

# Governing body directors

## Fact sheet: NSS-FS7

This fact sheet provides information about blue card requirements for directors of a governing body, and how to apply for a blue card or exemption card.

### General information

A governing body is the entity that oversees the operations of a non-State school. Members of a school's governing body are called directors.

A director of a school's governing body is appointed in one of several ways, depending on the nature of the governing body:

- if the governing body is a company under the [Corporations Act 2001](#) (C'th) — a person can be appointed as a director of the governing body or
- if the governing body is incorporated under the repealed Religious Educational and Charitable Institutions Act 1861 - a person can be nominated as a director of the governing body; and if all declared directors of the governing body nominate a person as a director of the governing body – the person, or
- otherwise – a person who is a member of the executive of the governing body.

### Blue cards and exemption cards

Under the [Education \(Accreditation of Non-State Schools\) Act 2017](#), each director of a non-State school's governing body must have:

- a current positive notice (blue card) or
- if the director is a registered teacher or police officer — a current positive exemption notice (exemption card).

If a director of a school's governing body does not have a current blue card or exemption card, the Board must decide that the governing body is not suitable to be, or to continue to be, the school's governing body.

### Change of directors

When a new director is appointed, the governing body must submit that director's details to the Board within 28 days. The governing body must provide:

- the name of the director
- the date the director was appointed and
- a copy of the current blue card or exemption card for the director.

When a person ceases to be a director, the governing body must notify the Board within 28 days. The governing body must provide:

- the name of the director and
- the date the person ceased to be a director.

### The blue card/exemption card application process

#### Registered teachers and police officers

Apply for an exemption card, by completing an [Exemption card business application \(EB\) form](#).

A positive exemption notice and exemption card remains valid for as long as the director remains a registered teacher or police officer, unless it is suspended or cancelled by Blue Card Services.

#### Other than registered teachers and police officers

Apply for a blue card, or renewal of a blue card, by completing the [Blue card business application \(BCB\) form](#)

#### Submission

Forms may be lodged in any of these ways:

- Scan and upload your form to [Blue Card Services](#)
- Post to PO Box 12671, Brisbane George Street, QLD 4003
- Hand deliver to 53 Albert St, Brisbane

### Further information

Application forms and [Information Sheets](#) about the Blue Card system are available on the Blue Card Services website ([www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)) or by contacting Blue Card Services on 07 3211 6999 or 1800 113 611.

For further information, refer to the [NSSAB website](#).