

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- if the governing body is incorporated under the repealed *Religious Educational and Charitable Institutions Act 1861* - a person can be nominated as a director of the governing body; and if all declared directors of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) or by contacting Blue Card Services on 07 3211 6999 or 1800 113 611.

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