



St. Monica's Parish Primary School, Moonee Ponds

School Advisory Board

Functions and Responsibilities

Overview

The parish priest reserves his authority in matters relating to:

- the Catholicity of the school
- diocesan regulations
- employment of staff
- the formation and dissolution of the board
- appointment of board members and office bearers
- the appointment and dismissal of the principal
- school finances.

Within the provisions of Canon Law, the board is responsible to the parish priest, who in turn is subject to the vigilance of the Archbishop of Melbourne.

The board has no responsibility for the internal management and administration of the school, which are the responsibility of the school principal.

1. Land and Buildings

- 1.1 The ownership of land and buildings thereon is vested in the Roman Catholic Trusts Corporation for the Diocese of Melbourne, which shall hold such in trust for the parish in accordance with Canon Law.
- 1.2 The costs of all land and buildings, comprising buildings equipped to satisfy the requirements of a parish school, shall be underwritten by the parish.

2. The School Board

- 2.1 The board shall be composed of a maximum of 12 members who appreciate, value and share the educational mission and ethos of the Catholic Church. It shall consist of:
- (a) the parish priest (ex-officio)
 - (b) the school principal, who shall be the executive officer of the board (ex-officio)
 - (c) the school deputy principal or elected staff rep. (ex-officio)
 - (d) up to five (5) parents of children attending the school elected at the AGM.
 - (e) a nominee of the Parents Association.
 - (f) a nominee of the OSHP Committee.
 - (g) Two (2) co-opted members invited by Parish Priest and Principal.
 - (h) other persons co-opted for a period of time to serve a particular need on the board.
- 2.2 The board should meet at least 8 times per year and at least once in every school term. At least 50% of ex-officio members must attend to constitute a quorum.
- 2.3 The Annual General Meeting (AGM) of the board shall be held during Term One of each school year.

3. Appointment of Board Members

- 3.1 The parish priest will appoint board members nominated or elected under categories 5.1 (d), (e),(f), (g) and (h).
- 3.2 The composition of the Board will be reviewed by the Parish Priest as required in order to ensure that it has the mix of skills, experience and representation for the conduct of the Board's activities. Candidates for appointment to the Board may be considered where they hold particular expertise in the various activities conducted by the Board from time to time.
- 3.3 In the event of a casual vacancy, the vacancy will be filled by appointment of the parish priest via a recommendation of the board. Any person appointed to a casual vacancy shall hold office for the balance of the term of the board member who is vacating the position.
- 3.4 The terms of appointment for members of the board are as follows:
- The five (5) parents of children at the school will be elected for two years.
 - One (1) nominee of Parents Association and one nominee from OSHP will hold membership for two years.

4. Office Bearers

- 4.1 Following the AGM, the board will elect from its own members a chairperson. The term of appointment for the board chairperson will be for one calendar years and may be eligible for re-election(max. of 2 consecutive years).
- 4.2 The board will elect a deputy chairperson who will carry out the duties of chairperson in his/her absence.
- 4.3 The board will appoint a secretary from among its members. The secretary attends board meetings and prepares necessary documentation under the direction of the chairperson.
- 4.4 Ex-officio members and employees of the school shall not be eligible to hold an office.
- 4.5 That a cycle be established to ensure a maximum of three (3) new parent representatives be appointed onto the board each year.

5. Board Committees

- 5.1 The board shall establish a Board Executive Committee consisting of:
 - Chairperson or Deputy Chairperson
 - parish priest, or his nominee
 - principal
 - board secretary.
- 5.2 Other committees, or working parties, may be established by the board in response to identified needs of the board. These committees include but are not limited to; Policy Development, Building & Maintenance, Promotions, Special Events.
- 5.3 The Executive Committee provides support to the principal and the board and operates with terms of reference determined and ratified by the board.

6. Board responsibilities

The specific responsibilities of the board are to:

- 6.1 Promote the Catholic ethos of the school and to support the Religious Education programs
- 6.2 Support the development and promotion of community
- 6.3 Act as a forum for discussion on matters concerning education in the school

- 6.4 Provide advice on the development and review of school policies
- 6.5 Provide advice on budget planning and finance-related matters
- 6.6 Contribute to the selection process for the school principal.

7. Change of Constitution

- 7.1 This Constitution may be changed only if the parish priest, after consultation with the board, decides upon alterations or accepts any alterations proposed by two-thirds of the members of the board.
- 7.2 Notice of any proposed change to the Constitution must be given to board members, in writing, 14 clear days in advance of an extra ordinary board meeting called specifically for the purpose of discussing the matter or at the next scheduled meeting.
- 7.3 Notwithstanding the above, the parish priest may direct change(s) to the Constitution at any time.

8. Confidentiality and Solidarity

Board confidentiality and solidarity are key ingredients in building trust among board members. At times, there will be a good reason to declare an issue, a paper and/or a discussion as confidential. This should be done by the chairperson prior to a board meeting.

Board members should also respect the right of individuals to express their views freely at board meetings without fear of being named outside the board meeting as taking particular positions. A sense of trust and harmony among board members is vital for the wellbeing of the board.

9. Definitions

The Archbishop is the Catholic Archbishop for the time being of the Archdiocese of Melbourne or the person duly appointed to administer the Archdiocese.

The parish priest is the parish priest for the time being of the parish of St. Monica's Moonee Ponds or the person duly appointed to administer the parish.

The school board is the body responsible for advising the principal according to the provisions of this Constitution.

