The Board seeks to be an effective forum for educational discussion involving the school leadership and the parish school community.

The Board values and respects collaboration, which enhances integrity and communication and provides a deeper dimension for ongoing school development.

In fulfilling its role, the Board will respect the social, cultural, economic, educational and spiritual needs of the entire Parish School and will endeavour to formulate initiatives and work towards achieving agreed goals.

Through this continued collaboration and commitment, the Board seeks to enhance the development of Catholic education in the future.
The Parish Education Board is the principal body associated with education in the Parish School. Its purpose is to bring together, in a formal way, all the important parties connected with education at the Parish School: the Parish Priest, the Principal, parents, teachers, catechists, and other groups involved with education in the community. The Education Board acts as a forum for discussion on matters concerning education in the Parish School so that responsible and informed advice can be given to the Parish Priest and Principal. It enables the people of our Parish School community to share their wisdom and thus enrich the decision making process that guides our Parish School towards achieving its mission.

The Parish Education Board draws its vision and spirit from the Second Vatican Council. In so doing, it reflects the teaching of Vatican 11 on the mission of the Church and the call for the laity to share in this mission.

The Council said:

“Offering an obvious example of the apostolate on the community level is the parish, inasmuch as it brings together the many human differences found within its boundaries and draws them into the universality of the Church. The laity should accustom themselves to working in the parish in close union with their priests, bringing to the Church community their own and the world’s problems as well as questions concerning human salvation, all of which should be examined and resolved by common deliberation. As far as possible, the laity ought to collaborate energetically in every apostolic and missionary undertaking sponsored by the local parish” (M Abbot S J (ed 1) The Documents of Vatican 11. Decree of the Apostolate of the Laity. P 501).

It is essential that members of the Board work towards understanding one another on the basis of trust and respect. The measure of this mutual respect will be reflected in the success of the Board in achieving community participation in decision-making.

Co-operation, collaboration, consultation and communication will be the keynotes of the Board’s spirit and mode of operation.

The Sacred Congregation for Catholic Education speaking about the Catholic School states:
“For the Catholic School, mutual respect means service to the person of Christ. Co-operation is between brothers and sisters in Christ. A policy of working for the common good is undertaken seriously as working for the building up of the kingdom of God. The co-operation required for the realization of this aim is a duty in conscience for all the members of the community—teachers, parents, students and administrative personnel. Each has his or her own part to play. Co-operation of all given in the spirit of the Gospel is by its very nature a witness, not only to Christ, as the cornerstone of the community, but also as the light who shines far beyond it” (The Sacred Congregation for Catholic Education, “The Catholic School” 1977 para. 60-1)”. 

ST. JOSEPH’S PARISH EDUCATION BOARD

CONSTITUTION

1. Definitions
In this Constitution (unless the context requires otherwise) “Board” means the Board created by this Constitution in respect of the School.

“Diocese” means the Catholic Archdiocese of Melbourne.

“Parish” means the Parish of St. Joseph’s, Chelsea.

“School” means the School known as St. Joseph’s Parish School, Chelsea.

“Parish Community” means the parents and caregivers, the Parish Priest, the Principal, the school staff and other persons interested in or sharing responsibility for the welfare of the school.

2. Objects

The general object for which the Board is constituted is to help the School fulfill its educational responsibilities as defined in this Constitution. The Board must also take due account of the policies and practices prescribed and recommended by Government and Church bodies.

3. Powers

The Board shall be deemed to have the power necessary to carry out any function authorized in this Constitution.

4. Functions

The Board’s functions include the following:

a) being a platform for the discussion of relevant educational issues and particularly for developing a culture characterised by its Catholic Ethos,

b) assisting in the formulation of school policy in conjunction with the Parish Priest, school staff and parents/caregivers,

c) assisting in preparing the budget and overseeing the financial operation of the School,

d) supporting the School in practical ways, such as ensuring that facilities and equipment of the School are maintained appropriately,
5. Membership of the Board.

Membership on the Board provides each person with the opportunity to share in proclaiming the Good News, in building the community of the Parish and the School and in developing a board interest in education and in contributing to policy formulation that will provide for the development of educational opportunities in the School and Parish.

(i) Criteria for membership of the Board shall be

(a) possession of skills that will be an asset to the Board,
(b) a deep interest in the welfare of students and staff,
(c) a desire to be of service to the School Community,
(d) a commitment to promote Catholic Education,
(e) an ability to work co-operatively and constructively with other members of
the Board,
f) sufficient time to devote to Board duties, and
(g) an understanding that the Parish and school together are part of the church’s mission.

(ii) The Board shall have the following membership:

(a) the Parish Priest as an ex-officio member,
(b) the Principal of the School as an ex-officio member,
(c) four parent representatives elected in the manner provided for in Section 6 of this Constitution,
(d) two teachers: one nominated by the Principal, the other elected by the staff of the School, and
(e) one person nominated by the Parish Priest

It is expected that members elected or nominated under (c), (d) and (e) above will undertake designated responsibilities such as School Policy Development, School Maintenance, Parents and Friends liaison and Parish liaison. These areas of responsibility will be allocated by the Board.

(iii) Membership of the Board shall be for a period of two years (1st April to 31 March of the following year) for elected and nominated members. Half of the elected and nominated members will retire each year.
(Initially half of the parent representatives of the Board will be elected for only one year.)

(iv) Those members nominated by the Parish Priest and Principal shall serve for a period of two years.

(v) Members may be re-elected or re-nominated provided that they have not served for
more than three consecutive two-year periods.

(vi) Should the position of an elected member of the Board become vacant, the Board shall have the power to appoint a replacement until the next annual election.

(vii) Any elected, nominated or Board-appointed member who is absent from three consecutive meetings of the Board, without sufficient reason, shall be deemed to have vacated his or her position on the Board. The Board will notify the member in writing that his or her position has become vacant.

6. The School Community Annual General Meeting.

(i) The Board shall, by written notice at least 28 days before the set date, invite all persons who are

   (a) parents and caregivers of present pupils of the school,
   (b) staff currently employed at the school,
   (c) current Board members, and
   (d) adult members of the Parish

   to attend a meeting to be called ‘the Annual General Meeting’ (AGM) which will be held in the month of March each year.

(ii) Prior to the AGM the Board shall

   (a) prepare a complete list of names of current members of the Board to give the Meeting, and
   (b) indicate which members are due to retire and which members are eligible for re-election.

(iii) The Board Chairperson shall chair the Meeting.
(iv) The business for the meeting shall be the following:

(a) presentation of a report by the current Board Chairperson on the operation of the Board during the preceding twelve months,
(b) presentation of the Principal’s report,
(c) presentation of a general financial position of the school for the preceding year and the outlook for the coming year,
(d) announcement of the names of the new members of the Board elected by ballot at the meeting or by prior nomination or election,
(e) consideration of any Notices of Motion, and
(f) any general business.

(v) Only persons of the School Community with children currently enrolled in the School may be parent representatives on the Board.

(vi) Nominations for the Board will be accepted two weeks prior to the AGM and advertised one week prior to the AGM. Nomination forms will be available from the school office.

(vii) Any parent or caregiver eligible to attend the AGM under this Constitution may, with his or her consent, be nominated to be elected to the Board in the appropriate category set out in Section 5 (ii) (c).

(viii) The method of voting shall be by those in attendance at the meeting indicating their preferences in writing on the official ballot form.

(ix) All other points of procedure and order at the meeting shall be determined by the Chairperson.

7. **Meetings and Proceedings of the Board.**

(i) The Board shall elect annually from its members a Chairperson, Vice
Chairperson and Secretary. Members will be eligible for re-election as long as they are members of the Board.

(ii) Regular meetings of the Board shall involve only Board members. Normally, they shall be held once every month. Special meetings may be held as often as is deemed necessary. Members of the School community or guests may request, or be invited, to address the Board on specific issues for part of the meeting.

(iii) Special meetings of the Board shall be held when called by the Chairperson or when requested by any three members of the Board.

(iv) A simple majority of members shall constitute a quorum. No meeting may be held without a quorum. Normally, every endeavour will be made to discern a consensus on issues under discussion. A simple majority of the total number of Board members is required to pass any motion on those occasions when voting is deemed necessary.

(v) In the absence of the Chairperson, the Vice Chairperson shall preside over the Meeting.

(vi) All members (including the Chairperson) shall have equal voting rights. In the case of a voting deadlock, the Chairperson may exercise a casting vote. If the Chairperson decides not to exercise a casting vote, the motion shall lapse.

(vii) Minutes of all meetings of the Board shall be taken by the Secretary. One copy of the Minutes shall be given to the Principal for insertion in the School files. One copy shall be held in the Secretary’s file, which will be passed to his or her successor in the office. A copy of the Minutes of the previous meeting shall be sent to each Board member.
(viii) All written communication from the Board shall be effected through the Secretary and tabled at the next meeting of the Board.

(ix) At least four dear working days before an ordinary Board meeting~ the Secretary shall distribute a copy of the Agenda for that meeting, together with Minutes of the previous meeting~ any reports, correspondence, communications and recommendations submitted by members or committees.

(x) (a) Any motion or amendment may not be discussed, or voted upon until it has been formally moved and seconded, and
(b) any motion, which involves the rescission of a previous resolution, must be submitted in writing in time for inclusion on the Agenda sheet.

8. Committees of the Board

(i) The Board is empowered to appoint committees, as it deems necessary.

(ii) Membership of Committees is not confined to members of the Board; however, at least one Board member is required to serve on each ad hoc committee.

(iii) The membership and duties of any committee shall be clearly defined by the Board and a specific date shall be set for the completion of the tasks assigned to the committee.

(iv) In all cases, except that of the appointment of a Principal, the committee makes its recommendations to the Board.

(v) As soon as the committee’s specific task is completed, or even earlier if the Board so determines, the committee is dissolved.

(vi) The Parents and Friends Group is deemed to be a standing committee of the Parish Education Board. If a Board member is not already a member of the Parents and Friends Group, a Board member will be designated to liaise with the Parents and Friends Group.

(i) In conjunction with the School community and the CEO, the Board supports the Principal in his or her responsibility for the forward financial planning of the School. The Board will assist the Principal to administer all income, recurrent and capital, from whatever source, and all expenditure for the School.

(ii) With respect to capital outlay that would involve a commitment of Parish funds, the approval of the Parish Priest must first be obtained before any such commitment is made.

(iii) The Board is responsible for advising the Parish Priest and the Principal concerning the level of fees to be set each year and is also responsible for policy governing the collection of fees and levies.

(iv) The Board will oversee all building and improvement works to the School. It will also oversee all maintenance and upkeep of the School’s buildings, grounds, equipment and furniture.

(v) A copy of the previous Annual Statement of the School’s income and expenditure shall be available for perusal by any member of the School community.

10. Policy Formulation

(i) Although the Board has no authority in the internal operation of the School, it
is the function of the Board to provide an advisory service to the Principal and the Parish Priest and so it has a responsibility for the development of general policies for the school.

(ii) In exercising this advisory function, Board members are required to be mindful of the responsibility which belongs to the Parish Priest and the Principal to make final decisions on all matters relating to curriculum, discipline and methods of instruction and learning.

(iii) All information made available to the Board and the source of such information, shall be deemed to be confidential. Only those matters specifically identified by the Board may be disclosed to a third party.

Because of the need for confidentiality, the Board will determine, for each resolution to whom the decision will be communicated. Any resolution, which mentions or relates to an individual member of the School community, cannot be communicated without the express permission of the individual concerned. In some cases, the Board may determine that written permission is required.
In this context, “information” means any data, documents, memoranda, correspondence, material, advice, opinions and any other information made available at any time, and in any form, including reports, plans or drawings. The information may be delivered by computer (ie using e-mail or internet services), by letter or orally and may be provided directly or indirectly.

11. Communication.

The Board is required to disseminate information about Board Meetings and decisions to the School staff, School Community, the Parish Pastoral Council, St. Joseph’s Parents & Friends Group and any other groups determined by the Board.

12. Planning and Development
On behalf of the School Community, and in consultation with the School staff and the Parish Priest, the Board will plan for the present and future needs of the School.

13. **General Meetings and Alterations to the Constitution.**

(i) Prior to any alteration being made to the Constitution one month’s notice, in writing, must first be given to the Board, which shall then consider the amendment, prior to placing it before either an AGM or a Special General Meeting (5GM) of the School Community for confirmation. The alteration must obtain a two-thirds voting majority of the Board and the AGM or 5GM.

(ii) A General Meeting of the School community may be called by the Chairperson, if requested by six Board members or sixty persons eligible to attend and vote at a general meeting.

(iii) Fourteen days notice shall be given by means of a circular, sent through the School and notified to the Parish, before any General Meeting is held. The Circular will give notice of any business to be conducted at the meeting.

14. **General**

(i) The Board is required to work within the spirit and letter of this constitution.

(ii) If, for any reason, the Board does not function satisfactorily, in the opinion of the Parish Priest or Principal, the advice and assistance of the Catholic Education Office shall be sought without delay.