St Joseph’s Primary School Malvern
Education Advisory Board Terms of Reference
October 2012

Mission
The role of the Board is to advise the Parish Priest and Principal in the best interests of the St Joseph’s Primary School Community.

Mandate of the Education Advisory Board
The Parish Priest is the administrator of the Parish, with the Principal as his delegate in matters concerning the Primary School. The Board acts as an advisory body to them in matters concerning education at the Primary School.
The Board has authority as a unit, which derives from its relationship to the Parish Priest. Individual members can exercise authority only if the whole Board delegates it.

Specific Functions of the Education Advisory Board
• Contributing to forward strategies of the school including Parent Education & Communication, provide advice on the development and review of school policies, promote the Catholic ethos of the school and support the Religious Education programs.
• Working in collaboration with the Parents and Friends Association and the committees of the Parish.
• Contribute to the update of school policies on a cyclical basis.
• Reporting to the school community on achievements and other systematic issues of the school, its teachers and students (eg NAPLAN results, School Improvement Survey results).
• Providing input to the Annual Report.
• Contribute to educational debate in the Archdiocese, as appropriate.
• Assist in the selection of a Principal when the appointment is being made.
• Other functions as required.
Membership

The membership of the Board is for a period of **two years** with renomination for an additional **two year** period. The policy of the Board membership is to maintain continuity and board appointments will be staggered.

- Ex Officio members are the Parish Priest and the Principal
- There will be a minimum of four parent representatives.
- There will be a member nominated from the staff of the Primary School.
- Either the Chair or Secretary from the Parents and Friends Association.

Appointment of Board Members

New board members are suggested by the Parish Priest, Principal, Chairperson and Secretary. Nominees are approached as to their interest in joining the Board for a two year period. If the nominee agrees, they are seconded to join the Board for the last meeting of the year. They officially assume their position the first meeting of the new year.

The parent representatives should represent a reasonable cross section of the school eg: children in a range of grades and has relevant skills as the needs of the school evolve.

Office Bearers

- A chairperson will be appointed at the first meeting each year. The Chairperson shall not serve more than two years consecutively.
- The Board will appoint a secretary who will be responsible for the minutes of each meeting and other administrative tasks as may be necessary from time to time.
- An agenda will be set prior to each meeting in consultation with the Chairperson, Secretary, Parish Priest and Principal. The Secretary will circulate the agenda in a reasonable time period prior to the following meeting.

Vacancies

In the event of a vacancy occurring during the year, the Principal and Parish Priest shall have the power to appoint a person to fill that position.
Resignation/Removal from the School Board
Members may resign from the Board in writing. The Board may remove a representative who fails to attend three consecutive meetings without a reasonable excuse. If the children of a Board member leave the school, that Board member will resign.

Meetings of the Board
The Board shall meet six times a year with meeting dates set at the beginning of each year. Special meetings, in addition to regular meetings, may be called. A quorum shall consist of five Board members and must include either the Parish Priest, Principal or a nominee. The Board may form sub-committees or working groups as appropriate.

Confidentiality, conduct of Meetings and conflicts of interest
Confidentiality and solidarity are key ingredients in building trust among members. At times, there will be a good reason to declare an issue, a paper and/or a discussion as confidential. This should be done by the chair prior to the discussion at the meeting. Board members must respect the right of individuals to express their views freely at meetings without fear of being named outside the meeting as taking particular positions. Board members must declare any conflict of interest at the outset of the meeting.

Open General Meetings
The Board may, at its discretion, hold an Open General Meeting. Such a meeting could be called to discuss a specific issue. All parents, staff and parishioners will be advised of an Open General Meeting at least three weeks prior to such a meeting being held. The Chairperson of the Board or a nominee of the Board will chair any Open Meeting. The outcomes of the Open General Meeting will be communicated back to the Parish.

Review of the Terms of Reference
The Terms of Reference will be reviewed every two years.