1. **PREAMBLE**
   1.1 This document is the Constitution of St Joseph’s Catholic Primary School “Advisory Board”. The Parish Priest appoints the Education Board.

2. **CONSTITUTIONAL AUTHORITY**
   2.1 This Constitution is promulgated by and with the authority of the Parish Priest.
   2.2 The Board is bound to function in accordance with the Constitution.
   2.3 The Principal, whose appointment is authorised by the Parish Priest, is delegated the responsibility for the day-to-day educational and administrative functions of the school.
   2.4 In the event that the Education Board ceases to function in accordance with the constitution, the Parish Priest may seek the assistance of the Director of Catholic Education. If after receiving assistance the Board is still unable to operate successfully, it may be dissolved by the Parish Priest.

3. **SCHOOL NAME**
   3.1 The name of the subject body of this constitution shall be the St Joseph’s Catholic Primary School, Advisory Board.

4. **AIMS**
   4.1 The aim of the St Joseph’s Advisory Board is to promote the Catholic ethos within the school community.
   4.1.1 This will be done through consultation and cooperation with the Parish Priest, staff, parents and parish community.

5. **PURPOSE, ROLE & PRIMARY TASK OF THE EDUCATION BOARD**
   5.1 The Advisory Board is appointed by the Parish Priest to assist the Parish to achieve its goals for Catholic Education. In a spirit of cooperation the Parish Priest, Principal and representatives of staff, parents and parish act as a forum for discussion on matters concerning the operation of the school.
   5.1.1 In this way the Advisory Board is a prominent sign of an educative community; which honours the importance, the richness and the responsibility of all participants in particular the primacy of parents in the education of young children.
   5.1.2 The primary task of the Advisory Board is to advise, assist and support the Parish Priest and the Principal in the effective management and development of the School as a Catholic school in accordance with the vision and educational goals of the School, Parish and Diocese.
   5.1.3 Formally organised school auxiliaries or fund raising bodies shall have recognition by the Advisory Board.
   5.1.3.1 One member of the Board is to be nominated to liaise with each school auxiliary or fund raising body, Parents & Friends and Fete committee.
6. **CATHOLIC ETHOS OF THE EDUCATION BOARD**

6.1 The Board, in representing the School community, is to actively promote and support the Catholic ethos of the school. Board members are to abide by the Code of Ethics as described in Attachment 1 and are expected to participate in activities as provided to develop their ability and effectively serve as a Board Member.

6.2 By Ethos we mean:
- The Catholic Ethos is a concept borne out of our central beliefs as Catholics and is manifested in our action as a result of these beliefs. Our Catholic ethos is central to the way in which we see the world and is based upon a loving relationship with God and one another in ChrSt As such we are moved to act in a way that reflects our beliefs and is consistent with our understanding of the Kingdom of God.

7. **FUNCTIONS OF THE EDUCATION BOARD**

The functions of the Advisory Board are as follows:

7.1 Assisting in the formulation and review of the school’s mission, priorities, goals and policy in conjunction with the Parish Priest, Principal, staff and parents, and in accordance with the priorities and policies of the Catholic Education Commission of Victoria and the Diocese of Sale.

7.2 Assisting the Principal to promote the Catholic ethos of the School.

7.3 Assisting the Principal to develop appropriate curriculum for the School.

7.4 Assisting in the reviewing of the school budget and the regular monitoring of the School’s financial operation.

7.5 Maintaining and developing the facilities and infrastructure of the School.

7.6 Planning for the future.

7.7 Assisting in the selection of a principal in accordance with Diocesan guidelines when such an appointment is being made.

7.8 Working in collaboration with school parent groups.

7.9 Developing school-community relationships and encouraging home-school interaction.

7.10 Facilitating the integration of new families to the School community relationships.

7.11 Developing local strategies for the promotion of Catholic education.

7.12 Making annual education reports to the Parish and School community.

7.13 Assisting the Principal with the pastoral care of members of the School community.

7.14 Promoting the relationship between the Parish and School communities.
8. **MEMBERSHIP OF THE ADVISORY BOARD**

8.1 The School Advisory Board shall consist of ex-officio members, representative members, co-opted members and elected members.

8.2 The ex-officio members shall be:

8.2.1 Parish Priest

8.2.2 School Principal

8.2.3 C.E.O. representative, when required

8.3 The representative members shall be:

8.3.1 One teacher nominated by the school teaching staff;

8.4 The co-opted members shall be:

8.4.1 Financial Advisor /Accountant and others with expertise may be co-opted to assist the work of the Board as required.

8.5 The elected members shall be:

8.5.1 Six (6) parents / guardians elected from the school community

8.6 The Parish Priest shall:

8.6.1 Act as Chairman of the Board; or

8.6.2 Nominate a person from among the elected representatives to be Chairperson; or

8.6.3 Approve as Chairperson a person elected by the Board from among the elected representatives.

8.7 The Parish Priest may at any meeting of the Board, whether or not he has previously nominated or approved an alternative chairperson as provided in (8.6.2) or (8.6.3) above, and give notice to the Board that he desires to act as chairperson of that particular meeting.

9. **CRITERIA FOR MEMBERSHIP**

9.1 A deep interest in the welfare of St Joseph’s School community

9.2 An eagerness to promote Catholic schooling

9.3 An ability to work cooperatively and constructively with all members of the Education Board

9.4 Sufficient time to devote to Board duties
10. ELECTION OF BOARD MEMBERS:

10.1 A Returning Officer shall be appointed by the Board and approved by the Parish Priest.

10.2 Nominations of candidates for election as members of the Board:

10.2.1 shall be made in writing, signed by at least one parent and accompanied by written consent of the candidate (which may be endorsed on the form of nomination); and

10.2.2 that before accepting a nomination the nominee should indicate that he/she has read and is willing to abide by the constitution. A signed and witnessed copy of the constitution must be lodged with the nomination form; and

10.2.3 shall be delivered to the Returning Officer by the date fixed at an ordinary meeting.

10.2.4 shall be sought before the end of Term 1.

10.2.5 shall be approved by the Parish Priest in consultation with the Principal.

10.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

10.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held by the school body.

10.4.1 Persons eligible to vote will be parents of students enrolled at the school at the date of the election; and

10.4.2 Votes shall be delivered to the Returning Officer by the date fixed at an ordinary meeting.

10.4.3 Elections will be concluded 2 weeks prior to the Annual General Meeting.

10.5 If insufficient nominations are received to fill all vacancies on the Board, the candidates nominated shall be deemed to be elected and further nominations shall be sought from outgoing Board Members who are subject to paragraph 11.2

10.5.1 If there are not sufficient nominations to fill any outstanding vacancies, then the Principal may nominate a person and the Parish Priest endorse that nomination.

10.6 For the purpose of these rules, the office of a member of the Board becomes vacant if the officer or member:

10.6.1 resigns his office by notice in writing given to the Secretary;

10.6.2 fails to attend at three (3) consecutive meetings of the Board without proper excuse;

10.7 Should a position become vacant before an election, that position will be filled by an interim member of the same status.

10.7.1 This person will be appointed on the following priority;

10.7.1.1 first runner-up from nominated candidates, if such a nomination exists; or

10.7.1.2 person to be nominated by the Principal and endorsed by the Parish Priest;

10.7.2 This office is held for the balance of the term of office.
11. TENURE OF THE BOARD:

11.1 The Inaugural School Board shall consist of six (6) members of whom the first half shall serve a term of two (2) years and the second half shall serve a term of one (1) year.

11.2 Elected members of the Board shall serve a term of two (2) years. Each elected Member is eligible for re-election, but no elected member may serve more than two consecutive terms.

11.2.1 A member who has served 2 consecutive terms (as per paragraph 11.2) may serve one further consecutive term where that member is subject to nomination under sub-paragraph 10.5.1.

11.3 Representative members are appointed for a period of one (1) year.

12. ANNUAL GENERAL MEETING:

12.1 The Board shall in each calendar year convene an Annual General Meeting of parents of presently enrolled students to be advertised in the school and parish bulletins.

12.2 The Annual General Meeting shall be held before the end of Term 2.

12.3 The Annual General Meeting shall be specified as such in the notice convening it.

12.4 The ordinary business of the annual general meeting shall be:

12.4.1 to confirm the minutes of the preceding annual general meeting.

12.4.2 to receive from the Board reports upon transactions of the Board during the proceeding financial year, written copies of such reports shall be distributed to parents and thereafter to all parents, attached to the school newsletter and displayed publicly.

12.5 The Annual General Meeting may transact special business of which notice is given in accordance with these rules.

13. NOTICE OF ANNUAL GENERAL MEETING:

13.1 The secretary of the Board shall, at least seven (7) days before the date fixed for holding an annual general meeting, publish a notice in the Parish bulletin and the weekly School bulletin stating the place, date and time of the meeting.

13.2 No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

14. PROCEEDINGS AT ANNUAL GENERAL MEETINGS:

14.1 All business that is transacted at the Annual General Meeting with the exception of that being specifically referred to in this constitution as being the ordinary business of the Annual General Meeting shall be deemed to be special business.

14.2 Voting shall be by simple majority and the Chairman shall have the casting vote.
15. **ORDINARY MEETINGS OF THE SCHOOL BOARD:**

15.1 Ordinary meetings shall be held twice a term, and not exceed one (1) and a half hours in duration with the provision of extension to a maximum of two (2) hours upon motion at the meeting.

15.2 A quorum shall consist of a minimum of five (5) members of which at least three (3) must be elected members as defined by clause 8.5 plus at least one (1) ex-officio member as defined by clause 8.2

15.2.1 An ordinary meeting cannot proceed unless a quorum is present as determined by paragraph 15.2. In the event of this situation occurring, the Chairman of the Board in consultation with the School Principal may reschedule the meeting and in terms of paragraph 15.3 or defer any business to the next ordinary meeting.

15.3 Members shall receive at least seven (7) days notice of all meetings.

15.4 Board Members are requested to give at least 24 hours notice of inability to attend where possible.

15.5 No item shall be discussed/debated unless it is brought to the attention of the Principal and placed on the agenda.

15.6 The Secretary of the Board shall keep minutes of the resolutions and proceedings of each general meeting and each committee meeting in books provided for that purpose together with a record of the names of persons present at Board meetings.

15.7 A copy of the agenda of the next meeting along with copies of reports and recommendations of committees and minutes of the last meeting will be distributed, at least 48 hours before the next meeting.

15.8 Special meetings of the Board may be convened by the Chairperson upon request of the Parish Priest and the Principal.

15.9 Notice specifying the general nature of the business to be transacted, shall be given to members of the Board for a special meeting and no other business shall be transacted at such a meeting.

15.10 All preliminary discussions and deliberations at Board meetings, leading up to final resolutions, must remain confidential to the Board and issues resolved by the Board must be supported outside the meetings by all Board members. Refer to Code of Ethics as described in Attachment 1

15.11 The board shall work on the consensus model to make recommendations of advice after reasonable consultation, where unanimous decisions cannot be met.

16. **AMENDMENTS TO THE CONSTITUTION:**

16.1 This constitution may be amended by consensus of the total membership of the Board, and then be ratified by the Parish Priest.
17. GRIEVANCE PROCEDURES:

17.1 The School Board is aware of the difference between policy development and its daily implementation. It is the role of the Principal and staff to select the means by which school policy is implemented.

17.2 Under no circumstances should issues of a personal nature or issues involving members of the School community be discussed at a Board meeting.

17.3 The School Board shall adhere to the “Grievance Procedures” as set out below.

17.3.1 The role of the School Board is not to arbitrate over personal difficulty, dispute or grievances involving a pupil or parent with a teacher, or grievances involving members of staff, the Principal and members of the School Board.

17.3.2 For example, where there is difficulty, dispute or grievance involving a pupil or parent with a teacher, the following procedures will be adopted:

17.3.2.1 The issue shall not be raised at a Board meeting.

17.3.2.2 The parent should request an interview with the teacher.

17.3.2.3 If no resolution, the parent should consult the Principal.

17.3.2.4 If no resolution, the parent should consult the Parish Priest.

17.3.2.5 If no resolution, the parent may consult with the Catholic Education Office.

17.3.2.6 The Parish Priest may wish to involve the Educational Consultant or Director of Catholic Education.

17.3.3 Where there is a difficulty, dispute or grievance between the Principal, and members of the Board, the following procedures will be adopted:

17.3.3.1 The issue shall not be raised at a Board meeting.

17.3.3.2 In the case of an individual Board Member, the issue should be raised privately with the Principal.

17.3.3.3 If the issue concerns more than one member of the Board, resolution should be sought by consultation between the Chairperson of the Board and the Principal.

17.3.3.4 If arbitration is still required the Chairperson and the Principal should seek a conference with the Parish Priest.

17.3.3.5 The Parish Priest may wish to involve personnel from the Catholic Education Office.

18. NORMS FOR ST JOSEPH'S SCHOOL ADVISORY BOARD

18.1 Meetings will start promptly at 7pm.

18.2 Meetings shall not run for more than 1.5 hours.

18.3 No business / questions without notification.

18.4 Confidentiality is essential and will be insisted upon.

18.5 All reports given are tabled in dot form.
Decisions are not made at meetings but advice can be officially tabled. (The Board is recommending, the Principal will take away to think about and bring back to the next meeting)

All discussions are to go through the chair.

If someone disagreed with a resolution it probably wasn’t resolved.

**ATTACHMENT 1: CODE OF ETHICS FOR BOARD MEMBERS**

Being a member of a Board involves many kinds of responsibilities and relationships. The information that is shared demands a professional ethic that is to be understood and observed by all. Board Members need to know how to handle confidences, what action they should take if complaints are made to them and how they should relate to the school community.

a) A Board Member is required to give the necessary time, thought and study to the work of the Board so that effective service may be rendered.

b) A Board Member is required to work in a spirit of harmony and cooperation.

c) Decisions made by Board Members are to be based upon all available facts, in each situation, and are to have the welfare of the students as their prime concern.

d) All preliminary discussions and deliberations at Board meetings, leading up to final resolutions, must remain confidential to the Board and issues resolved by the Board must be supported outside the meetings by all Board Members.

e) An individual member of the Board is not in a position to make personal comments on behalf of the Board. All matters raised with an individual member should be referred to the Board for discussion and action.

f) Confidentiality is essential for all Board business.

g) A Board Member is never to use their position on the Board to benefit either themselves or any other individual or agency apart from the total interest of the school. In the case of letting contracts people must declare their financial interest before any decision is made.