



St Kevin's

Education Board Guidelines

The Roles & Functions of St Kevin's School Board

Preamble

“The Mission of the School is to work in partnership with parents and pastors to build a community which is a centre of learning and a centre of evangelisation.”

(The Religious Dimension of Education in a Catholic School, nos 33,34)

The School Board has a responsibility to uphold and promote Catholic Teaching and a Christian way of life within the school community. Ideally, the Board should include parent representation from across all levels of St Kevin's School, as it provides a forum for discussion, policy making and shared responsibility for Catholic Education in the School. The Board has a duty to provide responsible, informed advice to the Parish Priest and Principal regarding the provision of Catholic Education within the school.

To promote active participation within the Board, the following procedures are endorsed by the Board:

- Positions for parent, staff and PFA annually members will be advertised during November and December, and anyone interested will be invited to attend education session/s with a facilitator concerning the activities of the Board, as part of the discernment process for membership. Membership is made up from those who have attended the education session/s
- The retiring chair, at the first meeting after the AGM chairs that part of the meeting for the election of the chair and secretary. Alternatively, the PP or the Principal will chair that part of the meeting for the election of the chair and secretary
- Should the Board deem it necessary, an external facilitator may be engaged to assist the Board reflect on its operations and planning
- Amendment to the Roles and Functions of St Kevin's School Board, requires 90% Board membership attendance on the recommended changes to the guidelines and a majority vote of two thirds of the attendees.

The Board's functions include assisting the Parish Priest & Principal:

- In the formulation and review of school policy;
- By offering informed guidance regarding the school's financial operation;
- With the provision of quality education;
- in accordance with diocesan guidelines the selection of a principal when an appointment is being made;
- Developing school/community relationships and encouraging home/school interaction;

- To welcome of parents and children new to the school;
- To develop strategies for the local promotion of Catholic Education as required;
- to ensure close ties with the Parish Pastoral Council by having direct representation from the Board on the Parish Pastoral Council.

Membership:

1. The members are the Parish Priest, Principal, a Deputy Principal.
2. Two staff members, one of whom retires each year.
3. Four parent members, two of whom retire each year. In the event of more parents nominating than there are vacancies, an election will be held.
4. There will be one PFA nominated member for a term of one year.
5. The length of service for parent and staff members is two years. Retiring parent and staff members have the option of a second term of two years. There will be a break of twelve months after a second term, before being eligible for further nomination.
6. Any elected member may resign from the Board by notice in writing. The Board may remove any elected representative who fails to attend three consecutive Board meetings without reasonable cause.

Vacancies:

1. Vacancies for parent members will be filled by parents who have participated in an education process relating to Board functioning.
2. A Parent who has participated in the education process, may be nominated by the Board to fill a casual parent vacancy. The casual position will be filled until the end of that current term, when it will be filled by election. The parent member who filled the vacancy will be eligible for nomination, and the length of time already served in the casual vacancy will not count towards a term.

Elections:

The Board shall appoint a Returning Officer who shall receive nominations and tally votes. All parents shall be notified of vacated positions, and the process for the election. Nominations for these positions shall be called at least three weeks prior to the Annual General Meeting. If insufficient nominations are received, they will be taken from the floor of the Annual General Meeting.

Elections (where necessary) shall be by secret ballot with one vote per parent in attendance at the Annual General Meeting. Those eligible to vote will indicate their preference for candidates by placing a tick against two names, and election will be by simple majority.

The decision of the Returning Officer shall be final.

Any appeals to the process of the election should be directed in the first instance to the Chairperson of the Board, and then the Parish Priest. The decision of the Parish Priest on the appeal will be final.

Communication:

It is important that the Board communicates regularly with the community in order that the community is informed and able to contribute to the work of the Board. A regular newsletter, or inclusion in the weekly "Newsletter", occasional open Board meetings etc will enhance the work of the Board and the esteem in which the group is held by the community. The names of Board members will be advertised in the school's "Newsletter" and use of the Education Board's Noticeboard. Editorial management of the Education

Board's Noticeboard will lie with the Board, or its delegated member or the Principal.

School/Parish Bodies:

The Board ought to ensure that close liaison exists between it and the PFA, the Parish Pastoral Council, Maintenance Committee through verbal and/or written reports.

Parents' & Friends:

There should be close liaison between the Board the PFA in order that cooperative and coordinated planning can take place, particularly in the area of identifying priorities for the expenditure of locally raised funds. Because of the important role of the PFA, the PFA is to be represented on the Board. Regular reports will be provided by the PFA.

Maintenance Committee:

The Maintenance Committee is supported by the Board and will provide regular reports to the Board.

Parish Pastoral Council & Board:

The Education Board is to be represented at Parish Pastoral Council meetings. The Principal will present a Report at such meetings. The Education Board member on the Parish Pastoral Council is responsible for presenting from Parish Council to the Board.

(All parent associations are established within parish and school structures and are responsible for acting in accordance with diocesan, parish and school policies.)

Meetings of the Board:

The Board shall meet at least nine times a year. Meeting dates will usually be set at the beginning of the year unless the Board decides to call a special meeting, in which case reasonable notice should be given having regard to the urgency.

A quorum shall consist of five Board members, and must include at least two parent representatives, the Parish Priest or Principal or nominee of either.

Meetings shall be limited to two (2) hour maximum.

The Board may form sub-committees or working groups as it deems appropriate.

Voting:

Voting rights shall be restricted to elected and co-opted members.

Confidentiality:

At certain times matters before the Board may be considered confidential. Such matters should be so identified and as a consequence members should refrain from discussing the information and dialogue shared outside the meeting. Any documents that are confidential should be marked accordingly. In general, the opinions expressed by members should not be reported outside the group by reference to one person. However, it might be appropriate to discuss matters outside the meeting during the dialogue and information gathering stage, prior to any decision being reached. Once any decision is reached, it is expected that members will uphold the decision regardless of their personal opinion.

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

Office Bearers:

The position of Chairperson will be for an initial period of one year. A new Chairperson will be elected at the Annual General Meeting.

The Principal and Chairperson are responsible for drawing up the Agenda. The agenda and related papers will be distributed to Board members prior to the meeting. Any urgent matters arising after the agenda is set may be added to the agenda at the discretion of the Chairperson and Principal.

The secretary is responsible for taking and recording the minutes accurately and providing a copy for the school to enable distribution of the minutes of the previous meeting to members, and for contacting members regarding changes to dates, times.

Reviewed by SDC: July 2018	Reviewed by Staff: July 2018	Ratified by Ed Board: TBA or July 2018	Next review: July 2022
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