

Record number: 25/529328
Phone: (07) 3513 6773

25 August 2025

Dear Chairperson

Each year, the Non-State Schools Accreditation Board (Board) supports governing bodies to meet the requirements of section 169 of the *Education (Accreditation of Non-State Schools) Act 2017* (Act) through the Governing Body Update Program.

Governing bodies are requested to check the information registered on NSSAB Online Services between 25 August and 5 September 2025. The information can either be confirmed or updated as necessary.

Please log on to [NSSAB Online Services](#) to 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 authority (blue card or exemption card details).

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

Change of directors

Under section 169 of the Act, when a new director is appointed, the governing body must submit the 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.

If details are correct

If the details on NSSAB Online Services are correct and do not need updating, select the option to 'Submit the governing body details to the Board'.

If details are incorrect

For any changes to the office, chairperson or director details of the governing body, please update the information via the relevant 'Edit' icons, then submit the updated information by selecting the 'Submit the governing body details to the Board' option.

To change the chairperson, either update an existing director as the chairperson or add a new chairperson. Appointment and cessation dates must be provided for all entries.

Please also indicate a reason if the Board was notified of a change outside the required 28 days.

If you wish to keep a copy of the details, you can download and print these by choosing the 'Download' option.

Notes:

- Please ensure that the names of all directors (including chairperson) are **exactly** as they appear on their working with children authority, including all middle names.
- Under section 26(3) of the Act, a director of a school's governing body must have a working with children authority.
- If a director does not have a valid working with children authority, they cannot remain a director of the governing body.
- Contact [Blue Card Services](#) for enquires about working with children authority applications.

If other details are incorrect

If you need to update any of the following details, you will need to contact the Board Secretariat by email at nssab.admin@qed.qld.gov.au:

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

The Board requests completion of the governing body update **on or before Friday, 5 September 2025**.

Please note, changes to the governing body can be made on NSSAB Online Services at any time throughout the year to fulfil the legislated obligation of notifying the Board. Details of changes can also be emailed to nssab.admin@qed.qld.gov.au.

If you have any enquiries 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 participation in this program.

Yours sincerely



Patrea Walton PSM
Chairperson