

St. Leonard's Catholic Primary School

Aspiring to Excellence



St Leonard's Parish

Education Advisory Board

GUIDELINES FOR OPERATION

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1. Statement of Purpose

St. Leonard's Parish Education Advisory Board has as its central purpose the realisation of the vision of St. Leonard's School. The Education Advisory Board brings together the parish priest, principal, parents and parishioners in a spirit of cooperation to serve and meet the needs of our children both now and for future generations.

The purposes of the Parish Education Advisory Board are to:

- a) act as an advisory body to the parish priest and principal, on matters concerning education in the parish
- b) act as a forum for discussion on matters concerning education in the parish primary school
- c) provide a link between parish priest, principal, teachers, parents and parishioners in relation to the provision of Catholic education in the St. Leonard's Parish Community.
- d) promote community development by fostering a strong interrelationship between parish and the parish primary school, Catholic secondary colleges and pre-schools

2. Responsibilities

The responsibilities of the Parish Education Advisory Board are to:

- (a) promote the Catholic ethos of the school and to support the Religious Education programs
- (b) provide advice on the development and review of school policies
- (c) plan for the future of the parish primary school and its ability to accommodate future enrolments
- (d) provide advice on budget planning and finance-related matters
- (e) contribute to the selection process for the school principal
- (f) ensure the appropriate provision of faith development and RE programs for children attending Government schools
- (g) foster adult education in faith.

The parish priest reserves his authority in matters relating to the functions of the Education Advisory Board.

3. Membership

(a) Attendance

Ordinary and extraordinary meetings are open to Education Advisory Board members only. The Annual General Meeting is open to all members of the school community.

(b) Representation

Through membership on the Education Advisory Board each person assumes a leadership role in the parish. Members must be committed to the values and principles outlined in the Statement of Purpose.

Members contribute equally to all discussions. In the final analysis, decisions are taken to build community through consensus and, if this is not achieved, by majority vote. The parish priest and principal reserve the right to make any final decisions about recommendations made by the Education Advisory Board.

The membership of the Education Advisory Board shall be as follows: -

Ex-Officio Members

- Parish priest
- Principal
- Deputy principal

Nominated Members

- 3 parishioners
- 4 parents with children attending the school, elected by the parent community or asked to join to bring their skills to assist the Education Advisory Board. E.g. Building, finance, I.C.T.

Other persons may be co-opted for a period of time to serve a particular need on the Education Advisory Board as a sub-committee.

(c) Elections

All parent and parishioner members of the Education Advisory Board are to serve a three-year term and may be re-nominated. Parent representatives must resign from the Education Advisory Board when their children leave the school.

4. Office Bearers

When the role of Chairperson is vacated, a new chairperson will be appointed at the first meeting after the AGM. The term of appointment for the board chair will be for two calendar years and may be eligible for re-election.

The Education Advisory Board will appoint a Secretary who will be responsible for the minutes of each meeting and for other administrative tasks as may be necessary from time to time.

5. Sub Committees

The St. Leonard's' School Education Advisory Board may create sub-committees from its membership. These sub-committees have the option to co-opt additional members from outside the Education Advisory Board. Their work is to address specific tasks and perform specific functions from time to time on the Education Advisory Board's behalf.

Sub-committees should have at least one member of the Education Advisory Board among its membership. This person will act as chair of the sub-committee.

6. Nominations and Elections

Written nominations (See Appendix 1) for the relevant number of vacant parent representative positions are sought via the school newsletter.

If more nominations are submitted than places available, it will be up to the parish priest and principal to allocate that vacancy to the nominee that best meets the need of the current Education Advisory Board or initiate an election process. Things to consider include: demonstrated support of the parish and school, balanced parental representation across the school, the needs of the Education Advisory Board, expertise of nominees and variety of expertise already on the Education Advisory Board.

7. Induction

New School Education Advisory Board members will have an induction that helps them understand their individual duties and responsibilities, the aims and functions of the Education Advisory Board and the processes and operations of the Education Advisory Board. The induction will include:

Persons eligible to seek nomination to the School Education Advisory Board will be provided with a copy of the Education Advisory Board Constitution and Guidelines.

Within 21 days of their appointment new School Education Advisory Board members will be provided with a written package including:

- a) A copy of the School Education Advisory Board Guidelines
- b) A copy of the most recent Annual General Meeting Report
- c) A copy of the current School Improvement Plan and Annual Action Plan
- d) A copy of the Meeting Minutes for the previous 12 months, as required

Newly appointed School Education Advisory Board members will be encouraged and assisted to attend appropriate training from Catholic Education Melbourne staff. A buddy mentoring system will operate within the Education Advisory Board. The School Education Advisory Board Chairperson will, in consultation with members, allocate existing School Education Advisory Board members to advise, mentor and support new School Education Advisory Board members, as required.

8. Resignation and / or Removal from the School Education Advisory Board

Any member may resign from the Education Advisory Board by notice in writing to the parish priest. The Education Advisory Board may remove any elected representative who fails to attend three consecutive Education Advisory Board meetings without reasonable excuse. A parent member shall resign if his/her child/ren ceases to attend the Parish School. The parish priest has the power to remove any Education Advisory Board members who do not follow the guidelines in relation to confidentiality or undermines the work of the Education Advisory Board.

9. Meetings of the Education Advisory Board

Ordinary Meetings

The Education Advisory Board shall meet for ordinary meetings no less than 5 times during the year. These may be attended by the members of the Education Advisory Board only. Meetings will be scheduled in the annual school calendar and agenda papers will be circulated no less than one week prior to the scheduled date.

Annual General Meeting

The Annual General Meeting of the School Education Advisory Board shall normally take place in Term 1 of the school year. The school community will be notified prior to the meeting via the newsletter and a request for nominations to fill the positions which become vacant.

The Agenda will be published for the whole school community via the newsletter. At the meeting the chairperson, parish priest and principal will provide an Annual Report. There should be an opportunity for those in attendance to ask questions.

Extraordinary Meetings

Education Advisory Boards may call extraordinary meetings, if required. These may be attended by the members of the Education Advisory Board only. Minutes may be kept private and confidential.

Agenda items are determined by the parish priest and principal.

Agenda Items

Agenda items are determined by the parish priest and principal, but generally include:

- Prayer
- Welcome
- Apologies
- Minutes of previous meeting (or AGM)
- Actions from the previous meeting
- Parish Priest's Report
- Principal's Report
- P & F President's Report
- Other Business

Quorum for Meetings

- a) For a quorum to be achieved, a majority of Education Advisory Board members, plus one, must be present.
- b) If at the end of 30 minutes after the appointed time for a meeting of the Education Advisory Board, there is no quorum present, the meeting will stand adjourned to a time and place determined by the Education Advisory Board members present.
- c) A member of the School Education Advisory Board may be present at a meeting, in person or by video conferencing or teleconferencing with the permission of the parish priest or principal.

Length of Meetings and Extensions of Meeting Times

If business has not been concluded within 2 hours, the Chairperson shall ask the members whether they wish to defer the rest of the business until the next meeting or to extend the meeting. A motion is necessary if the Education Advisory Board wants to extend the meeting. The meeting will be extended for no more than 15 minutes.

If necessary, a motion to close the meeting early may be called by the parish priest or the principal.

Minutes

- a) The Principal will ensure that draft minutes are kept by the secretary are prepared after each Education Advisory Board meeting and distributed to the principal for approval and then forwarded by the secretary to Education Advisory Board members prior to the next meeting.

- b) The minutes will record the type of meeting (AGM, regular or extraordinary); date, time and venue of meeting; names of attendees and apologies received from members; a record of the business of the meeting.
- c) A summary of Education Board Meetings may be placed in the newsletter from time to time.
- d) When minutes are submitted for confirmation at subsequent meetings, only questions regarding their accuracy as a record of the meeting are to be raised. Once the minutes have been accepted as a true and accurate record of the meeting, it is recorded in the current minutes.

10. Grievance Procedure

Objective:

The objective of the Grievance Procedure is to resolve any disputes under the rules between:

- (a) a member and another member, or
- (b) a member and the Education Advisory Board.

Grievance Sub-Committee:

If required, a Grievance Sub Committee will be established to investigate and facilitate the resolution of any disputes of the nature described above.

The Grievance Sub-Committee shall comprise (3) persons drawn from the Education Advisory Board of which one will be the chairperson. The Education Advisory Board may change the composition of the Sub Committee at any time provided the Sub Committee remains constituted by Education Advisory Board members.

Grievance Officer

A Grievance Officer will be appointed from the Grievance Sub Committee. The role of the Grievance Officer is to receive any grievances submitted to the Education Advisory Board and to ensure the procedure described below is carried out.

Procedure:

A member may initiate a grievance in respect of a dispute of a type described above by reducing the grievance to writing and lodging it with the Grievance Officer.

Upon receipt of the grievance, the Grievance Officer must call a meeting of the Grievance Sub-Committee within 14 days.

Prior to the meeting the Grievance Officer must investigate the grievance including interviewing any persons whom may be the subject of the grievance or have some knowledge relevant to it.

The Grievance Sub Committee must offer the member who lodged the grievance and any member who may be the subject of the grievance, an opportunity to be heard and to submit any other matters relevant to it.

The parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within 10 business days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting, or if the party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator. The mediator must be a person chosen by agreement between the parties.

The Grievance Sub Committee must decide whether any action under the rules or otherwise should be taken arising from the grievance and advise the Education Advisory Board of such action.

The Education Advisory Board at the next scheduled meeting, may confirm, modify, or reject the decision of the Grievance Sub Committee. The decision of the Education Advisory Board will be final.

All parties to the dispute including the member who lodged the grievance must be advised in writing of the Education Advisory Board's decision.

This Procedure is not intended to alter a member's right arising out of any other rules under the Guidelines for Operation.

11. Confidentiality

At certain times matters before the Education Advisory Board may be considered confidential. Confidential matters should be identified as such, and any documents must be marked accordingly.

Once this has occurred, members must refrain from discussing, outside the meeting situation, the information and dialogue shared at the Education Advisory Board meeting.

In general, the opinions shared by Education Advisory Board members should not be reported outside the meeting by reference to any one person.

Any matters regarding the competence of staff, or about individual student progress, should be referred immediately to the Principal or the Parish priest.

Complaints are referred to the Complaints Management Policy.

Members of the school community may request an issue be added to the agenda however as the Education Advisory Board is advisory in nature, the principal and parish priest will decide whether it is added to the agenda. Issues may be suggested by submitting a brief written request to the principal, at least 10 business days prior to an Education Advisory Board meeting. If the School does not have the authority to deal with the issue, the person will be advised that it will not be discussed by the Education Advisory Board.

The issue should be written in dot points and be no longer than one page in length. It should include the nature of the issue, including possible outcomes sought by the relevant person.

If the issue is discussed by the Education Advisory Board and where practicable, the parish priest, school principal and/or Education Advisory Board chairperson undertake on behalf of the Education Advisory Board to provide initial feedback to the person submitting the issue within 14 days of it being discussed by the School Education Advisory Board, and thereafter as appropriate.

Nothing in this formal process prevents persons within the school community from having informal discussions with Education Advisory Board members at any time.

12. Education Advisory Board Solidarity

It may be quite appropriate to discuss matters outside the meeting during the dialogue or information gathering stage prior to any decision being reached.

Once any decision is reached it is expected that Education Advisory Board members will represent that decision regardless of their personal opinion.

13. Conflict of Interest

If a member of the School Education Advisory Board or a member of his or her immediate family has any direct conflict of interest in a subject or matter under discussion at a School Education Advisory Board meeting that member:

- must declare the relevant interest to the School Education Advisory Board
- must not be present during the discussion unless invited to do so by the person presiding the meeting
- must not be present when offering advice to the principal and parish priest
- may be included in the quorum for that meeting.

13. Amending the Guidelines

The guidelines may be changed only if the parish priest, after consultation with the Parish Education Advisory Board, decides upon alterations or accepts any alterations proposed by two-thirds of the members of the Parish Education Advisory Board.

Notwithstanding the above, the parish priest may direct change(s) to the guidelines at any time.

Appendix 1: Parish Education Advisory Board Nomination Form

Nominee

I hereby nominate for a position on the St. Leonard's Parish Education Advisory Board:

Print Name:		Telephone:	
Address:			
Signature:		Date:	
Commencing:			

Secunder

(A secunder supports the nominee's application and is from another family to the nominee)

Print Name:		Telephone:	
Address:			
Signature:		Date:	
Commencing:			

Nominee

I wish to nominate for a position on the St Leonard's Parish Education Advisory Board for the following reasons:
If selected, I believe that I would bring the following qualities to the St Leonard's Parish Education Advisory Board:
I have demonstrated support of the parish and school in the following ways: