be posted in a prominent position at the school.

**Tim Fitzgerald Principal**

Notes:

1. "Electorate of the school" means the DE&T employee electorate of the school and the Parent electorate of the school.
2. "Parent electorate of the school" means all persons (except the principal) who are Parents of students of the school, other than those who are DE&T employees and who opt or are deemed to opt in accordance with clause 22 to be members of the DE&T employee electorate of the school.
3. "DE&T employee electorate of the school" means the principal of the school and –
  - (a) DE&T employees engaged in work at and for the school (other than those who are Parents of students of the school and who neither opt nor are deemed to opt in accordance with clause 22 to be members of the DE&T employee electorate of the school); and
  - (b) other DE&T employees who are Parents of students of the school and who opt or are deemed to opt in accordance with clause 22 to be members of the DE&T employee electorate of the school.
4. "DE&T employee" -
  - (a) means a person employed for eight hours or more per week in either an on-going capacity or for a fixed term of at least 90 days -
    - (i) under the *Teaching Service Act 1981*; or
    - (ii) by the DE&T under the *Public Sector Management and Employment Act 1998*; or
    - (iii) by a school council of a State school; or
    - (iv) under section 5 or 5A of the *Education Act 1958*; or
    - (v) under more than one of the paragraphs (i) to (iv) above, and
  - (b) does not mean a person employed, under a contract for service or the employees or the contracted personnel of such a person.
5. Votes may be posted to the principal or placed in the ballot box at the school on any day up to the closure of the ballot. Further details on how votes may be lodged will be provided when ballot papers are sent to the electorate of the school.



## Schedule 5A.

### Nomination form for parent member category

The persons whose names appear under Nominator and Seconder, nominate-

Name (print full name)	
Residential address	

for election to the Parent member category of the School Council of

FITZROY HIGH SCHOOL
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#### Nominator:

#### Seconder:

Name (print)	Name (print)
Address	Address

I am a\* (please tick):    I am a\* (please tick):

(a) parent of a student at the school	<input type="checkbox"/>	(a) parent of a student at the school	<input type="checkbox"/>
(b) parent of a student at the school and a DEECD employee to whom paragraph 2(a) below does not apply	<input type="checkbox"/>	(b) parent of a student at the school and a DEECD employee to whom paragraph 2(a) below does not apply	<input type="checkbox"/>
Signature		Signature	

\*You may only nominate or second a candidate for election to the Parent member category if you are a member of one of the categories of person listed in (a) or (b) above. If you nominate or second a candidate and you are not a member of one of the categories of person listed in (a) or (b) above, then the nomination form will be invalid.

#### CANDIDATE TO COMPLETE

I accept the nomination and I am prepared to serve as a Parent member of the above named school council. I hereby declare that I am/I am not a DEECD employee that I have not nominated or seconded a candidate for election to the DEECD employee member category that I have not accepted a nomination to stand for election in the DEECD employee member category that I am not an undischarged bankrupt and that I am not currently serving a sentence for an indictable offence	Delete as appropriate
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Signature of candidate	Date:
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Notes:

1. To nominate or second a candidate for election to the Parent member category, or accept a nomination for election to the Parent member category, each of the nominator and seconder and candidate must be either -
  - (a) a parent of a student of the school; or
  - (b) a parent of a student at the school and a DEECD employee, to whom paragraph 2(a) below does not apply.
  
2. If you are a Parent of a student of the school and a DE&T employee and -
  - (a) you have nominated or seconded a candidate standing for election in the DEECD employee member category, or accepted a nomination to stand as a candidate for election to the DEECD employee member category, then you may only nominate or second a candidate or accept a nomination to stand as a candidate for election to the DEECD employee member category, and you may not nominate or second a candidate or accept a nomination to stand as a candidate for election to the Parent member category;
  - (b) you do not fall within paragraph (a), then you may nominate or second a candidate to stand for election, or accept a nomination to stand for election, to either the Parent member category (using this Schedule) or the DEECD employee member category (using Schedule 5B), but not both categories.
  
3. "DEECD employee" -
  - (a) means a person employed for eight hours or more per week in either an on-going capacity or a fixed term of at least 90 days -
    - (i) under the *Teaching Service Act 1981*; or
    - (ii) by the DE&T under the *Public Sector Management and Employment Act 1998*; or
    - (iii) by a school council of a State school; or
    - (iv) under section 5 or 5A of the *Education Act 1958*; or
    - (v) under more than one of the paragraphs (i) to (iv) above, and
  - (b) does not mean a person employed under a contract for service or the employees or the contracted personnel of such a person.

