



Stella Maris Primary School Education Board Constitution

1. Profile of Our Parish and School

SCHOOL VISION STATEMENT

Potential, Learning, Energy, Faith, Courage

At the heart of Stella Maris is the desire to develop the infinite potential of every person.

Learning is a journey of endless possibilities where we are energised to seek and explore questions about the world around us.

Nourished by a strong sense of belonging is the foundation upon which our community can flourish.

Through Jesus Christ, learning enlivens our Catholic Faith, so that we can live, learn and grow with 'courage always'.

SCHOOL MISSION STATEMENT

At Stella Maris our mission is to:

Develop and nurture a deep understanding of Catholic Faith- its teachings, traditions, liturgy and the celebration of the sacraments and feasts. We come to know Jesus through Scripture and each other, as we follow His mission in our day to day lives.

Provide the environment, skills and opportunities where individuals can develop a positive sense of self and foster healthy relationships.

Interpret and design the curriculum so that it is inclusive, purposeful and challenging while demonstrating best teaching practice, so all learners will realize their full potential.

In a spirit of inclusiveness, promote open, active and honest communication and democratic processes.

Invite the community to participate in school and Parish based initiatives and seek ways in which we become active global citizens

2. The Governing Principles for the Stella Maris School Education Board

The SMSEB is advisory by nature and the primary forum for sharing information, discussion, and making recommendations to the principal and parish priest regarding all aspects of the schools' operation. The following principles shall be observed:-

- Open and honest communication
- Respect for alternate points of view
- Willingness to listen to feedback
- Efficient and effective meeting procedure,
- Preparedness to take action, outside of meetings, to achieve outcomes that facilitate the school vision, and
- Engagement of the school and parish community

3. Governance and Authority

Parish

3.1 Within the provisions of Canon Law, the parish priest in consultation with the parish community is responsible for providing for the Catholic education of parish children and young adults as well the catechetical formation of the faithful and outreach to those who are no longer practising their faith or who do not profess the Catholic religion.

The Stella Maris School Education Board (SMSEB) provides advice to the parish priest within the context of this Constitution and the vision statement.

Parish Primary School

3.2 With the approval and under the direction of the Archbishop of Melbourne, Stella Maris Primary School, has been established to provide Catholic education, according to the precepts, teachings and practices of the Catholic Church.

This school is administered by the parish priest of Nazareth parish under the supervision of the Archbishop of Melbourne and is acknowledged as Catholic by his authority.

The governance of this school is undertaken by the parish priest with the support of the principal.

The Stella Maris School Education Board (SMSEB) provides advice to the principal within the context of this Constitution and the school's vision and mission statements.

The parish priest reserves his authority in matters relating to:

- the Catholicity of the school
- diocesan regulations
- employment of staff

- the formation and dissolution of the board
- appointment of board members and office bearers
- the appointment and dismissal of the principal
- school finances.

3.3 Within the provisions of Canon Law, the SMSEB is responsible to the parish priest, who in turn is subject to the vigilance of the Archbishop of Melbourne.

3.4 The SMSEB has no responsibility for the internal management and administration of the school, which are the responsibility of the school principal.

4. Definitions

The Archbishop is the Catholic Archbishop for the time being of the Archdiocese of Melbourne or the person duly appointed to administer the Archdiocese.

The **parish** is as defined by the Archbishop of Melbourne in accordance with Canon Law.

The **parish priest** is the parish priest for the time being of the parish of Nazareth or the person duly appointed to administer the parish.

The **Stella Maris School Education Board (SMSEB)** is the body responsible for advising the parish priest and principal according to the provisions of this Constitution.

5. Land and Buildings

5.1 The ownership of land and buildings thereon is vested in the Roman Catholic Trusts Corporation for the Diocese of Melbourne, which shall hold such in trust for the parish in accordance with Canon Law.

5.2 The costs of all land and buildings, comprising buildings equipped to satisfy the requirements of a parish school, shall be underwritten by the parish.

6. SMSEB purposes

6.1 Stella Maris' School Education Board has as its central purpose the realisation of the Vision of Stella Maris' School. The Board brings together the Parish Priest, Principal, parents, teachers and the parish community in a spirit of cooperation to serve and meet the needs of our children both now and for future generations.

7. SMSEB responsibilities

The responsibilities of the SMSEB are to:

- (a) promote the Catholic ethos of the school and to support the Religious Education programs

- (b) provide advice on the development and review of school policies
- (c) plan for the future of the parish primary school and its ability to accommodate future enrolments
- (d) provide advice on budget planning and finance-related matters
- (e) contribute to the selection process for the school principal
- (f) ensure the appropriate provision of faith development and RE programs for children attending Government schools
- (g) foster adult education in faith.

8. The Stella Maris School Education Board (SMSEB)

Membership

8.1 The SMSEB shall be composed of at least 8 members who appreciate, value and share the educational mission and ethos of the Catholic Church. It shall consist of:

- (a) the parish priest (ex officio)
- (b) the school principal (ex officio)
- (c) Principal's nomination
- (d) P&F President
- (e) four (4) parents of children attending the parish primary school elected by the parents of the school, including a nominee of the Parents' and Friends' Association
- (f) parishioners nominated by the parish priest
- (g) other persons co-opted for a period of time to serve a particular need on the Education Board.

(An **ex officio member** is a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office.)

Ordinary Meeting

8.2 The School Board shall meet for ordinary meetings no less than 3 times during the year. These may be attended by the members of the Board only. Meetings will be scheduled in the annual school calendar and agenda papers will be circulated no less than one week prior to the scheduled date. Agenda items are determined by the Parish Priest and Principal,

8.3 A quorum, comprises a majority plus one of SMSEB members at the time of the meeting and members must be present at all time during a meeting.

Annual General Meeting

8.4 The Annual General Meeting of the School Board shall normally take place in Term 1 of the school year. The school community will be notified 14 days prior to the meeting by the calling for nominations to fill the positions that become vacant.

8.5 An annual report is to be presented at the AGM and communicated to the parish community.

9 Office Bearers

9.1 Following the AGM, the SMSEB will elect from its own members a chair. Ex officio members and employees of the parish or school shall not be eligible to hold the office of chair.

9.2 The SMSEB will elect a deputy chair who will carry out the duties of chair in his/her absence.

9.3 The SMSEB will appoint a secretary from among its members. The secretary attends board meetings and prepares necessary documentation under the direction of the executive officer or chair.

10 SMSEB Executive Committee

10.1 The SMSEB may form an SMSEB Executive Committee which may comprise:

- (a) chair
- (b) parish priest
- (c) non ex-officio member of the board
- (d) principal
- (e) SMSEB secretary.

10.2 The PEB Executive Committee provides support to the parish priest, principal and the SMSEB and operates with terms of reference determined by the SMSEB.

11 Other Committees

11.1 The Stella Maris' School Board may create Sub Committees from its membership. These Sub Committees have the option to co-opt additional members from outside the Board. Their work is to address specific tasks and perform specific functions from time to time on the Board's behalf.

11.2 A Sub Committee should have at least one member of the Board among its membership. A Board member should chair each Sub Committee.

12 Appointment of SMSEB Members

12.1 The parish priest will appoint SMSEB members nominated or elected under categories 8.1 (d), (e) and (f).

12.2 In the event of a casual vacancy, the vacancy will be filled by appointment of the parish priest on a recommendation of the SMSEB. Any person appointed to a casual vacancy shall hold office for the balance of the term of the member who is vacating the position.

12.3 The terms of appointment for members of the SMSEB are as follows:

- The four (4) parents of children at the school will be elected for three years, and may be re-elected
- The three (3) parishioners will hold membership for three years, and may be re-nominated

12.4 The term of appointment for the board chair will be for two calendar years and may be eligible for re-election.

13 Board Handbook

Based upon this Constitution, the SMSEB shall produce and follow a Handbook to guide the operations and protocols of the SMSEB.

14 Change of Constitution

14.1 This Constitution may be changed only if the parish priest, after consultation with the SMSEB, decides upon alterations or accepts any alterations proposed by two-thirds of the members of the SMSEB.

14.2 Notice of any proposed change to the Constitution must be given to SMSEB members, in writing, 14 clear days in advance of an extraordinary SMSEB meeting called specifically for the purpose of discussing the matter.

15 Confidentiality and Solidarity

SMSEB 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 a SMSEB meeting.

SMSEB members should also respect the right of individuals to express their views freely at meetings without fear of being named outside the meeting as taking particular positions. A sense of trust and harmony among members is vital for the wellbeing of the SMSEB.

16 16. Conflict of Interest

If a member of the School Education Board or a member of his or her immediate family has any direct conflict of interest in a subject or matter under discussion at a School Board meeting that member:

- must declare the relevant interest to the School Board
- must not be present during the discussion unless invited to do so by the person presiding the meeting

- must not be present when offering advice to the Principal and Parish Priest
- may be included in the quorum for that meeting.

This document was last updated in November 2017.

This Constitution was ratified by the parish priest on

Dated _____

Signed _____