
CONSTITUTION OF THE ADVISORY COUNCIL



Role and function of the Advisory Council

The Advisory Council acts as a forum for discussion on matters concerning the educational programs of the school. It brings together in a spirit of cooperation, the Parish priest, Principal parent representatives and teachers from the school, so that responsible and informed advice can be given to the Parish Priest and Principal.

Through membership on the Advisory Council each member assumes a leadership role in the ministry of the school.

CONSTITUTION

1. Name

The name of the board is *St Pius X Catholic Primary School, Advisory Council*. Here in after called *the Council*.

2. Objects

The objects of the Council are:

- a) To assist in the formulation of school policy in conjunction with the Parish Priest, Principal, school staff and parents.
- b) To advise on planning for the future development of the school.
- c) To act as a channel of communication between individual and groups of parents and the Parish Priest and Principal.
- d) To work cooperatively with the Parish Development Team and the St Pius X Parent's **and Friends** Club.
- e) To develop school/community relationships and encouraging home/school interaction.
- f) To facilitate the welcome of parents and children new to the school.
- g) To develop strategies for the local promotion of the school and Catholic education.

3. Membership

Discernment selection/election is to be the method for organising membership of the Council. In the first instance, the Parish Priest and Principal will select parents to be members of the Council.

- a) The parent community as a whole, is to be notified of the selection process.
- b) Parents may nominate to be members of the Advisory Council. Where such a vacancy exists, and with the agreement of the Parish Priest and Principal, the vacancy can be filled by the nominee.
- c) Where the number of nominations exceeds vacancies, then an election is to take place according to the provisions described in this constitution.
- d) The members of the Council shall be:
 - The Parish Priest – ex officio.
 - The Principal – ex officio.
 - The Deputy Principal – ex officio.
 - **A self nominated teacher representative.**
 - A maximum of 5 parent members appointed.
- e) The term of appointment to the Council is 2 years.
- f) The maximum number of consecutive terms, which a parent member may serve, is two.

4. Elections

The procedure for the election of elected representatives shall be:

- a) Elections shall take place in March of the year in which they are required.
- b) Nominations for representatives shall be invited by written notice at the commencement of the school year. Such notice will be placed in the school newsletter and shall state dates for the closing of nominations for elections.
- c) Nominations shall be in writing using a nomination form available from the School Office and shall be signed by the nominee. The nomination is to be lodged with the Principal.
- d) At least seven days before an election is to take place, ballot papers containing the nominations will be distributed to all families of children at this school.
- e) The voting shall be by ballot, one vote per family. If there is an equality of voting, the Principal at his/her discretion will have the casting vote.
- f) The result of the ballot is to be stated in the school newsletter.

5. Office Bearers

The office bearers of the Council shall be:

- a) ***The Chairperson and Deputy Chairperson shall be the elected by the Advisory Council members.***
- b) ***The Chairperson will conduct the Advisory Council meeting, or in the absence of the Chairperson the Deputy Chairperson.***
- c) The Council will appoint a Secretary on a rotational basis who will be responsible for the minutes of each meeting.

6. Meetings of the Council

- a) The Council will meet at least **6** times per school year.
- b) The time and place of the meetings shall be determined by the Principal in consultation with the ***Chairperson and Council members.***
- c) Meeting dates will be published in the term school calendar and in the school newsletter.
- d) ***The agenda will be set by the Principal in consultation with the Chairperson. Only agenda items will be discussed at the assigned meeting.***