



MOUNT HELENA

PRIMARY SCHOOL

(08) 9573 0000
mounthelena.ps@education.wa.edu.au
www.mounthelenaps.wa.edu.au

27/08/2025

Dear Parents and Carers

From October, we will have one clear open vacancy for a General Community Representative for our School Council, and we are currently seeking nominations. This is a great opportunity to get involved and contribute to the strategic direction of our school.

We invite parents, staff, and members of the wider community to nominate for one of the following positions:

- Parent/Adult Representatives*
- General Community Representatives #

An election process will take place if we receive nominations in excess of the vacant positions.

Details about the role and the nomination process have been attached. Please return your nomination form via the email address above or deliver it to the school office. Nominations close **4pm, Friday 26 September**

If you are interested in nominating or would like further information about what being on the School Council involves, please contact the school on 9573 0000.

We encourage all interested individuals to consider this valuable opportunity to support and strengthen our school community.

Yours sincerely ,

Mrs Claire Slater
Principal

* Membership category requiring an election if the number of nominations exceeds the number of vacant positions.

There will not be an election to appoint community members. The council/board may appoint suitably qualified persons from the list of nominees by vote in a meeting.



School Council Nomination 2025



RESPONSIBILITIES OF COUNCIL MEMBERS AND SCHOOL COUNCIL

Responsibilities of council members

Council members are expected to represent the school community. Members do not represent one viewpoint or the view of an individual, or for example, political or religious affiliations. Members comply with the *School Education Act 1999*, *School Education Regulations 2000*, and the *Associations Incorporation Act 2015*; and the council's terms of reference and code of conduct.

Functions of councils/boards

The functions of councils are prescribed by the *School Education Act 1999*, the *School Education Regulations 2000* and the *Associations Incorporation Act 2015* as follows:

Take part in:

- establishing and reviewing from time to time, the school's objectives, priorities and general policy directions;
- planning financial arrangements necessary to fund those objectives, priorities and directions;
- evaluating the school's performance in achieving those objectives, priorities and directions;
- formulating codes of conduct for students at the school; and
- the selection of, but not the appointment of, recommended applicants for the school principal position should it become vacant, or selection to fill a vacancy for any other member of the teaching staff, if prior approval is given by the Director of Education.

Approve:

- a charge or contribution determined by the principal for the provision of materials, services and facilities;
- the costs determined by the principal to be paid for participation in an extra cost optional component of the school's educational program;
- the items determined by the principal to be supplied by a student for the student's personal use in the school's educational program; and
- an agreement or arrangement for advertising or sponsorship in relation to a government school.

Determine:

- in consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school.

Promote:

- the school in the community.



School Council Nomination 2025



Please return your nomination form to mounthelena.ps@education.wa.edu.au or deliver it to the school office, by **4pm, Friday 26 September.**

All nominees wishing to become a member of a public school council or board complete this form.

Nomination for Mount Helena Primary School

I wish to nominate myself as a candidate for the school council/board in the following category:

- Parents/adult
- Staff of the school
- General community

Print full name:

Candidate profile

DECLARATION OF CANDIDATE

I nominate myself for membership of the council and if appointed will accept the responsibility of being a council/board representative. I:

- confirm I have been provided with information on, and understand, the responsibilities of school council membership (see Attachment to Nomination Form);
- understand appointment to a council or board is conditional on having a National Police History Check processed through the Department of Education's Screening Unit (as is applicable to my membership category) and that this is to be submitted within 10 working days following a request to do so by the principal; and
- understand I will not be appointed to a council if either I do not consent to a National Police History Check, or the Screening Unit advises I have been refused clearance; and
- understand personal information provided by me will be available to authorised school users for the purpose of my appointment to and administration of the School Council. If a school is part of a Joint School Council, the information provided will be visible to authorised users of each school

Date:

Signature of candidate: _____

Information regarding the requirement for a National Police History Check is available at Screening.