St. Joseph’s Parish Primary School

Botanic Road, Warrnambool

St. Joseph’s Parish Primary School

School Board Constitution
St. Joseph’s Parish Primary School, Warrnambool
Board Constitution

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1. **Name:** “The St. Joseph’s Parish Primary School, School Board”

2. **Role:**

   The Board’s role in the School is that of a specialized policy making and management body, which includes tasks of policy development, monitoring and evaluation.

   The Board, exercised a consultative function to the Parish Priest in the formulation of local school policy.

   The Board will be mindful that the Parish Priest, as pastor and administrator of the faith community retains the right to make the final decision on policy recommendations taken by the Board.

   The Board will be mindful of the role of the Principals and Staff and their associated professional and legal responsibilities in regard to implementation of Policy. The Principals are responsible for the internal management of the schools and the implementation of school policies.
3. **Functions:**

   Formulation and Evaluation of Policy:

   To assist in the formulation and evaluation of the schools’ Vision and Mission Statements and Policies in conjunction with the Parish Priest, Principals, staff and parents.

   To ensure that schools and diocesan policies are implemented.

   To participate in the periodic school review process.

   To set the priorities for action addressing the educational needs of the schools.

   Financial Management

   To assist in the preparation of the schools’ budget, approve budget recommendations and oversee the schools’ financial operations.

   Provision and Maintenance of Facilities:

   To support the schools in practical ways, such as ensuring the adequacy and maintenance of the school facilities and equipment.

   Future Planning:

   To plan for the future and ensure that the primary school can accommodate future enrolments.

   Public Relations:

   To develop school/community relationships and encourage home/school interaction.

   To develop strategies for the local promotion of Catholic Education, primary and secondary.

3.6 Primary School Associations (School Auxiliaries):
3.6.1 To collaborate with school parents’ auxiliaries, which are known as the Primary School Associations, which are to remain accountable to the Board.

3.7 Selection of principal and staff:

3.7.1 To assist in the selection of a principal and staff in accordance with Diocesan guidelines.

3.8 Communication:

3.8.1 To make annual school reports to the school community.

3.8.2 To keep the school community informed of the Vision and Mission of the school, as well as the schools’ educational policies and progress.

3.9 School Development Plan:

3.9.1 To support school leadership and staff to monitor, review & support and implement the School Development Plan including:
  • Curriculum
  • School Organisation & Development

3.9.2 To encourage community involvement in the educational life of the school, including local level consultation regarding choice and development of learning programs within the school and parish.

3.9.3 To encourage adult education in the Faith and School Curriculum areas.

3.10 Pastoral Care:

3.10.1 To undertake a distinctive pastoral role within the school communities.

3.11 Initiation:

3.11.1 To facilitate the integration of parents and children new to the school.

3.12 Induction of Board Members:
3.12.1 To induct new board members to ensure their understanding of the schools Vision and Mission Statements, and the Board’s functions, policies and procedures and School Development plan.

3.13 Parish Link:

3.13.1 To act as the formal schools representative to the wider Parish.

4. Membership:

  Membership of the Board shall comprise:

  Ex-officio Members:

  Parish Priest or nominee,
  Principal St. Joseph’s Parish Primary School,
  Finance Officer.
  “Member of School Leadership Team (Deputy Principal)

  Elected Members:

  A staff representative elected by the whole school staff from St. Joseph’s School,

  Four representatives, who must be current parents, and are elected by the school community, at least two of whom are not permanent staff members. If a conflict of interest arises a Board member can either stay or remove self from the meeting.
  Co-opted Consultant:

  Co-op consultant invited to attend meetings as required.

5. Office Bearers:

  5.1 The parish priest may choose to act as Chairperson. If not, the chairperson is elected from among the members each year.

  5.2 The principal is not eligible for the position of chairperson.

  5.3 In the absence of the chairperson, the assistant chairperson will preside over the meeting.

  5.4 The Minute Secretary will be nominated at the Annual General Meeting.
5.5 The Principal of the parish school is the Executive Office of the Board, and assists in the preparation of the Agenda and generally provide professional leadership for the Board.

5.6 Executive positions on the Board will be filled annually at the first meeting after the Annual General Meeting, which will be in March each year.

6. **Tenure:**

   A term of office is normally two years.

   Elected and co-opted members will serve no more than two consecutive terms.

   Occasional vacancies will be filled by co-option for the balance of the term of office.

7. **Elections:**

   The Board will determine electoral procedures.
   - Public call for parent nominations.
   - Nominations to be registered with the School Board
   - Nominations to be reviewed by Principal, Parish Priest and School Board.
   - Principal briefing for those nominating.
   - Discussion with nominations about expertise and skills and Board skill needs.
   - Those nominated confirm their interest and commitment
   - If more people that places available

   Elections for vacancies will be held annually so that continuity of membership is maintained.

   Elections will be held annually, after calling for nominations in October/November.

   New members attend A.G.M. and commence position post the A.G.M.

8. **Representatives:**
At the first regular meeting of the year, Board members will elect any persons required to represent the Board on other bodies, e.g. Building Committee

9. **Meetings:**

   The Board will meet at least eight times a year, including twice a term.

   The Board will hold an open Annual General Meeting each year at which the Board will present an overview of reports to the School community based on reports to be submitted by all School committees prior to the Annual General Meeting of the Board.

   Special meetings may be called by the Chairperson or as requested by four Board members.

10. **Standing Orders:**

    No meeting may be called unless all members have been notified.

    A quorum will consist of five Board members.

    The Minute Secretary will keep minutes of meetings and distribute them to members in reasonable time before the next meeting.

    The Secretary will distribute a copy of the Agenda of the next meeting along with copies of reports and recommendations of Committees in a reasonable time before the next meeting.

    Committee reports should be submitted in writing to the secretary for distribution to members with the Agenda.

    Recommendations included in committee reports should be after discussion, framed in the form of motions for inclusion in the Agenda as formal motions.

    Parents wishing to have a matter considered at a Board meeting are required to submit in writing such a matter to the secretary not less than seven days before the next meeting.

    Consensus is the preferred mode of decision making. Where voting is required it will be simple majority and the chairperson will have a casting vote.
The Board will adopt a Code of Ethics for Board members and make copies available to prospective Board members before elections.

11. **Committees:**

The Board may appoint committees as it deems necessary and appropriate and in all cases determines the terms of reference.

Membership of committees is limited to persons appointed by the Board. At least one Board member will serve on each committee.

Committees are appointed and dissolved at the discretion of the Board.

A committee is answerable to and will communicate only with the Board to whom it makes its recommendations.

Each school committee is requested to present an annual report to the Board prior to the Board’s Annual General Meeting.

12. **Absenteeism:**

Any elected or appointed member of the Board who is absent from three consecutive meetings of the Board without sufficient reason will be deemed to have resigned from the Board. In such instance, the Board will notify the member of loss of membership of the Board and will call for replacement from the appropriate body for appointment until the next election for board members.

13. **Amendments:**

This constitution may be amended only at the Annual General Meeting and if at least two-thirds of those present and eligible to vote agree to the proposed change.

Any amendment of the Constitution must be submitted in time for inclusion on the Agenda of the Annual General Meeting.

14. **Grievance Procedure:**
The School Board should be aware of the difference between policy and operations and sensitive to the fact that it is the role of the principal and staff to select the means by which school policy is implemented.

The role of the School Board is not to arbitrate over questions of grievance. However, positive recommendations, within the guidelines of the Constitution, may be channeled through a board member to the principal for a board meeting or for action via the “School Complaints Procedures”.

Reference Material:

This constitution is based on the draft constitution provided by the Diocese of Ballarat for Parish Education Boards and amended by St. Joseph’s Parish Schools Board on the 15th September, 1994.

Policy Record

Drafted: 1993
Adopted: Dec 17th 1994
Reviewed: 2005
Amendments: March AGM 2006
Prepared by School Board