



Department of Education Services
Non-Government School

Notice

Change of Constitution or Governing Body Member

2016

This form is to be used to notify the Director General, Department of Education Services, of a change of governing body membership or an amendment of its constitution.
(Note that the transfer of a school to a new governing body requires submission of an application for registration change.)

Enquiries

Manager, Regulation (Schools and Early Childhood)

Phone: 9441 1942

Email: ngs@des.wa.gov.au

Forward a completed and signed application, including all required attachments

By post to:

Director General

Department of Education Services

PO Box 1766

OSBORNE PARK WA 6916

By email to: ngs@des.wa.gov.au

Legislative requirements

Section 156B of the *School Education Act 1999* requires the governing body of a registered school to give notice about the following:

1. A change to the constitution of the governing body by amendment or substitution.
2. A change to the membership of the governing body.

This notice is to be given to the Director General of the Department of Education Services no later than 30 calendar days after the change is made.

The notice is to be accompanied either by the amended or substituted constitution or a list of the names of any new members and of any persons who are no longer members, as relevant.

On receiving the notice the Director General will examine the changes to determine whether the new arrangements satisfy him that the constitution is satisfactory for the purposes of the *School Education Act 1999* and each member of the governing body is a fit and proper person to operate a school, as relevant.

To enable the Director General to assess the fitness and propriety of governing body members, the chair is required to complete the Statutory Declaration in respect of the new governing body member/s.

Link [Statutory Declaration](#)

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Published by:
Department of Education Services
Level 9, 20 Walters Drive, OSBORNE PARK WA 6017
Telephone: (08) 9441 1900 Website: www.des.wa.gov.au

1. Governing body details

Governing body information

Governing body name			
ABN			
Postal Address			
Suburb		Postcode	

Governing body chair - contact information

Title			
Full legal name			
Email address			
Telephone number	Landline:	Mobile:	

List of school(s)

School name	
School name	
School name	
School name	
School name	

2. Constitution change – complete if applicable

Provide a brief overview of the nature of the amendments to the governing body's constitution (including effective date of changes).

ATTACH

- 2.1 A copy of the revised/amended constitution.
- 2.2 Evidence of ratification of the amended constitution by the relevant authority (eg Department of Commerce).

3. Membership change – complete if applicable

Register of new and replaced members of governing body

Start date	Member replaced	Title (Dr, Mr, Ms, etc)	Full legal name of new member	Role (i.e Chairperson, Treasurer, Member, etc)	Experience and qualifications	Voting or non-voting	Police clearance ¹		Working with Children Card ² number (if applicable)
							Date	Number	

¹ A member must be a fit and proper person to operate a school having regard to prior conduct, whether in Western Australia or elsewhere, of the member or any person who as described is related to the member.

² Members should have a Working with Children card if their usual duties in the school require contact with students.

Name - Chair of the
Governing Body

Signature

Date

Name - Governing Body
member

Signature

Date

Attach

3.1 Governing body chair's statutory declaration in respect of each **NEW** member: [Statutory Declaration](#)

4. Certification

I certify that to the best of my knowledge and belief the information provided in this notice is true and correct.

Signature - Chair of the Governing Body

Date