ST. PATRICK’S CATHOLIC PRIMARY SCHOOL VISION

St. Patrick’s Parish School Community walks in the footsteps of the Lord and is inspired by His values, attitudes and aspirations. We listen intently to the prompting of the Spirit and authentically respond to the call of the Gospel.

“Did not our hearts burn within us as he talked to us along the road” (Luke 24:32)

St. Patrick’s School is a Community that passionately nurtures a love of learning, focusing effort and resources on developing the full potential of each child. We commit ourselves to excel.

“And Jesus grew in wisdom and age” (Luke 2:52)

St. Patrick’s School Community views itself as a member of the Global Community and we embrace the rights and responsibilities of stewardship for our planet.

“And God saw all that he had made and indeed it was good” (Genesis 1:31)
PURPOSE AND AIM OF THE GUIDELINES

Purpose
The purpose of the Guidelines is to set in place a mechanism which clearly defines a course of action to establish and guide the direction of St. Patrick’s Primary School, School Advisory Board.

The purpose of the Board is to advise the Parish Priest and the School Principal in matters relating to the School Advisory Board.

Aim
The aim of the Guidelines is to give the members of the Board a framework within which is established a strategic plan.

This plan should assist the school community to shape its spiritual, educational, social and civic life. The Board does this with long-range planning and initiative to ensure that the highest quality education becomes available to the school community.

The Board will communicate with the school community with genuine openness.

The Board deliberates according to the principles and spirit of the Guidelines.

CODE OF ETHICS

St Patrick’s School Board will operate in a collegiate manner. All Board meetings are held within an environment of confidentiality and trust.

Each member will:

- be aware that the primary focus for recommendations is the education and wellbeing of the students
- acknowledge and support the final decision made by the Parish Priest and/or the Principal
- understand that Board members only speak and act on behalf of the school when specifically authorized to do so by the Parish Priest and/or the Principal.

KEY ACTIONS OF ST. PATRICK’S SCHOOL BOARD

Establishing Vision
- Working with the school community to develop the school’s Vision and Mission
- Working through the political system to advocate for effective Catholic Education
**Supporting Student Assessment**
- Ensuring that assessment results are used to improve student outcomes
- Ensuring student assessment results are communicated clearly to the school community

**Promoting Accountability**
- Ensuring that the Board understands and supports the implementation of the School Improvement Plan
- Evaluating the progress of the School Improvement Plan
- Representing communities and the public interest when developing and strengthening policy on education

**Determining Structure**
- Determining the mission and agendas of each Board committee and ensuring that these fit with the overall goals of the Board

**Allocating Resources**
- Establishing an understanding of the financial management processes of the school
- Working in partnership with the School Leadership to ensure that programs and services are delivered equitably and efficiently and that they meet curriculum standards
- Working in partnership with the School Leadership to use data on student achievement to set priorities for allocating resources

**Establishing Climate**
- Supporting the philosophy that all children can learn to their full potential
- Empowering staff to meet the needs of all students
- Modeling behaviour that emphasizes trust, teamwork and shared accountability in Board meetings and with the school and administrative staff

**Creating Collaborative Relationships**
- Harnessing strength from the Board’s diversity and integrating special needs and interests into the goals of the system
- Building collaborative relationships and partnerships with political and business leaders, education partners, parent and community groups, and other agencies

**Promoting Improvement**
- Putting the needs of students first when advocating for improving student achievement
- Committing to continuous education and training on issues related to achievement
- Adjusting the Board’s strategic plan using Board data and community input
Maintaining Communications
- Maintaining excellent communications with the community, parents and staff
- Educating the public about current issues in education
- Encouraging community involvement and commitment to improve achievement for all students

FUNCTIONS OF THE BOARD

The Board’s role is to support the implementation of the School’s Vision Statement.

The Board operates under the auspices of Father Grant O’Neill, Parish Priest of St. Patrick’s Parish Kilmore.

Policy.
- To review current and new policies

The Board acknowledges that the Parish Priest retains the right to make the final decision on policy recommendations.

The Board respects the role of the principal and staff with their associated professional and legal responsibilities. The principal is responsible for internal management of the school and the implementation of school policies.

Curriculum
- Provide a forum for review of curriculum development.

Financial Management
- Reviews the school’s finances and contributes to the budget planning process.

Provision and maintenance of Facilities
- Is committed to the development and maintenance of the School grounds and facilities.

Pastoral Care
- Is committed to the integration of faith and life through parish and school.

Board Review & Assessment
- Is responsible for evaluating its ongoing effectiveness.

Further Responsibilities
- To collaborate with the Parents and Friends Association. (SSG)

- To assist in the selection of principal and staff (at Principal’s discretion).
- To induct new Board members by ensuring that the School’s Vision and the Board’s functions and responsibilities are understood.
- Generate greater involvement from the parent community in supporting the school and children.
- Foster community relationships through regular communication.
COMPOSITION OF THE BOARD

The membership of the Board shall be drawn from the school community.

There shall be 3 ex officio members of the Board:

- Parish Priest
- Principal
- Principal’s Nominee

And…
- 5 parent representatives.

Officers of the Board and their roles

The following officers of the Board shall be elected by a simple majority of the Board members at the first meeting after the annual elections.

Chairperson –
- To oversee the functions of the Board.
- To chair meetings.

Following the AGM, the Board will elect from its own members, a chairperson. Ex-officio members and employees of the school shall not be eligible to hold the office of chairperson.

Deputy Chairperson –
- To preside over the meetings in the absence of the Chairperson.
- To preside over sub-committees.
- To preside over the annual review of the School Board Constitution.

The Board will elect a deputy chairperson who will carry out the duties of the Chairperson in his/her absence. Ex-officio members and employees of the school shall not be eligible to hold the office of Deputy Chairperson.

Secretary –
- To liaise closely with the Chairperson and Principal,
- To keep minutes of meetings and distribute a summary to members one week before the next meeting.
- To distribute one week before the next meeting, the agenda for the next meeting along with copies of reports, policies and recommendations of committees,

Ex-officio members and employees of the school shall not be eligible to hold the office of Secretary.
**Treasurer** –
- To liaise with the Principal and School Bursar in relation to financial matters, and to manage any funds the Board controls.

**Selection of Board Members**

1. The Principal and Parish Priest will invite members from the St. Patrick’s community to Board.

2. Sitting members are eligible to re-nominate for selection.

3. The term of office will be determined at the discretion of the Parish Priest and Principal on an annual basis.

4. Appointments to the Board will be advised in writing and signed by the School Principal or the Chairperson of the Board.

5. If a casual vacancy occurs the Parish Priest and Principal may appoint a person to fill this vacancy.

6. At the discretion of the Parish Priest and Principal a person may be co-opted for a particular time to serve a particular need on the Board.

**The Executive Committee**

1. The Board shall form an Executive Committee which shall comprise:
   a) Chairperson
   b) Deputy Chairperson
   c) Secretary
   d) Parish Priest
   e) Principal

2. The Executive Committee provides support to the Principal and the Parish Priest and operates with terms and references determined and ratified by the Board.
INDUCTION OF NEW MEMBERS

1. The Board shall ensure that new members are provided with the opportunity to familiarise themselves with the purpose, work and operation of the Board. Induction of new Board members shall include the following processes:

   a) Formal welcome and introduction to current Board members
   b) Passing on of Board documentation including the Board Constitution.
   c) Meeting with a current Board member to become familiar with the work and operation of the Board.
   d) Inclusion of new members in a commissioning of the School Board at the beginning of each school year.

BOARD COMMITTEES

1. The Board shall establish at least one standing committee:
   • The Board Executive Committee.

2. Sub-committees, or working parties, may be established by the Board in response to identified needs of the Board.

SUB-COMMITTEES

The Board may form sub-committees to undertake the detailed work required for specific tasks.

The Principal will invite expressions of interest from the community to become members of sub-committees as the need for sub-committees is identified. At least one member of the Board is required to sit on each sub-committee.

The sub-committees are required to report to the full Board.
AGM

1. The Board shall notify all parents to attend the AGM each year.

2. The purpose of the Meeting shall be:

   (a) The formal presentation of annual reports by the Board Chairperson and the Principal.

   Prior to the meeting the Board shall:

   (a) prepare a list of names for the current Board members.
   (b) indicate which members are eligible to continue serving on the Board.

3. The Board Chairperson shall chair the meeting.

AGM Agenda

Opening Prayer

1. Welcome
2. Apologies
3. Reports
4. Closing of meeting

MEETINGS AND PROCEDURES

Meetings

- Regular meetings of the Board shall be held at least once a term.
- The Secretary must give three days written notice for additional meetings.
- Business for discussion to be presented to the Board Executive prior to the meeting for agenda consideration. The Board Executive shall prepare the Agenda which will be distributed by the Secretary one week prior to the meeting.
- A financial report is required for all meetings.
- An Annual General Meeting of the Board shall be held in Term 3.
- The Annual Report of the Board shall be made available to all parents after the Annual General Meeting.
Procedures

1. A quorum will consist of one half of the Board Members plus one.

2. When a Chairperson and Vice Chairperson are absent, members shall elect an acting Chairperson.

3. The Secretary shall take minutes of all meetings of the Board. The Principal shall ensure the insertion of one copy in the School’s Board file.

Meeting Agenda (Move to appendix)

Opening Prayer

1. Welcome
2. Apologies
3. Minutes of the previous meeting and matters arising
4. Correspondence
5. Reports
6. Business presented for discussion
7. Closing of meeting

AMENDMENTS TO THE CONSTITUTION

The constitution may be amended by a resolution passed by a two-thirds majority vote of Board members, including the support of the Principal and Parish Priest, at any Board Meeting.

GRIEVANCE

It is inappropriate to raise matters of grievance involving parents, students, staff and/or Principal and Parish Priest at a Board Meeting. It is beyond the jurisdiction of the Board to discuss such matters.

Grievances relating to conduct of the Board are to be referred directly to the Principal and Parish Priest.