



CONSTITUTION

1. Governance

The governance of St Agatha's School reflects the reality of Catholic education as a partnership between the school, its parents and students, the parish and parish priests, the archdiocese and archdiocesan authorities, the Queensland Catholic Education Commission and Brisbane Catholic Education.

2. Authority

This constitution is made under the authority of the Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane, as the jurisdictional authority from whom this School Board derives its powers.

3. Object

The object of the School Board is to assist the school in fulfilling its responsibilities as an authentic Catholic school committed to enhancing learning outcomes in accordance with its educational vision and mission.

4. Function

The School Board supports and assists the Principal in decision making by providing advice, ideas and feedback on a range of matters (including policy development) consistent with its authority.

The School Board is a participatory, advisory and consultative voice from which the Principal gleans the wisdom of others in exercising his/her leadership.

5. Roles and responsibilities

The School Board is an essential component of effective governance of the school.

The School Principal is employed by the Executive Director, Brisbane Catholic Education, acting under the delegated authority of the Archbishop of Brisbane.

The School Principal is an Ex-Officio member of the School Board and the School Board is accountable to the Executive Director, Brisbane Catholic Education for its proper functioning.

The School Board is the peak governance structure within the school. It therefore has a responsibility to play an active role in the School's School Improvement processes, in regular review and affirmation of statements of vision and mission.

As a participatory, advisory and consultative group, the School Board is responsible for the formation, development and evaluation of school policies and other core documents, in collaboration with the Principal. These policies provide direction and philosophical intent to more specific policies or procedures developed by the school.

As a promoter of the school within the community, it is incumbent on Board members to be conversant with issues of importance relating to the school.

Through the Principal the School Board:

- has a role in ensuring stewardship of its Catholic identity, and the distinguishing features of a Catholic School

- may be requested to seek the voice or endorsement of others in the community on certain matters.

The School Board provides a link between the school and the wider community. It therefore remains abreast of issues impacting on Catholic schools at the various levels of government.

The School Board is invited to contribute to the selection process of the Principal, with the School Board Chair, or her/his nominee, invited to participate as a member of the selection panel.

6. Foundational and operational principles

The School Board, as a canonically endorsed entity, is a ministry of the church, attentive to its roles and responsibilities as described herein. It therefore accepts a role of ongoing formation in the mission of Catholic education and the Church to be able to best participate in its participatory, advisory and consultative capacity in decision-making processes.

The School Board is committed to executing its roles and functions in a spirit of:

- furthering the Reign of God
- open dialogue between and amongst members
- shared and equal participation of all members consistent with the shared wisdom model
- engagement of parents and community in participatory, advisory and consultative school governance
- supportive involvement in the life of the Catholic school
- consistency with the canonical (Church, Parish and Brisbane Catholic Education) and civil requirements of accountability, transparency, responsible stewardship and community engagement and church solidarity.

7. Membership

7.1 General criteria

Membership to the School Board is open to all members of a school community and, if relevant, of the school's parish community, who:

- demonstrate a commitment to the Catholic ethos and to the particular religious identity/charism of the school
- complete a prescribed formation program and commit to ongoing formation
- offer in the spirit of collaborative ministry a set of skills, talents, personal attributes, interests and faith development that will contribute to the needs of the school board in meeting its object
- have the formalised endorsement of the School Board.
- before the first meeting, if over the age of 18 years, have a current suitability (blue) card issued by the Commission for Children and Young People and Child Guardian (CCYP and CG).

7.2 Nominations

When and as vacancies arise or are anticipated, recruitment is via both open invitation through school newsletters or other communication and through direct invitation to all members of the school community.

Persons expressing an interest in contributing to the school through this ministry will complete a nomination form.

Persons exploring suitability for membership of the School Board are required to undertake a period of discernment, which should typically involve:

- attendance at a formation program
- discussion and dialogue with the Principal
- attendance as an observer at a meeting of the School Board.

The School Board (or select committee thereof), discern the suitability of applicants and formalise appointments. There is no provision for appeal.

7.3 Composition

The School Board consists of 5 to 12 members, with the strength of the governance structure being reflected in the breadth of skills and knowledge, and of faith and commitment to the school, and through a commitment to the on-going process of formation.

Two types of members form the School Board:

- **Ex-officio members:** the Principal, the Parish Priest, the Business Manager for secondary schools
- **General members:** a combination of parents, staff members, APREs, community members, with an emphasis on the importance and role of parents. Members should reflect the social and cultural diversity of the school so that a broad spectrum of perspectives are present. Where possible a parent with representative status from a formal parent group may be desirable. School staff members will be particularly required to declare and manage conflicts of interest.

The **Chair** is discerned and subsequently appointed following a process of dialogue and consultation. The role of **Secretary** is undertaken by a member of the board for a 12-month period. Alternatively, a school officer may be invited to include the role within the scope of their employment. The **Secretary** keeps a record of minutes, and a record of Blue Cards.

Members of the School Board are appointed for three-year terms for a maximum of two terms.

The Principal or a representative of the Executive Director, Brisbane Catholic Education, can recommend the discretion termination of a member's appointment at any time.

All members of the School Board (over 18 years of age) are required to provide a current Blue Card or Exemption on an annual basis. In the case of teachers on staff, evidence of Teacher Registration is recorded.

8. Meeting arrangements

The School Board meets on a minimum of four times per year. The Chair prepares the agenda in consultation with the Principal. The minutes are recorded by the Secretary, distributed and stored as agreeable by the Principal.