[Note – only appropriate for circumstances as noted in section 56(1)(a)(ii) of the EGPR]

<author>

<work phone>

<Date>

<Title><First name><Last name>

Principal

<School name>

<Address 1>

<Address 2>

Dear <Title><Last name>

Thank you for your memorandum dated <incoming correspondence date> recommending dissolution of the School Council at <School name>.

Your submission has been considered and I wish to advise that your request to dissolve the School Council has been approved.

Formal notification of this decision will be published in the Queensland Government Gazette.

Under Section 113 of the *Education (General Provisions) Act 2006,* “as soon as practicable after the dissolution of a school council, the principal must ensure the council’s records are given to the chief executive”. ‘Records’ of the School Council include all documents held by the School Council that it has created or acquired in the course of performing its functions.

Given this, would you please arrange to forward the School Council’s records to the Information Officer, Document Management Services, Floor 10 Education House, PO Box 15033, City East, QLD 4002.

Please feel free to contact <Officer name>, <Job title>, <Division/Region name>, on telephone <work phone>, should you wish to discuss this matter further.

Yours sincerely

<First name> <Last name>

Regional Director / Assistant Director-General, State Schools – Operations (if Independent Public School) {choose one, delete the other}

<Region>

Ref: <TRIM reference>