



2018 St Alipius Parish School Governing Authority

In our school, the school governing body is the canonical authority which has jurisdiction over the school. The canonical authority has responsibility for authorising the governance structure and process for management.

St Alipius Parish School Principal is employed by the Canonical Administrator to oversee the day-to-day running of the school and is advised by the School Advisory Council. The role of the members of the School Advisory Council is to support the spiritual and educational development of students. They do this through their contribution to school plans and policies and their participation in activities that uphold the mission of Catholic education as expressed in the vision and mission statements of the school.

At St Alipius Parish School, our canonical authority is our Parish Priest, Father Peter Sherman.

APPENDIX ONE

CONSTITUTION OF THE ST ALIPIUS SCHOOL ADVISORY COUNCIL

The following constitution is the Guidelines for the St Alipius School Advisory Council.

1. NAME OF PARENT LEADERSHIP GROUP

The name of our Parent Leadership Group is the *St Alipius School Advisory Council*.

2. ROLE

- 2.1 The School Advisory Council's role in the School is that of a specialised policy making and management body, which includes tasks of policy development, monitoring, evaluation and general liaison between parents and school.
- 2.2 The School Advisory Council exercises a consultative function to the Parish Priest and the school principal in the formulation of local school policy.
- 2.3 The School Advisory Council will be mindful that the Parish Priest as pastor and administrator of the faith community retains the right to make the final decision on policy recommendations taken by the School Advisory Council.
- 2.4 The School Advisory Council will be mindful of the role of the Principal and staff and their associated professional and legal responsibilities in regard to implementation of policy. The Principal is responsible for the internal management of the school and the implementation of school policies.

3. FUNCTIONS

3.1 Formulation and evaluation of Policy

- 3.1.1 To assist in the formulation and evaluation of the school's Vision and Mission Statements and Policies in conjunction with the Parish Priest, Principal, staff and parents.
- 3.1.2 To ensure that school and diocesan policies are implemented.
- 3.1.3 To participate in the periodic school review process.
- 3.1.4 To set the priorities for action addressing the educational needs of the school

3.2 Financial Management

- 3.2.1 To provide input into the school budget, approve budget recommendations and oversee the school's financial operations.

3.3 Provision and Maintenance of Facilities

- 3.3.1 To support the school in practical ways, such as ensuring the adequacy and maintenance of school facilities and equipment.

3.4 Future Planning

- 3.4.1 To plan for the future and ensure that the primary school can accommodate future enrolments and do so in facilities that are conducive to effective Teaching and Learning Practices

- 3.5 Public relations**
 - 3.5.1** To develop school/community relationships and encourage home/school interaction.
 - 3.5.2** To develop strategies for the local promotion of Catholic education, primary and secondary.

- 3.6 Selection of Principal and Staff**
 - 3.6.1** To assist in the selection of a principal and staff in accordance with Diocesan guidelines.

- 3.7 Communication**
 - 3.7.1** To make annual educational reports to the community.
 - 3.7.2** To keep the community informed of the vision and mission of the school, as well as the school's educational policies and programs.

- 3.8 Curriculum**
 - 3.8.1** To encourage real community involvement in the educational life of the school, including local level consultation regarding choice and development of learning programs within the school and parish.
 - 3.8.2** To encourage adult education in Faith.

- 3.9 Pastoral Care**
 - 3.9.1** To undertake a distinctive pastoral role within the parish, in regard to the children enrolled in the parish school, to Catholic children attending other schools, to staff and to appropriate adult education groups.

- 3.10 Initiation**
 - 3.10.1** To facilitate the integration of parents and children new to the school.
 - 3.10.2** To assist in the initiation of new parishioners.

- 3.11 Induction of new members to the School Advisory Council**
 - 3.11.1** To induct new members to ensure their understanding of the schools' Vision and Mission Statements, and the School Advisory Council functions, policies and procedures.

4. MEMBERSHIP

Membership of the Board shall comprise:

- 4.1 Ex –officio members**
 - 4.1.1** Parish Priest
 - 4.1.2** Principal

- 4.2 Elected Members**
 - 4.2.1** At least one but up to two staff elected by the whole school staff.
 - 4.2.2** Each area/arm of the School Advisory Council will be represented by a least one, and up to two parents, thus ensuring all dimensions of school life are provided with a vehicle for input.

- 4.3 Co-opted members**
 - 4.3.1** As many as two persons can be appointed by the School Advisory Council.

5. OFFICE BEARERS

- 5.1 The Chairperson is elected from among the members each year.
- 5.2 The principal is not eligible for the position of chairperson.
- 5.3 In the absence of the Chairperson, members will elect an acting chairperson to preside over the meeting.
- 5.4 The Secretary will be elected from among members, excluding the Parish Priest and Principal, at the first meeting of the Board after the general meeting.
- 5.5 The Principal of the parish school assists in the preparation of the Agenda and generally provides professional leadership for the Board.

6. TENURE

- 6.1 A term of office is normally two years.
- 6.2 Elected and co-opted members will serve no more than two consecutive terms.
- 6.3 Occasional vacancies will be filled by co-option for the balance of the term of office.

7. ELECTIONS

- 7.1 The School Advisory Council will determine electoral procedures.
- 7.2 Elections for vacancies will be held annually so that continuity of membership is maintained.

8. REPRESENTATIVES

- 8.1 At the first regular meeting of the year, members will elect any persons required to represent the School Advisory Council on other bodies.
For example: The representative on the Parish Council Diocesan Education Initiatives.

9. MEETINGS

- 9.1 The School Advisory Council will meet at least eight times a year, including twice a term.
- 9.2 The School Advisory Council will hold an open Annual General Meeting each year.
- 9.3 Special meetings may be called by the Chairperson or as requested by a majority of School Advisory Council members.

10. STANDING ORDERS

- 10.1 No meeting may be called unless all members have been notified.
- 10.2 A quorum will consist of one half of the members plus one.
- 10.3 The Secretary will keep minutes of meetings and distribute them to members in reasonable time before the next meeting.

- 10.4** The Secretary will distribute a copy of the Agenda of the next meeting along with copies of reports and recommendations of Committees in a reasonable time before the next meeting.
- 10.5** Sub-committee reports should be presented to each meeting of the School Advisory Council.
- 10.6** Recommendations included in sub-committee reports should be framed in the form of information re possible upcoming events and motions for matters to be raised and future agendas.
- 10.7** The Chairperson should allow some question time on committee matters not included in the Agenda from members of the C.L.T.
- 10.8** The Annual Report should be printed and distributed to all parents at least 14 days before the Annual General Meeting.
- 10.9** Parents wishing to have a matter considered at a School Advisory Council Meeting, including the A.G.M. are required to submit such a matter in writing to the Secretary not less than seven days before the meeting. Should a parent wish to attend a C.L.T. meeting, not intending to impact upon the agenda, they are most welcome to do so.
- 10.10** Consensus is the preferred mode of decision-making. Where voting is required it will be by simple majority and the Chairperson will have a deliberative and a casting vote.
- 10.11** The School Advisory Council will adopt protocols for members and make copies available to prospective members before elections.

11. COMMITTEES

- 11.1** The School Advisory Council may appoint committees or arms as it deems necessary and appropriate and in all cases determines the terms of reference.
- 11.2** Membership of committees/arms is limited to persons appointed by the School Advisory Council. At least one member will serve on each committee.
- 11.3** Committees are appointed and dissolved at the discretion of the School Advisory Council.
- 11.4** A sub committee is answerable to and will communicate only with the School Advisory Council to whom it makes its recommendations.

12. ABSENTEEISM

- 12.1** Any elected or appointed member who is absent from three consecutive meetings without sufficient reason will be deemed to have resigned. In such instance the School Advisory Council will notify the member of loss of membership and will call for replacement from the appropriate body for appointment until the next election for School Advisory Council members.

13. AMENDMENTS

- 13.1** This constitution may be amended only at the Annual General Meeting and if at least two-thirds of those present and eligible to vote agree to the proposed change.
- 13.2** Any amendment of the Constitution must be submitted in time for inclusion on the Agenda of the Annual General Meeting.

14. GRIEVANCE PROVISION

- 14.1** The School Advisory Council should be aware of the difference between policy and 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** Positive recommendations, within the guidelines of the constitution, may be channelled through a member to a meeting of the School Advisory Council however; the role of the School Advisory Council is not to arbitrate over questions of grievance.
- 14.3** Should any member of the parent community have a grievance that they feel needs to be raised at a School Advisory Council level they do have provision to do so.

In such cases the matter should be raised with the Principal, the Chairperson of the School Advisory Council and/or the Parish Priest, so that the grievance can be dealt with appropriately.

The sensitivities and needs of individuals will always be taken account of in such cases, along with the best interests of the school community.

APPENDIX TWO

Process for St Alipius Parish School School Advisory Council Meetings

In an effort to ensure that our meetings cover all of the important issues we need to address and celebrate the work of each arm of the SAC, we have implemented the following structure:

1st Wednesday of each month 6:30pm-8:30pm

An Executive of the SAC will meet to review the previous meeting and establish an Agenda for the following meeting. The Executive team will consist of:

Canonical Administrator
SAC Chairperson
Principal

Written reports from each arm of the SAC are due prior to the meeting in reasonable time. The reports will contain any business that has arisen since the last meeting.

The Agenda for the next SAC meeting, all reports and the minutes of the previous meeting will go out to all SAC members. Any agenda items that have not been addressed be carried over to the next meeting, or request permission to extend the meeting.