

ST JOSEPH'S CATHOLIC COLLEGE



Board Constitution

College Board Vision & Mission Statement

Within the Katherine Community the College Board seeks to promote and maintain the development of St Joseph's College as a Catholic College which:

- is founded on the person of Jesus Christ and is enlivened by Gospel Values;
- highlights the relevance of our Catholic Faith to life and contemporary culture;
- is embedded within the community of believers and shares in the evangelizing mission of the Church;
- is committed to the development of the whole person

1. The Spirit of the Board

Our College Board is to be characterized by a spirit of service derived from the example of Christ who demonstrated by attitude, word and action that He came not to be served but to serve.

To be true to this spirit of Christian service all Board members are to strive earnestly to discern God's will and to translate that, and not their own will, into practice in the fulfillment of their duties. All the deliberations and activities of the Board will be conducted in a spirit of Justice and Charity.

2. Definitions

In this Constitution (unless the context requires otherwise)

"The College" means St Joseph's Catholic College;

"The Board" means the St Joseph's Catholic College Board;

"The Bishop" means the Catholic Bishop of the Diocese of Darwin;

"The Principal" means the Principal of St Joseph's Catholic College;

"The College Community" means the staff, students and parents served by the College, and other persons interested in or sharing responsibility for the welfare of the college;

"The Catholic Education Council (NT)" (CECNT) means the advisory body established by the Bishop to advise on policy for Catholic Education in the Northern Territory;

"Catholic Education Office" means the administrative body responsible for the overall administration for the Catholic education system in the Diocese;

"The Director" means the Chief Executive Officer of the Catholic Education Office, responsible to the Bishop.

3. Name of the Board

The name of the Board shall be The St Joseph's Catholic College Board.

4. Role of the Board

4.1 The Board acknowledges the role of the principal as the educational leader of the College. The role of the Board is to assist the Principal develop a framework of policies, the implementation of which is then the responsibility of the Principal and Staff.

4.2 In exercising this role, Board members are required to be mindful of the responsibility which belongs to the Principal and staff to make decisions in accordance with Catholic education office guidelines. These guidelines cover such matters as curriculum, pastoral care, discipline, methods of instruction and learning, finance and staffing.

5. Functions of the Board

The functions of the Board are to:

- 5.1 develop policies that nurture the religious dimension and guide the direction of the school;
- 5.2 develop the relationship between the school and the local Church;
- 5.3 work with principal to ensure that the academic standards of the school are at least as distinguished as those achieved in other schools in the region;
- 5.4 support the administration of the school;
- 5.5 offer pastoral care to the school community;
- 5.6 protect children;
- 5.7 monitor buildings and grounds development and maintenance;
- 5.8 exercise financial oversight of the school;
- 5.9 ensure compliance with legal obligations;
- 5.10 advise the Principal by providing advice, experience and expertise;
- 5.11 assist the Principal to develop, formulate and review College Policies;
- 5.12 assist the Principal in development of structures helpful to determining future needs of the College;
- 5.13 assist with the forward planning of the capital development of the College;
- 5.14 assist the Principal in the appointment of members of staff where requested;
- 5.15 assist the Principal in the appraisal of members of staff where requested;
- 5.16 assist in the development of appropriate policies regarding the, collection and remission of College levies and fees;
- 5.17 assist in the formulation of the annual budget and the developing of priorities within the budget;
- 5.18 assist in the development of appropriate enrolment policies;
- 5.19 assist, in accordance with Diocesan guidelines, in the selection of a Principal and/or Assistant Principal when such appointment is being made;
- 5.20 provide and ensure appropriate pastoral care for the Principal;
- 5.21 following the guidelines and directions pertaining to School Boards issued by the Catholic Education office;
- 5.22 assist in fostering the school involvement with the parish and local community;
- 5.23 oversee the establishment of Finance, building and assets, P and F Sub-Committees of the College and monitor their effectiveness in the College (such Sub-Committees shall appoint their own officers and determine their own policies under the co-ordination of the College Board);
- 5.24 undertake any other matters as referred by the College Principal;
- 5.25 hold an annual review of its operations during the meeting prior to the Annual General Meeting.

6. Membership of the Board

There are three categories of Board membership: ex officio, elected and co-opted. Members serve for a four (4) year term, with an option to continue with approval from the board.

6.1 Ex-Officio Members

- 6.1.1 The Parish Priest who is the President of the Board;
- 6.1.2 The Principal who is the Executive Officer of the Board.

6.2 Elected Members

- 6.2.1 Four to Six (4-6) members shall be elected annually. All of these elected members shall be parents/guardians of children currently enrolled at the school at the time of their election.
- 6.2.2 Primary and Secondary

6.3 Co-opted Members

- 6.3.1 A delegate nominated by the College's Parents and Friends Association.
- 6.3.2 If required, up to four (4) co-opted members, endorsed by the Chairperson and the ex-officio members, who have special areas of expertise not already represented on the Board, and who have an interest in the College's welfare. The term of appointment will normally be for two years.
- 6.3.3 The Board may fill any casual vacancies by co-option for the remainder of the term.
- 6.3.4 A member of staff will be re-elected annually by the whole Collage staff for a maximum of two consecutive years.
- 6.3.5 The ex-officio members and chairperson may jointly, after consultation with the other Board members, co-opt additional members as necessary and/or appropriate. Co-opted members act in an advisory capacity and play a role in decision-making. At the Board's discretion, they may attend all or part of the meetings.
- 6.3.6 The Board, through the Principal, may invite school personnel to be present at meetings for a particular purpose.
- 6.3.1 The attendance of co-opted members and school personnel at board meetings is to be recorded in the minutes.

7. Elections

- 7.1 Nominations for membership to the Board are to be received by the College in writing and signed in time for elections to be held within the first six weeks of the College year.
- 7.2 Retiring members complete their term at the meeting prior to the election.
- 7.3 Any parent/guardian who has a child currently enrolled at the College is eligible to vote.
- 7.4 Election procedures are to be determined by the Board.
- 7.5 Any elected member may be removed from office by a resolution passed at a meeting of the Board provided that:
 - a written notice of motion of such a resolution is given to all members of the Board at least three days before the meeting;
 - at least two-thirds of all members are present at the meeting
 - Four-fifths of those voting vote in favour of such removal
 - subsequent approval has been sought from the Director of Catholic Education.
- 7.6 No employee of the school shall hold the office of Chairperson of the Board or Chairperson of any Board Standing Committee (apart from an acting or temporary situation).

8. Responsibilities of Members

Implicit in Sections 1 and 4 above are some of the key responsibilities of Board Members. Other responsibilities are as follows:

8.1 All Members

Board members are expected to attend all Board Meetings. It is important that Board members are able to speak and discuss at meetings from an informed position, and to this end all members will ensure that they make themselves thoroughly familiar with all aspects of St Joseph's Catholic College, physical plant, staff, financial, operational, etc. Board members will be active in promoting St Joseph's Catholic College and Catholic Education in the wider parish community and beyond.

8.2 The President

The Parish Priest is the President of the Board, and has a special responsibility of helping:

- 8.2.1 to ensure that the Board conducts its business in accordance with sound Catholic pastoral principles;
- 8.2.2 to assist its members' spiritual development;
- 8.2.3 to help the school understand its place and role in the local church so that it is better fitted to discharge its responsibilities with the Church's mission of education;
- 8.2.4 to ensure regular communication between the Board and the Parish Pastoral Council;
- 8.2.5 the President has full voting rights with the President having the casting vote.

8.3 Chairperson

The Chairperson is required to ensure that meetings are properly conducted, in accordance with the spirit and letter of the Constitution and with proper regard by all members for justice and charity.

The Chairperson is responsible for drawing up the agenda for meetings, in consultation with the Principal. The agenda is to be forward to Board Members through the Executive Officer in sufficient time to prepare adequately for the meeting. Any associated documents which will assist the efficiency of the meeting should be included with the agenda.

The Chairperson is also required to play a major role in the developments of:

- 8.3.1 a sound understanding by the Board members of the concept of Christian service through the work of the College Board; and
- 8.3.2 a program of self-evaluation by the Board.

8.4 The Deputy Chairperson

The Deputy Chairperson substitutes for the Chairperson in his/her absence.

8.5 The Principal/Executive officer

The Principal speaks and acts at Board meetings as a representative of the whole College community, and with a special responsibility for the school staff and students. Amongst the Principal's responsibilities to the Board are the following:

- 8.5.1 to keep the Board properly informed about College operations that pertain to the Board's functions and to ensure that all relevant information or advice received from governmental, educational or other agencies is relayed to the Board;
- 8.5.2 to reflect for the Board the outcomes of discussions with staff on matters appearing on Board meeting agenda;
- 8.5.3 to consult with College staff prior to decisions being taken by the Board on important matters affecting staff or students, and to keep staff informed of outcomes of Board meetings;
- 8.5.4 to assist the Chairperson in the development of programs of Board self-evaluation and development of members' understanding of their roles and functions;
- 8.5.5 as Executive Officer the Principal effects the business of the Board;
- 8.5.6 the Principal represents the Board at the Parish Pastoral Council and provides a summary report on relevant Board business to the Parish Pastoral Council.
 - be a spokesperson and representative of the School Board at any functions as required

8.5 Finance Committee Representative

This person can be a co-opted member of the Board, a skilled person of the College community/parish who will be part of the finance committee along with the Principal.

The Representative has a key responsibility, in relation to section 5.4 and 5.7 above, of:

- 8.5.1 through the Principal and College Business Manager, seeing to the provision for the Board of accurate financial statements and their analysis at each meeting;
- 8.5.2 ensuring, through the Principal and College Business Manager, that the College's finances are in a sound position and that adequate forward planning is done for the College's budgeting and the meeting of its financial commitments;
- 8.5.3 advising the Principal on the expenditure of College funds and giving due attention to the adequacy and condition of the College's buildings and plant;

8.6 The Parents and Friends Association Nominated member

This member is required to be an effective liaison between the Board and the College's Parents and Friends Association, and to help ensure that the financial and other material support provided for the College by this Association is adequate and is directed where it is most needed.

8.7 The Board Minute Secretary

The Minute Secretary will normally not be a member of the College Board. They shall maintain a full written record of Board proceedings, and circulate it to the Board members with notice of the next meeting. The Minute Secretary will be appointed by the Principal.

8.8 The Elected Members and Co-opted Members

It is desirable these members will have special skills and interests that are put at the Board's service. These members, as with all others, are required to give time and effort to the mastery of a sound understanding of the role, spirit and function of the Board.

8.9 Officers of the Board

8.9.1 The Board shall elect annually from within its membership the following officers:

- a) Chairperson
- b) Deputy Chairperson

8.9.2 The Office Bearers, elected by the Board, may hold that particular office for a maximum of four consecutive years. The Board determines how and at what time of the year these elections are to be conducted.

8.10.3 The Principal holds the position of Executive Officer of the Board.

8.10.4 Board Executive – shall comprise of the Principal, Chair, Deputy Chair and Parish Priest.

8.10.5 The role of the Executive is to act on behalf of the Board between Full Board Meetings.

9. Meetings: Regular and Special

9.1 Regular meeting of the Board shall be held normally once every month during the College term. There is to be minimum of eight meetings a year.

9.2 An Annual General Meeting (AGM) shall be held at a set time once each year, as determined by the Board.

9.3 The AGM shall be specified as such in the notice convening it.

9.4 The business of the AGM shall be:

9.4.1 to confirm the Minutes of the preceding AGM

9.4.2 to receive from the Board reports and transactions of the Board during the preceding year, including the financial report. Copies of these reports shall be forwarded to the Bishop and the Director.

9.5 The Principal shall, at least fourteen (14) days prior to the date set for the AGM, publish a notice in the College's newsletter stating the place, date and time of the meeting. This will also be advertised in the local media.

9.6 No business other than that set out in the notice convening the meeting shall be transacted at the meeting. (At the closure of the AGM the Board may use the opportunity of the gathering for such purposes as a parent forum or to introduce guest speakers, etc).

9.7 A special meeting of the Board shall be held when called by the Chairperson or when requested by a simple majority of the Board, or by the Director.

- 9.8 A simple majority including two members of the Executive of the total membership shall constitute a quorum.
- 9.9 Any members who shall be absent from three consecutive meetings of the Board without leave of absence shall be deemed to have vacated his/her place whereupon the Board may proceed to effect a replacement. The Chairperson will contact any such member to advise them that their position has been declared vacant.
- 9.10 Decisions are to be made in the spirit of “communio” and consensus. Voting should only be used in minor cases and where necessary in order to keep the business of the meeting moving along. The President shall have a casting vote if required.

10. Books of Record

- 10.1 Minutes shall be kept of all meetings, regular and special, of the Board and its committees. These shall be signed and dated by the Chairperson once they have been ratified by the meeting.
- 10.2 A copy of the Minutes approved by the Board shall be retained by the Minutes Secretary, each of whom shall ensure that a full set of minutes which have been adopted is given to their successors in office.
- 10.3 A copy of the Minutes and associated documents is to be forwarded by The Executive Officer to the Bishop and the Director after each meeting.

11. Communications

- 11.1 All written communications to and from the Board shall be tabled at its next meeting.
- 11.2 The Principal and the Chairperson may speak on behalf of the Board.
- 11.3 The Board shall give particular attention to the development and promotion of a sound program of communications with the community it represents and with the wider community.
- 11.4 The usual avenue of approach to the Board members of staff shall be through the Principal. Likewise the usual avenue of approach to staff members by the Board shall be through the Principal.

12. Committees

- 12.1 The Board may establish standing or ad hoc committees as deemed necessary.
- 12.2 Membership of such committees is not confined to Board members. Any other person invited by the Board to be a member of a committee is appointed by the Board for a specific task of short-term duration or to provide an on-going service in a specified area. Staff members are not precluded for membership of any such committees.
- 12.3 Membership of Committees is to be reviewed by the Board annually.
- 12.4 All committees shall be chaired by a member of the Board.
- 12.5 All committees established by the Board are required:

- 12.5.1 to adhere to their brief and conditions of operation;
- 12.5.2 to report the Board only;
- 12.5.3 to appoint a secretary, at the discretion of the committee, from amongst their members who shall keep an accurate record of each meeting.
- 12.5.4 to review and endorse the Minutes of their previous meeting at each ensuing meeting.
- 12.5.5 to submit to the Board, with their final report, a complete set of minutes of meetings.

12.6 When establishing any committee the Board shall specify:

- 12.6.1 the roles and responsibilities of the committee and set a specific date for the completion of its task(s);
- 12.6.2 the membership of the committee and the power, if any conferred on the committees to co-opt members (number and type);
- 12.6.3 the Chairperson

13. Accountability

13.1 St Joseph's Catholic College is established as a Catholic School with the approval and under the direction of the Bishop:

13.1.1 The Director of Catholic Education acts on behalf of the Bishop in educational matters and is responsible for Catholic Education in the Diocese;

13.1.2 The Principal is appointed to administer the College and is responsible for the selection and supervision of all College staff and for the delivery of the College's programs.

13.2 The Board is accountable in the first instance, to the Bishop through the Director of Catholic Education.

13.3 The Board will prepare and make available an annual report to the above persons/bodies.

13.4 As part of its accountability to the Bishop through the Director, the Board will regularly evaluate its activities and performance and will be open to suggestions for improvement.

14. Charter and Status

14.1 This Constitution may be amended by the Bishop. This would be done in consultation with the Director and with the Board members, through the Chairperson.

14.2 Amendments to this Constitution may also be made through the process of a Board member giving notice of motion to the Board within fourteen prior to the next Board meeting. Such a motion must be passed by the full Board, and subsequently endorsed by the Bishop.

- 14.3 In the event of any dispute of uncertainty as to the meaning or intent of any clause or expression in this Constitution the matter shall be referred by the Chairperson to the Director who will consult with the Bishop.
- 14.4 If for any reason the Board does not function satisfactorily, the advice and assistance of the Director shall be sought. If after receiving special assistance the Board is still unable to operate it may be dissolved by the Bishop.

Approval given to this Constitution:

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Signed by:
The Most Rev. Daniel Eugene Hurley
DD Bishop of Darwin

Date:

Witnessed:.....

Code of Ethics for Board Members

Being a member of a College Board involves many kinds of responsibilities and relationships. The information that is shared demands a professional ethic that should be understood and observed by all. Board members must know how to handle confidences, what action they should take if complaints are referred to them, and how they should relate to the public. Policy and procedure with regard to the Code of Ethics should be adequately discussed with new Board members and periodically studied by all concerned.

1. A Board member shall be diligent in coming to understand the heritage and Ethos of the College.
2. A Board member must give the necessary time, thought and study to the work of the College Board, so that effective service may be rendered.
3. A Board member must base their personal decision upon all available facts in each situation, and if there is voting they must vote with honest conviction unswayed by partisan bias.
4. A Board member must be able to abide by and uphold the final decision of the Board regardless of personal views on any issue.
5. A Board member must work with fellow Board members in a spirit of harmony and co-operation regardless of any differences of opinion that will inevitably arise during discussions.
6. An elected, nominated or appointed member of the Board is not in a position to make individual commitments on behalf of the Board. All matters raised with an individual member should be referred to the Board for discussion and action.
7. A Board member must maintain confidentiality of all Board business where appropriate.
8. A Board member must realize that the welfare of the students comes first in decisions.
9. A Board member must never use their position on the Board to benefit either themselves or any individual or agency apart from the total interest of the school. This applies particularly in the case of letting contracts.
10. A Board member approached with a complaint that is of an internal school administrative nature must refer the person making the complaint to the Principal and not become involved in matters outside their domain.
11. The duties and responsibilities as set out in the Board Constitution must be undertaken seriously by each Board member.