1. **TITLE:**

   The Board shall be known as Our Lady's School Education Board (hereinafter called 'The Board'.)

2. **OBJECTIVES:**

   2.1 To act as a forum for discussion on matters in Our Lady's School in accordance with the Communication Policy.

   2.2 To offer responsible, informed advice to the Parish Priest and School Principal regarding the future development of Our Lady's School.

   2.3 To promote growth through education as an essential dimension of a Catholic community.

   2.4 To be actively involved in the ongoing development of Our Lady's School as a viable Catholic educational institution, and to promote the image of the school in the wider community.

3. **FUNCTIONS:**

   3.1 To assist in the formulation of policy and monitor policy implementation in conjunction with the Parish Priest, school staff and parents.

   3.2 To plan for the future, promote the school and encourage enrolments.

   3.3 To assist, in accordance with Diocesan guidelines, in the selection of a Principal when such an appointment is being made.

   3.4 To facilitate the welcome of parents and children into the school community.

   3.5 To support the maintenance of school facilities and equipment and assist the school in other practical ways.

   3.6 To discuss the annual setting of school fees and assist with special projects.

   3.7 To work with the Principal and staff in reviewing and supporting the broader educational needs of Our Lady's Parish School.

   3.8 With due regard to the confidentiality of matters discussed, the Board shall regularly report to parents.

   3.9 All proposed agenda items will be considered by the Board executive.

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3.10 To promote liaison with Aquinas College, through the Parish Priest and Principal.

3.11 To co-operate with others in developing strategies for the promotion and support of Catholic education.

4. **MEMBERSHIP:**

Our Lady’s Education Board shall consist of the following:

4.1 The Parish Priest, School Principal, Deputy Principal and School Accountant who shall be 'ex-officio' members of the Board.

4.2 A minimum of five and a maximum of six Parent Representatives who shall be elected in accordance with Rule 5, by parents of children who attend Our Lady’s School. To be eligible to be nominated as a Parent Representative a person must be the parent of a child who attends Our Lady's School.

4.3 One Teachers Representative.

4.4 One Parents’ Association Representative.

4.5 Such other members who may be co-opted onto the Board by the Parish Priest. The terms and conditions of these members shall be specified at the time of appointment.

5. **ELECTIONS:**

5.1 Parent Representatives shall be appointed for a term of three years or for such time as determined under Rule 6.2, and may be reappointed.

5.2 An election for Parent Representatives on the Board shall be conducted in November each year.

5.3 Nominations for Parent Representatives shall be called at least four weeks prior to the election and shall close after two weeks. A nomination must be proposed and seconded by two parents of children who attend the School and be signed by the nominee, the nominator and the seconder.

5.4 If an election is required, a copy of the Election Form will be sent home including the statements and photos of the nominees.

5.5 Elections shall be by secret ballot and shall be decided by the 'first past the post' voting system. The decision of the Returning Officer shall be final.

5.6 In the event of no nominations being received the Parish Priest and the Principal will decide how and when the vacancies will be filled.

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6. **CASUAL VACANCIES:**

6.1 In the event of a casual vacancy occurring during the year the Parish Priest and the Principal shall have the power to appoint a person to fill that vacancy until the next election.

6.2 Any person appointed to fill a casual vacancy shall hold that position for such period as decided by the Parish Priest and the Principal, providing such period does not exceed the original term of office.

7. **BOARD MEMBERSHIP:**

7.1 A Parent Representative may resign from the Board by notice in writing.

7.2 The Board may recommend the removal of any ex-officio member who fails to attend three (3) consecutive meetings without reasonable excuse or acts in a manner which is contrary to the spirit and function of the Board.

7.3 A Parent Representative shall resign if his /her children cease to attend Our Lady's School.

8. **MEETINGS:**

8.1 Prior to the first Board meeting, expressions of interest will be sought for the positions of Chairperson/s (or Deputy Chairperson) and Secretary. The Chairperson/s and/or Deputy Chairperson and the Principal shall form the Board Executive. If more than one person is interested in a role, a private vote will be conducted.

8.2 The Board shall meet at least six times a year including at least once each school term.

8.3 The Board Executive shall communicate prior to each Board Meeting to set the Agenda and send it to all Board members.

8.4 A quorum for a Meeting shall consist of one half of the Board Members plus one, and must include at least one of the following: Parish Priest or Principal.

8.5 The Board shall follow the procedures at Meetings, according to the Board meeting pro forma.

9. **OPEN GENERAL MEETINGS:**

9.1 The Board shall hold an Open Meeting at least once each year. All parents must be advised in writing of the Open Meeting at least fourteen days prior to

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such a meeting being held.

9.2 A Board Meeting will be open to school parents, where observers are able to participate in all discussion but do not have voting rights at that meeting. Any suggestions made will be considered formally by the Board at the next meeting.

10. AMENDMENTS TO THE CONSTITUTION:

10.1 Notices of motion to amend the Constitution of the Board will occur –
   a) when necessary
   b) or as part of the three yearly cycle

10.2 A motion to amend the Constitution shall become an effective resolution if passed by at least two-thirds of the Board Members present who are eligible to vote on the motion, and when ratified by the Parish Priest.

11. EVALUATION:

This Constitution will be reviewed by the Board as part of the School Improvement Framework and as part of the three yearly cycle.