



St Francis Primary School Nathalia

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St Francis will provide a child safe environment where all children have the right to be treated with respect and will be protected from harm.

St. Francis Nathalia School **Board Constitution**

1. Name

This School Board shall be known as St. Francis School Board Nathalia.

2. Status of the Board

- 2.1 The Board is an advisory body to assist the Parish Priest and Principal.
- 2.2 The Parish Priest, as manager of the school, is totally responsible for the legal and canonical obligations associated with the running of the school.
- 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.

3. Aims

The school board will offer informed advice to the Parish Priest and Principal by:

- 3.1 Planning for the future and ensuring that the Parish School can accommodate future enrolments.
- 3.2 Assisting in the formulation of School policies in conjunction with the Parish Priest, School Staff and Parents.
- 3.3 Assisting in the preparation of the school budget and the supervision of the school's financial operation.
- 3.4 Supporting the Parish School in practical ways, such as ensuring that the school facilities and equipment are maintained.
- 3.5 Assisting in the selection of a lay Principal when such an appointment is being made and in accordance with Diocesan guidelines.
- 3.6 Working in collaboration with school parents' auxiliaries.
- 3.7 Developing school/community relationships and encouraging home / school interaction.
- 3.8 Facilitating the integration of Parents and Children new to the school.
- 3.9 Developing strategies for the local promotion of Catholic Education.
 - 3.9.1 Making annual reports to the community.
 - 3.9.2 Assisting the Parish Priest and Principal in facilitating faith development in the school Community.

4. Function of the School Board (as per the SCEC Guidelines)

4.1 Planning

The Board shall regularly consider and assess the needs of the school to assist in future development.

4.2 **School Policy**

The Board shall assist in the development of School Policies. The Board shall also assist in facilitating consultation with the school community and especially with Parents when policy is being developed or reviewed.

4.3 **Finance**

4.31 The Board through a Finance Sub-Committee may:

4.32 Assist in the preparation of the Annual Budget.

4.33 Ensure that an annual audit is undertaken.

4.34 View the Annual Financial Statement and other accountability documents to Government and Diocesan authorities and parents.

4.35 Assist in the establishment of procedures in keeping with Diocesan guidelines, for the efficient financial management of the school (e.g. fee collection).

4.36 The Principal or nominated representative shall present a finance report at each meeting of the Board.

4.37 The Board shall be aware of special monies, grants, etc. that are made available from time to time and shall oversee the allocation of these monies.

4.4 **Maintenance and Cleaning**

The Board together with the Principal shall be responsible for improving, maintaining and cleaning the school and its grounds, and improving the level of equipment in the school.

4.5 **Enrolment Policy**

The Board shall maintain a policy on enrolment. This policy shall have the agreement of the Parish Priest and Principal, and be in accord with Diocesan guidelines.

4.6 **Community**

The Board shall be involved in informing the community of the aims and ideals of the school. The Board may from time to time, represent the school to the wider community in matters affecting the welfare of the school.

5. **School Auxiliaries**

5.1 Formally recognised school auxiliaries or fundraising bodies shall have representation on the School Board. Requests for funds for special projects from school auxiliaries or fundraising bodies shall be made through the auxiliaries representatives on the School Board.

6. **Membership of the School Board**

6.1 The School Board shall consist of ex-officio members, representative members and elected members all of whom shall have full voting rights.

6.2 The ex-officio members shall be:

1. Parish Priest
2. School Principal
3. The Deputy Principal
4. C.E.O Representative (as required)

6.3 The representative members shall be:

1. Teacher representative (1) elected by the school teaching staff.
 2. Parent's Auxiliary representative (1) elected by the members of the School Parents' Auxiliary.
 3. Parish Representative appointed by the Parish Priest.
- (Note...If there is more than one parent's auxiliary such as a Mothers' Club and a Fathers' Club then each body may elect a representative.)

6.4 The elected members shall be:

Six persons elected from the parents of students enrolled at the school at the date of the elections.

6.5 The Parish Priest shall:

6.51 Act as Chairperson of the Board; or

6.52 Nominate a person from among the elected representatives to be chairperson; or

6.53 Approve as chairperson a person elected by the Board.

PROVIDED however, that 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 (ii) or (iii) above, give notice to the Board that he desires to act as chairman of that particular meeting.

6.6 Only elected members of the School Board shall be eligible for election to the position of Secretary.

6.7 The School Administrative Officers shall be entitled to be present at all meetings of the Board, but shall have no voting rights.

7. **Election of Board Members**

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

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

7.12 Shall be delivered to the Secretary of the Board before the date fixed for the holding of the annual general meeting.

7.2 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 received at the annual general meeting.

7.3 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.

7.4 If the number of nominations received is equal to the number of vacancies to be filled, a ballot shall be held. Voting rights are restricted to current board members.

7.5 The ballot for the election of members of the Board shall be conducted at the Annual General Meeting in such usual and proper manner as the Board may direct.

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

7.61 Resigns his office by notice in writing given to the secretary.

7.62 Fails to attend three (3) consecutive meetings of the Board without an apology.

8. **Tenure of Board Members**

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

8.2 Elected members of the Board shall serve a term of three (3) years. Each elected member is eligible for re-election, but no elected member may serve more than two (2) consecutive terms unless there are no nominations.

8.3 Representative members are appointed for a period of three (3) years. They shall then be eligible for re-appointment, but no representative member may serve more than two (2) consecutive terms.

8.4 Occasional vacancies to be filled by co-opting, with the approval of the Parish Priest, for the balance of the term of Office.

9. **Annual General Meeting**

- 9.1 The Board shall in each calendar year convene an Annual General Meeting of Parents, Guardians and other interested people of currently enrolled students.
- 9.2 The Annual General Meeting shall be held in December each year.
- 9.3 The Annual General Meeting shall be specified as such in the notice convening it.
- 9.4 The ordinary business of the Annual General Meeting shall be:
- 9.41 To confirm the minutes of the preceding Annual General Meeting.
- 9.42 To confirm from the Board reports upon the transactions of the Board during the preceding financial year, written copies of such reports shall be distributed to parents via the Annual Report to the School Community.
- 9.43 To elect members of the Board.
- 9.5 The Annual General Meeting may transact special business of which notice is given in accordance with these rules.

10. **Notice of Annual General Meeting**

- 10.1 The Principal of the school shall, at least two weeks before the date fixed for holding an annual general meeting, publish a notice in the weekly school newsletter stating the place, date and time of the meeting.
- 10.2 No business other than set out in the notice convening the meeting shall be transacted at the meeting.

11. **Process at Annual General Meeting**

- 11.1 All business that is transacted at the Annual General Meeting with the exception of that specifically referred to in this constitution, as being ordinary business of the Annual General Meeting shall be deemed to be special business.
- 11.2 Voting shall be by simple majority of the existing school board and the Chairperson shall have the casting vote.

12. **Ordinary Meetings of the School Board**

- 12.1 Ordinary meetings shall be held at least once per term during the school year, and not exceed 2 hours in duration with provision of extension upon motion of the meeting.
- 12.2 A quorum shall consist of one half of the Board members plus one.
- 12.3 Members shall receive at least seven (7) days notice of all meetings.
- 12.4 The Secretary of the Board shall keep minutes of the resolutions and proceedings of each general meeting in books provided for that purpose together with a record of the names of persons present at committee meetings. The minutes are to be given out within seven (7) days of the last meeting.
- 12.5 The Principal shall distribute a copy of the agenda of the next meeting one week prior to the next Board meeting.
- 12.6 Special Meetings of the Board may be convened by the Chairperson upon request of the Parish Priest and the Principal. If an extraordinary meeting is called all Board Members are to be included, if available. The executive of the School Board (Parish Priest, Principal, Chairperson) shall be empowered to act on the Board's behalf on occasions that they deem necessary. These decisions are to be ratified at the next Board meeting.
- 12.7 Notice shall be given to members of the Board of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- 12.8 *All deliberations at Board meetings must remain confidential to the Board and issues resolved by the Board, must be supported outside of the meetings by all Board Members.*

13. **Amendments to the Constitution**

13.1 This constitution may be amended by a vote of two-thirds of the total membership of the Board, subject to regulations of the Diocese and the approval of the Parish Priest.

14. **Grievance Procedures and Code of Ethics**

The School Board shall adhere to the “Grievance Procedures and Code of Ethics” set out below.

14.1 The School Board should be aware of the difference between policy 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.

14.2 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.

Under no circumstances should issues of a personal nature or issues involving members of the school community be discussed at a Board Meeting.

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

14.31 The issue shall not be raised at a Board Meeting.

14.32 The parent should request an interview with the teacher.

14.33 If no resolution, the Parent should consult the Principal.

14.34 If no resolution, the Parent should consult the Parish Priest.

14.35 The Parish Priest may wish to involve the Zone Consultant or Administrative Director.

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

14.41 The issue shall not be raised at a Board Meeting.

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

14.43 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.

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

14.45 The Parish Priest may wish to involve the Zone Consultant or the Administrative Director.

Evaluation

This Constitution is to be reviewed every 3 years or as required.

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