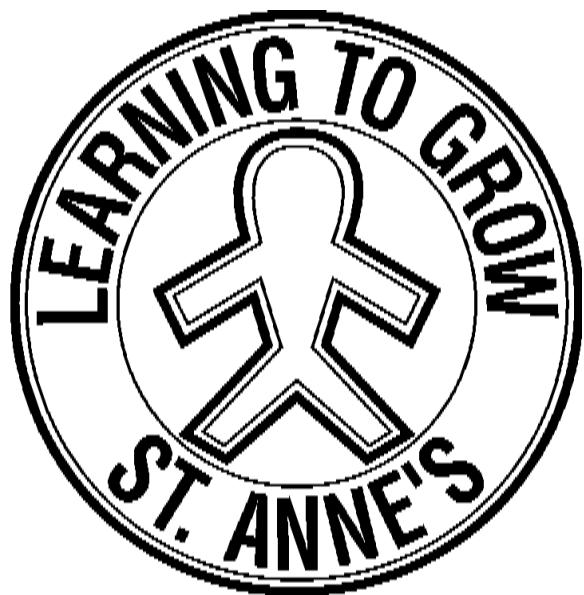




ST. ANNE'S PARISH PRIMARY SCHOOL
PARK ORCHARDS
EDUCATION BOARD CONSTITUTION



Last reviewed with amendments 26th November 2014

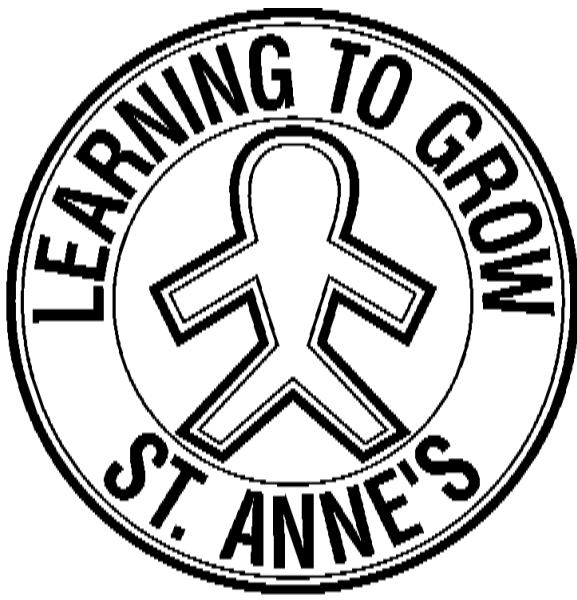
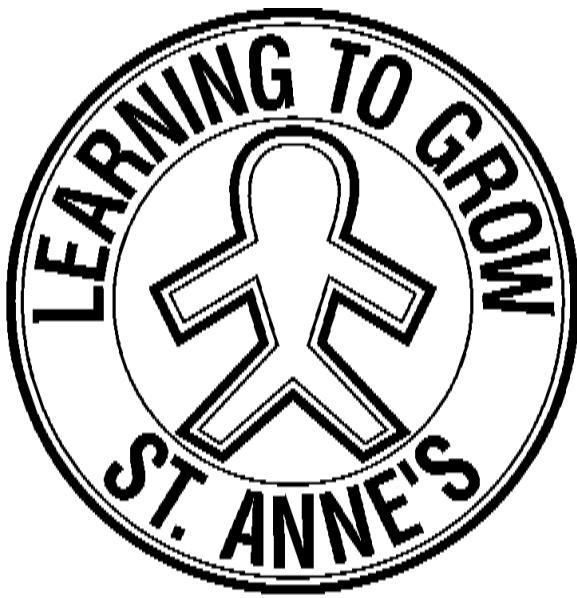


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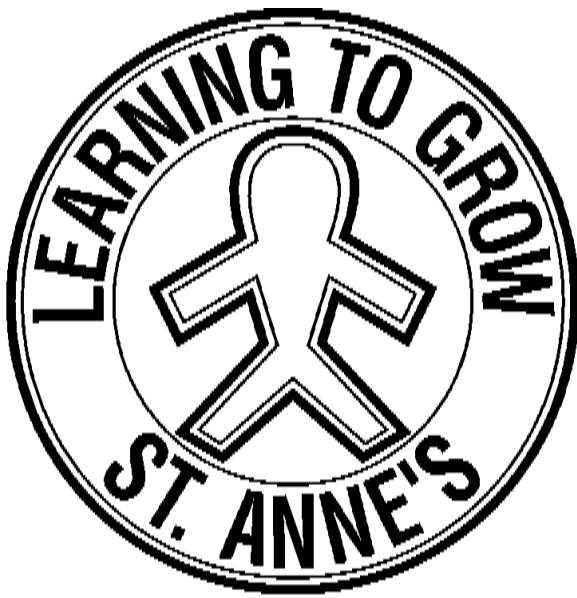
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1 INTRODUCTION

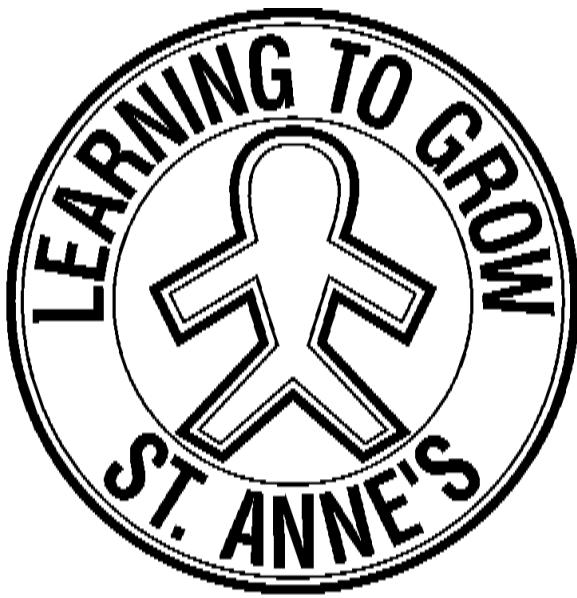
St. Anne's Parish Primary School was established in 1980 at Park Orchards in the Parish of St. Gerard and St. Anne. In 2007 the Parish joined with the Holy Spirit Parish in Ringwood to become the Parish of Holy Spirit, St. Gerard and St. Anne. Its students come mainly from Park Orchards and Warrandyte and have predominantly Catholic, middle class, English speaking backgrounds. Beginning with an original enrolment of 77 children, the school has grown steadily and in recent years has maintained an enrolment of approximately 300 students spread over 12 classes.

2 VISION STATEMENT

St. Anne's is a living faith community in which we are all "Learning to Grow" to achieve our potential as children of God.

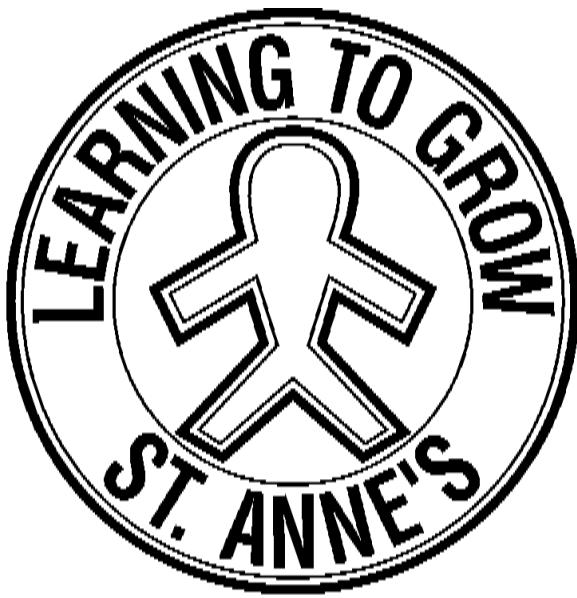
3 STATEMENT OF PURPOSE

The Education Board acts as a forum for discussion of matters concerning education in the school community. In a spirit of co-operation it brings together Parish Priest, Principal, representatives of parents, teachers and other groups involved with education in the community so that responsible informed advice can be given to the Parish Priest and Principal.



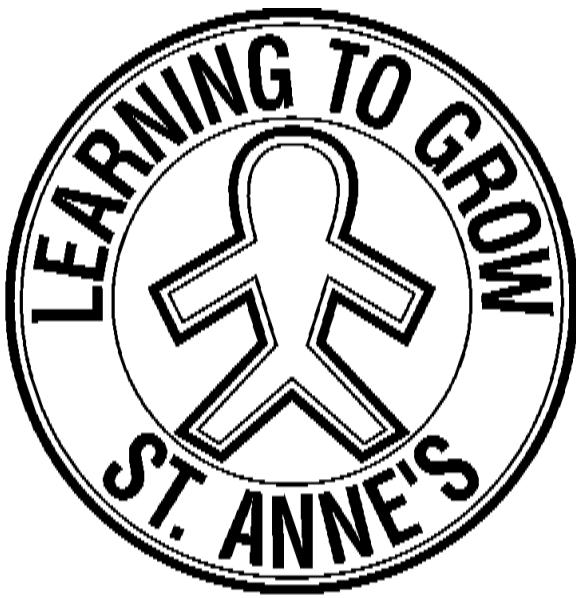
4 GOALS

- 4.1 To maintain the Catholic ethos of the school.
- 4.2 To encourage faith development in parents and students as joint members of Parish and School communities.
- 4.3 To provide a forum for discussion on matters concerning education in the school.
- 4.4 To enable individual parents to be represented on educational matters through Board members.
- 4.5 To act as an advisory body to the Parish Priest and Principal on all matters concerning education in the school.
- 4.6 To ensure that all Education Board representatives are appropriately informed on matters concerning education so that they can share this information with the school community and are able to provide responsible informed advice to the Parish Priest and Principal.
- 4.7 To promote the profile of the school in the wider community.



5 FUNCTIONS

- 5.1 Assisting in the formulation and review of school policies in conjunction with the Parish Priest, Principal, teachers and parents.
- 5.2 Assisting in the monitoring of policy implementation in conjunction with the Parish Priest, Principal, teachers and parents.
- 5.3 Assisting in the preparation of the school budget and the supervision of the school's financial operations. (Appendix A)
- 5.4 Planning for the future and ensuring that the Parish School can accommodate future enrolments.
- 5.5 Assisting the Parish Priest in the selection of a Principal when such an appointment is being made.
- 5.6 Supporting and liaising with Parish and school auxiliary groups to enable all to achieve common goals.
- 5.7 Supporting and assisting parents and staff during dispute resolution/problem solving, when requested. (See Clause 13)
- 5.8 Reporting to parents after each meeting (Appendix B) with due regard to confidentiality of matters discussed. (See Clause 14)
- 5.9 Providing support with regard to the formulation and implementation of the School Master Plan. (Capital Works Development and Routine Maintenance)
- 5.10 Assisting with the monitoring of upkeep of school facilities, equipment and resources.
- 5.11 Identifying and recommending for consideration, educational and other resources to enhance the school curriculum.



- 5.12 Establishing such committees as it may determine are required to give effect to the functions of the Board. (See Clause 12)

6 MEMBERSHIP

Through membership of the Education Board, each Education Board member assumes a leadership role in the Parish. As such, members must be committed to the values and principles outlined in the Statement of Purpose. (See Clause 3)

St. Anne's Education Board shall consist of the following:

Elected Representatives

- 6.1 Six (6) Parent Representatives (preferably two from each school level; Prep-Grade 2, Grade 3-4, Grade 5-6) who shall be elected in accordance with Clause 7.

Nominated Members

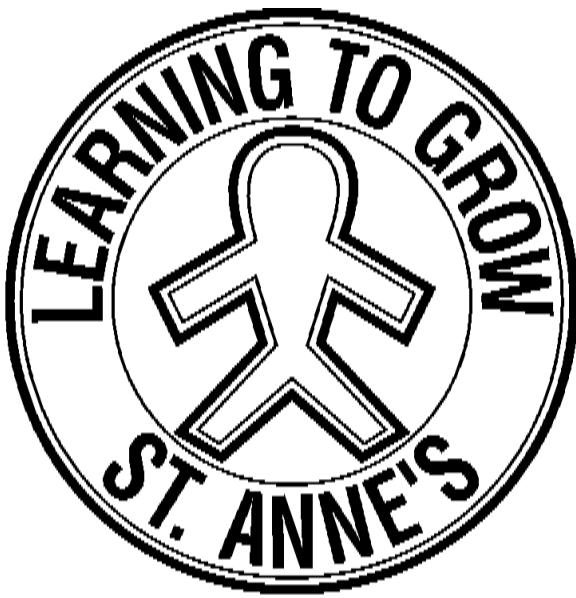
- 6.2 One Parent Association Representative.
6.3 One Parish Pastoral Council Representative.
6.4 One Teachers' Representative.

Nominated representatives are to be annual appointments.

Ex-Officio Members

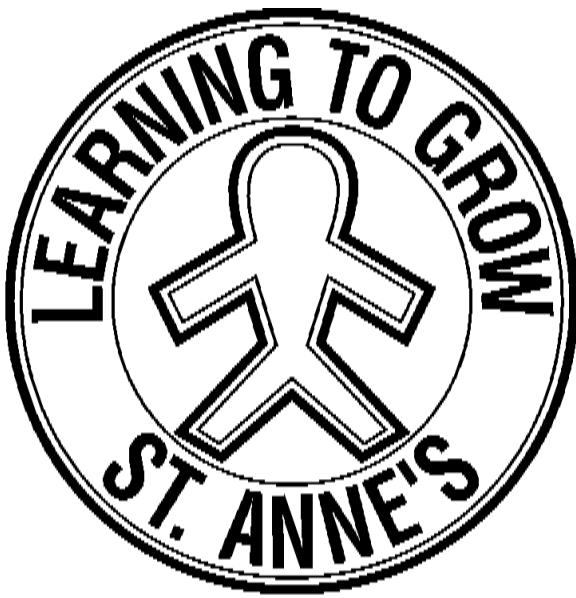
- 6.5 The Parish Priest, School Principal, Deputy Principal and Pastoral Associate (or their appointed representatives).

The total number of Board members shall not exceed thirteen (13).



7 ELECTIONS

- 7.1 An election for Parent Representatives on the Board shall be conducted in November each year, with one (1) representative from each school level being elected in alternate years. In the commencement year of the first Board it would be desirable for one Parent Representative from each school level to serve a three year term.
- 7.2 Elections by secret ballot will be held at the Annual General Meeting and shall be decided by the 'first past the post' voting system.
- 7.3 Nominations for Parent Representatives shall be called by the Chairperson at least 6 weeks prior to the election. Nominations must be in writing (Appendix C) and signed by the nominee. Nomination forms can be collected from the school office, and completed forms must be returned to the Secretary of the Board no later than 2 weeks prior to the AGM.
- 7.4 To be eligible to be nominated as a Parent Representative a person must be the parent/guardian of a child enrolled at St. Anne's School and it is preferable that their child be in the school level the parent/guardian is nominated to represent. A parent/guardian may nominate themselves.
- 7.5 Parent Representatives shall be appointed for a term of two (2) years or for such time as determined under Clause 8.1, and may be elected for two (2) consecutive terms.
- 7.6 No elected Board members, except ex-officio members, may serve more than two (2) consecutive terms.
- 7.7 Only parents/guardians of children enrolled at St. Anne's School shall be entitled to vote in the election of Parent Representatives.
- 7.8 If at the closing date for nominations no or insufficient nominations have been received, the parent body must be informed in writing that nominations will be taken at the AGM.



- 7.9 In the event that not all positions are filled at the AGM these positions will become casual vacancies and be advertised as such. (Clause 8.1)

8 CASUAL VACANCIES

- 8.1 In the event of a casual vacancy occurring during the year the Board (by consensus) shall have the power to appoint a person to fill that vacancy until the AGM.

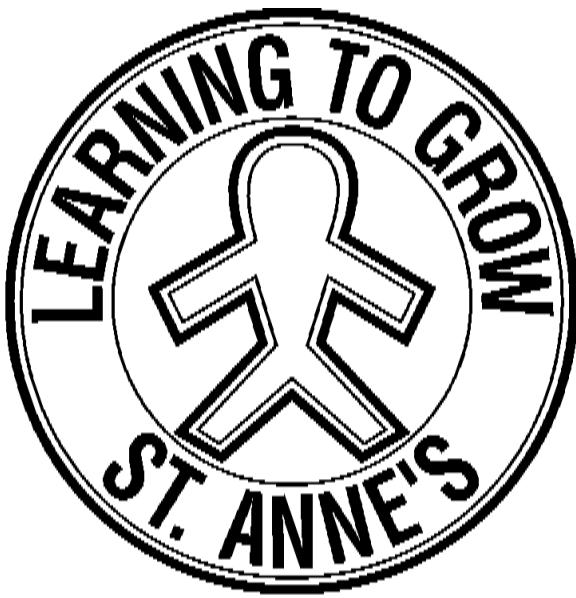
9 RESIGNATION/REMOVAL OF NON EX-OFFICIO MEMBERS

- 9.1 A parent Representative may resign from the Board by notice in writing.
- 9.2 The Board may remove any non ex-officio member who fails to attend three consecutive meetings without reasonable explanation or acts in a manner which is contrary to the Board's purpose and function.
- 9.3 A Parent Representative shall resign if his/her child ceases to attend St. Anne's School.

10 MEETINGS

10.1 Ordinary Meetings

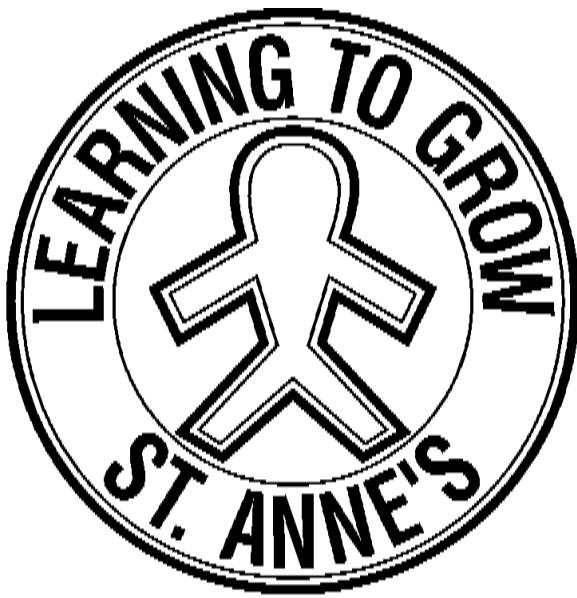
- a) The Board shall meet no less than seven (7) times a year preferably a minimum of twice per term. The second meeting in Term 4 will be the Annual General Meeting
- b) Meeting dates for the following year are to be set at the last Ordinary Meeting before the AGM.



- c) A quorum for a meeting shall consist of one half of the Board Members plus one, and must include at least three (3) Parent Representatives and the Parish Priest and/or Principal or their appointed representatives.
- d) In addition to Board members, Board meetings may also be attended by all teachers of the school and all parents/guardians of children enrolled at St. Anne's, except at those times when a matter before the Board is considered confidential.
- e) At an Ordinary Meeting non board members will not be able to raise new items or add to the Agenda. Non board members are ineligible to vote, however, their participation in the discussion of agenda items will be encouraged.
- f) Members are encouraged to contribute to all discussions. In the final analysis, decisions are taken to build community through consensus rather than by majority vote. However, should a decision go to a vote ex- officio members are ineligible and a two-thirds majority is required to secure the vote.

10.2 Annual General Meeting

- a) The Annual General Meeting of the Education Board shall take place in November. The school community (including all enrolled families) will be notified by the Secretary six (6) weeks prior to the meeting by the calling for nominations to fill the positions which will become vacant. (Nomination forms can be obtained from the School office.)
- b) The Agenda for the AGM will be published one (1) week prior to the AGM.
- c) Where there is more than one nomination for a vacancy, the Chairperson will call for a ballot amongst those present. (See Clause 7.2)
- d) At the meeting the Chairperson, Principal and School Accountant will provide an Annual Report with written copies to be made available to the entire school community 1 week prior to the AGM.
- e) Any changes to the Constitution should be considered at the AGM.

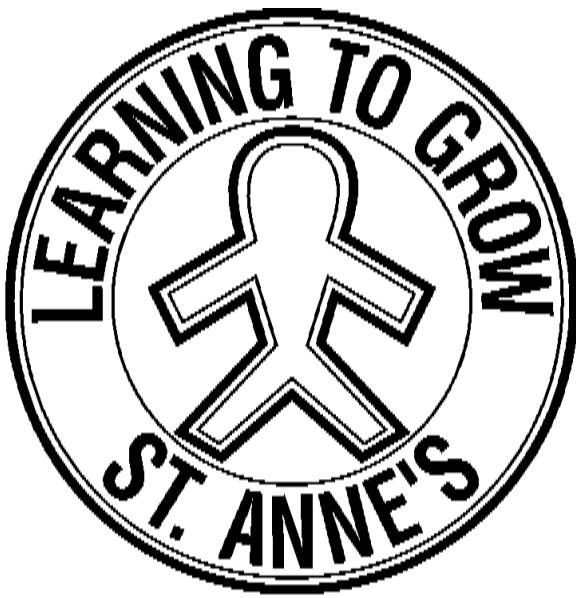


- f) There should be an opportunity for those in attendance to ask questions relevant to the Agenda items.
- g) At the conclusion of the AGM, the Members of the Board shall appoint a Chairperson, Deputy Chairperson, Secretary and Assistant Secretary from among the Parent Representatives. No one person shall serve more than two years consecutively in any of these roles.



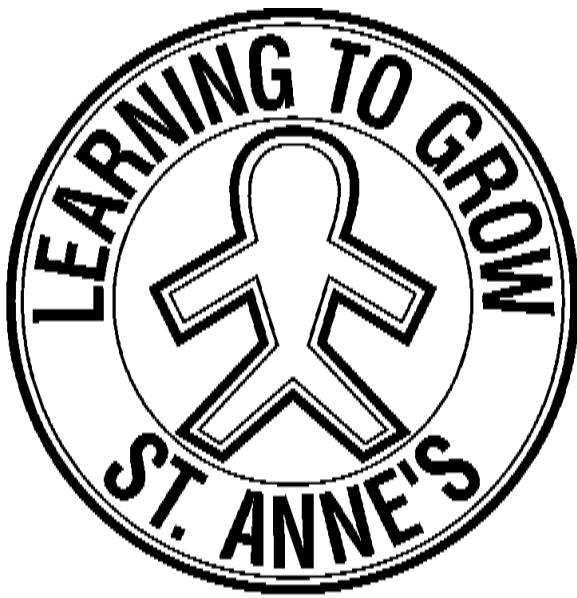
10.3 Special General Meetings

- 10.3.1 A Special General Meeting of the Board may be convened within fourteen (14) days of receiving a request in writing signed by at least 40 parents/guardians (one signature per family) of children enrolled at St. Anne's School. The request must itemize all matters to be discussed at the meeting, and it is expected that all signatories attend the meeting (with a minimum requirement of 80% of signatories to be present for the meeting to proceed).
- 10.3.2 Special General Meeting will be convened within twenty-one (21) days at the request of the Parish Priest or School Principal.
- 10.3.3 In relation to a motion to amend the constitution of the Board, a Special General Meeting may be convened within twenty-one (21) days at the request of the Board.
- 10.3.4 At a Special General Meeting items for discussion will be limited to the matters itemized in the request for the meeting.
- 10.3.5 The Chairperson or a nominee of the Board will chair the Special General Meeting.
- 10.3.6 At a Special General Meeting, all attending parents/guardians of children enrolled at St. Anne's School, current Board Members and Teachers currently employed at St. Anne's School shall be entitled to vote.
- 10.3.7 Motions passed at a Special General Meetings shall be considered by the Board.
- 10.3.8 Notification of a Special General Meeting (including the Agenda) will be published two (2) weeks prior to the meeting.



11 PROCEDURES

- 11.1 A time will be set aside at the start of each meeting for prayerful reflection. Board members to take turns in preparing the reflection.
- 11.2 Any member of the Board, teaching staff or school community wishing to place an item on the Agenda is to send information to the Secretary of the Board a minimum of ten (10) days prior to Education Board meeting.
- 11.3 Agenda with typed reports to be circulated a minimum of seven (7) days prior to Education Board meetings to Board members.
- 11.4 Agenda to be available to the school community via the Education Board link on the school website a minimum of seven (7) days prior to Education Board meetings.
- 11.5 Dates of meetings to be published in the school newsletter and an invitation to be extended to any interested parties.
- 11.6 Meetings will commence at 7.30pm and continue until 9.00pm (or 9.30pm at the latest). If business is not completed by 9.30pm it will be carried over until the next meeting.
- 11.7 Minutes to be circulated within seven (7) days of the next meeting to all Board members.
- 11.8 With due regard to confidentiality of matters discussed, the proceedings of each meeting (minutes) are to be communicated to the parent body via the School Website (Appendix B)
- 11.9 Once passed and signed (and with due regard to confidentiality) minutes of meetings to be made available to the parent body via the Education Board link on the school website



- 11.10 Each Board member to be issued with a folio in which to file all Education Board related documentation. Folios should be bought to all meetings and be passed on to new members to assist with the induction process.

12 SUB-COMMITTEES

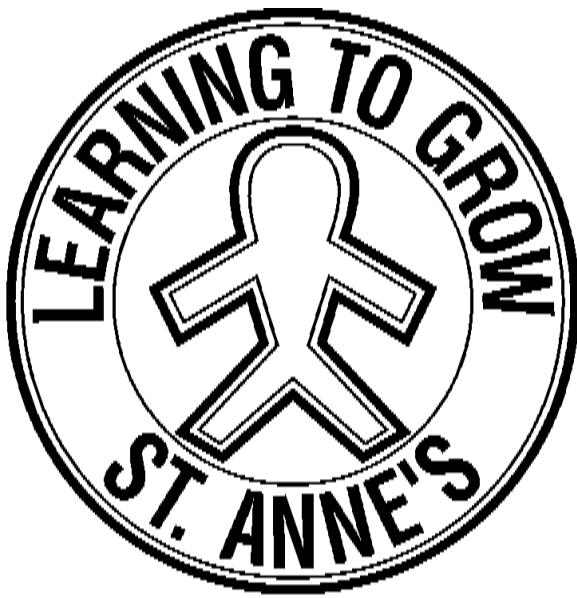
- 12.1 The Board may establish sub-committees as required to assist with the Functions of the Board. These may include permanent sub-committees to deal with issues such as policy, finance, planned work, and maintenance etc., and ad hoc sub-committees to deal with particular needs and circumstances which are not of an ongoing nature.
- 12.2 Sub-committees established by the Board are to be chaired by a Board member and may include non-Board members with expertise and/or experience in that sub-committee's area of responsibility.
- 12.3 Sub-committees are to operate in a manner consistent with the spirit of the Education Board Constitution, with specific guidelines for each sub-committee to be determined by the Board as required.

13 DISPUTE RESOLUTION/ PROBLEM SOLVING

Should a parent approach the Board for support and assistance regarding an educational issue involving their child, the parent should first be directed to the following guidelines:

Guidelines for Dispute Resolution/Problem Solving

- 1 First approach is to the classroom teacher.
- 2 If the approach to the classroom teacher does not result in a satisfactory outcome, the next approach is to the Year Level Co-ordinator.



- 3 If the approach to the Year Level Co-ordinator does not result in a satisfactory outcome, the next approach is to the Principal.

If the approach to the Principal does not result in a satisfactory outcome the matter can then be referred to the Board in writing via the Secretary.

In such a situation it is the role of the Board to guide the parent through the correct procedures and to support him/her during the dispute resolution/problem solving process. The Board will seek clarification of the school's position and attempt to reach agreement between the parties by facilitating consultation and discussion.

14 CONFIDENTIALITY

- 14.1 At certain times matters before the Board may be considered confidential. Confidential matters should be identified as such, and any documents must be marked accordingly.
- 14.2 Members must refrain from discussing confidential matters outside Board meetings.
- 14.3 In general, opinions shared by Board members may not be reported outside the meeting by reference to any one person.

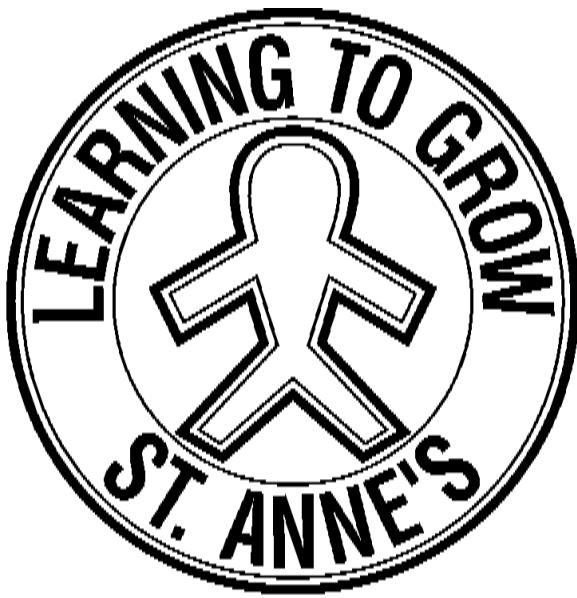
15 BOARD SOLIDARITY

Board members are to represent the decision of the Board regardless of their personal opinion. It may be appropriate to discuss matters outside the meeting during the dialogue or information gathering stage prior to any decision being reached.



16 AMENDMENTS TO THE CONSTITUTION

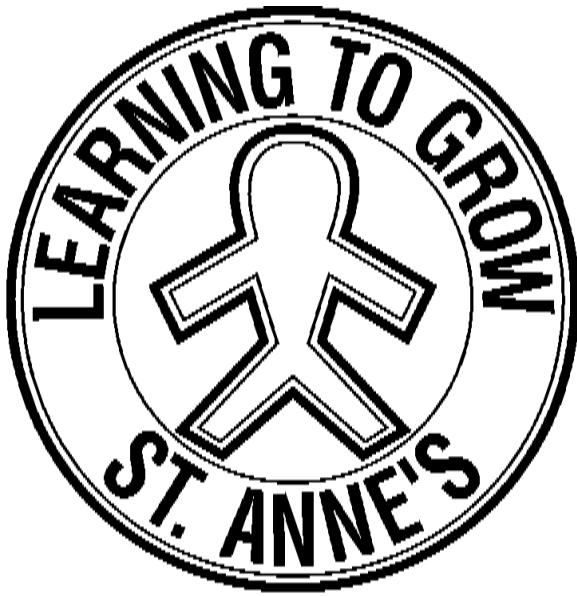
- 16.1 Notices of motion to amend the Constitution of the Board must be submitted in writing to the Secretary of the Board at least 21 days prior to the AGM.
- 16.2 Should the Board wish to change the Constitution at any other time it may do so by calling a Special General Meeting in accordance with Clause 10.3.3.
- 16.3 A motion to amend the Constitution shall become an effective resolution if passed by at least two-thirds of the persons present who are eligible to vote on the motion.



APPENDIX A – Budget and Financial Guidelines

GUIDELINES FOR ASSISTING IN THE PREPARATION OF THE SCHOOL BUDGET AND THE SUPERVISION OF THE SCHOOL'S FINANCIAL OPERATIONS.

- September Education Board meeting to be used primarily for discussions in relation to the following year's School Budget and the development/review of the 5 year Capital Works and Maintenance Plan.
- Budget discussions and planning to include but not be limited to:
 - 1 Enrolments for the new school year.
 - 2 Development and/or review of 5 year Capital Works and Maintenance Plan.
 - 3 Consultation re non-capital expenditure.
 - 4 Involvement of sub-committees as per Clause 12.
 - 5 School fees.
- October Education Board meeting to include discussion and consideration of school fees for the following year as proposed by School Accountant.
- February Education Board meeting to include a review and discussion of the previous years' Budget Surplus/Deficit and the implications for the new Budget.
- Finance and Administrative Procedures Manual for Catholic Primary Schools available as a hard copy from St. Anne's School Office.



APPENDIX B – Proceedings of Meetings

- With due regard to confidentiality of matters discussed (See Clause 14) the proceedings of each meeting are to be communicated to the parent body via the Education Board link on the school website after they have been accepted.
- The purpose of the Education Board minutes being circulated through the website is to inform and educate the parent body with regard to the operations of the Board and the particulars of the issues it is dealing with. The minutes should include sufficient detail to reflect the discussions that preceded decisions by the Board.
- The Secretary produces the minutes in consultation with the Chairperson and Principal and is responsible for their distribution.



APPENDIX C – Parent Representative Nomination Form

ST. ANNE'S PARISH PRIMARY SCHOOL
EDUCATION BOARD

PARENT REPRESENTATIVE NOMINATION FORM 20XX/200XX+1 (Year)

I wish to nominate

(Name of Nominee)

For the position of
Parent Representative for:

(Insert School Level *)

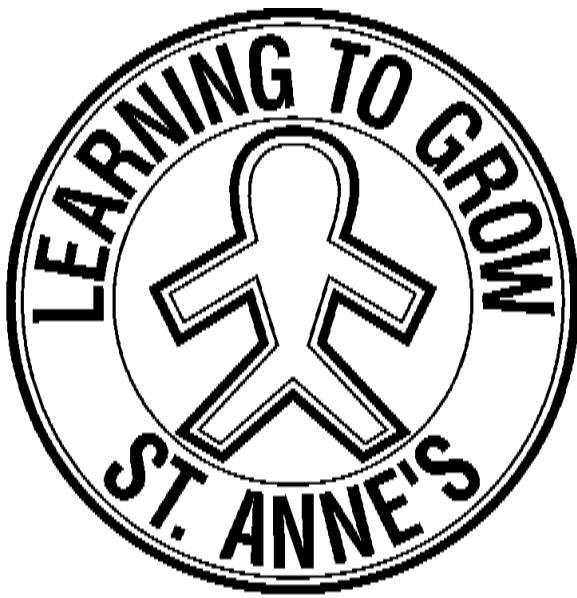
Nominator:

(Signature of Nominator)

(Print Name of Nominator)

Nomination accepted:

(Signature of Nominee)



(Print Name of Nominee)

* *It is preferable that parents/guardians nominate to represent the school level in which their child will be enrolled in 20XX+1; PrepGrade 2, Grade 34, Grade 56.*

Completed form to be addressed to the
Secretary of the Education Board and be
returned to the school office no later than

(Insert specific date in accordance with Clause 7.3.)



APPENDIX D – Role Descriptions

D.1 Chairperson

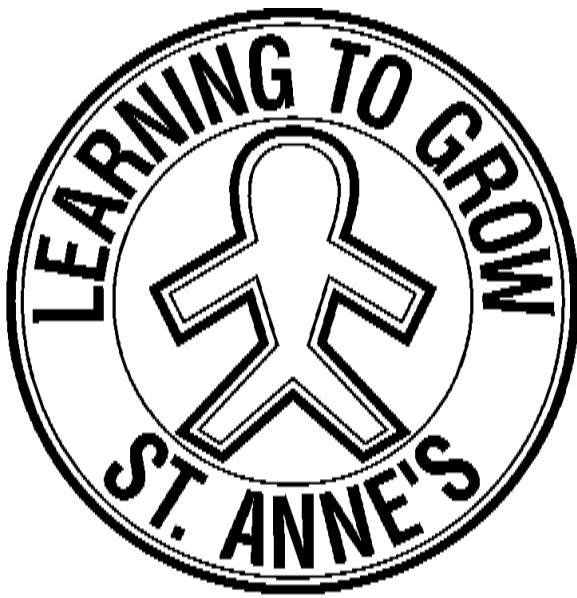
- Has a sound knowledge and understanding of the Education Board Constitution.
- Ensures meetings are properly convened in accordance with the Constitution.
- Adheres to the Agenda ensuring the meeting begins and ends punctually. (Points out major changes to the circulated Agenda.)
- Encourages all members to participate in discussions in order to ensure as many opinions as possible are presented.
- Makes sure speakers are not interrupted and private discussion among members does not take place.
- Makes clear the procedure for voting at an Ordinary Meeting, AGM or Special General Meeting.
- Oversees the drafting and distribution of the Education Board Newsletter.

D.2 Deputy Chairperson

- To fulfil the role of the Chairperson in his/her absence.

D.3 Secretary

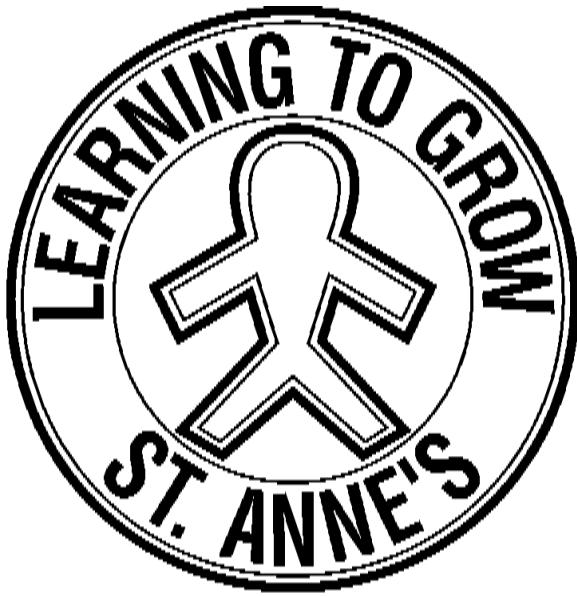
- Has a sound knowledge and understanding of the Education Board Constitution.
- Co-ordinates the correspondence of the Board.
- Is responsible for holding the original copies of all minuted and outgoing correspondence of the Board.
- Prepares in consultation with the Chairperson the Agenda, making sure the relevant documents are available at the meeting. (Appendix E)
- Circulates Agenda and typed reports as per Clause 11.3.
- Keeps full and correct minutes of Board meetings, recording sufficient detail to reflect the discussions that took place and the consensus decisions reached.
- Prepares and circulates Minutes and Meeting Schedule.



- In the event of a vote, accurately record the motions, amendments and decision of the meeting.
- Performs other duties as required by the Constitution.
- Produces and distributes the Education Board Newsletter.
- Issues each newly elected Board member with a folio in which to file all Education Board related documentation (See Clause 11.10).

D.4 Assistant Secretary

- To assist the Secretary.



APPENDIX E – Sample Agendas

E.1 Agenda - Annual General Meeting

1. Open Meeting
2. Prayer/Reflection
3. Apologies
4. Minutes from previous AGM.
5. Business arising from previous minutes
6. Reports:
 - a) Chairperson
 - b) Principal
 - c) School Accountant
7. General Business
8. Nominations and Election of New Board Members
9. Close Meeting

E.2 Agenda – Ordinary Meeting

1. Open Meeting
2. Prayer/Reflection
3. Apologies
4. Minutes from the previous meeting
5. Business arising from previous minutes
6. Correspondence In
7. Correspondence Out
8. Discussion of Reports from:
 - a) Chairperson
 - b) Principal
 - c) Accountant
9. General Business
10. Close Meeting



E.3 Agenda – Special General Meeting

1. Open Meeting
2. Prayer/Reflection
3. Apologies
4. Business arising as per Clause 10.3
5. Vote (if required) as per Clause 10.3.6
6. Close Meeting