



**Non-State Schools
Accreditation Board**

Record number: 21/435537
Phone: (07) 3513 6773

30 August 2021

Dear Chairperson

I am writing to you as the Chairperson of a non-State school governing body within the meaning of that term under the *Education (Accreditation of Non-State Schools) Act 2017* (the 'Accreditation Act'), to request that the governing body details held by the Non-State Schools Accreditation Board (the 'Board') are checked, and either confirmed or amended as necessary.

Please log in to the [NSSAB Online Services](#) and check that the following details are correct:

- registered governing body name
- type of incorporation
- type of company (if applicable)
- office details
- chairperson details, and
- details of each director and their working with children card details.

If you do not have access to NSSAB Online Services, please complete and submit an [Access Request form](#) to nssab.admin@ged.qld.gov.au.

Change of directors

Under section 169 of the *Education (Accreditation of Non-State Schools) Act 2017*, 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 working with children 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.

Governing body update program 2021

Details correct

If details are correct and do not need updating, you can simply select the button 'Submit the governing body details to the Board'.

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Details need updating

For any changes to the office, chairperson or director details of the governing body, please update the information via the relevant 'Edit' buttons, and then submit the updated information by selecting the 'Submit the governing body details to the Board' button. Please note, to change the chairperson, you will first need to either update an existing director as the chairperson or add a new chairperson. Appointment and cessation dates must be provided for all directors.

If you wish to keep a copy of the details you can download and print off the details by clicking the 'Download' button.

Notes:

- Please ensure the names of all directors (including chairperson) are **exactly** as they appear on their working with children card, including all middle names, if relevant.
- Under section 26(3) of the *Education (Accreditation of Non-State Schools) Act 2017*, a director of a school's governing body must have a working with children authority.
- If a director does not have a working with children authority, they cannot remain a director of the governing body.

Other details incorrect

If you need to update any of the details below, you will need to contact the Board Secretariat:

- registered governing body name
- type of incorporation
- type of company (if applicable).

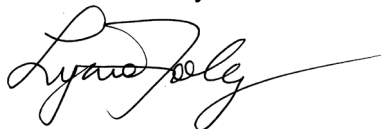
Working with children card information

Information to assist with working with children check applications can be obtained directly from [Blue Card Services](#).

The Board would appreciate the completion of the governing body update **on or before Friday, 10 September 2021**.

If you have any enquiries about this process or are no longer the chairperson for the governing body, please contact the Board Secretariat on telephone (07) 3513 6773 or email nssab.admin@qed.qld.gov.au. Thank you in advance for your assistance.

Yours sincerely



Lynne Foley OAM
Chairperson