



# Nomination for Parish Education Board – Our Lady's Primary School

## Our Purpose

By its very nature the school body is advisory and as such is accountable to the principal and parish priest in this the body will create an inclusive environment where the school vision is represented, communicated and promoted to the school and parish community. It has as its purpose also of building parent engagement both in the school and in children's learning. Through these actions the body builds a school that has long term sustainability with strong leadership at all levels and a clear succession plan into the future.

## The Role of the Education Board

The Education Board operates in a formal way through a liaison to the parish, it relates to the school and staff through the principal. The board represents the community: parents, guardians, students and parishioners. The work of the Education Board includes:

1. Planning for the present and future operation of the school
2. Disseminating information about the School and about Catholic Education generally to the School and Parish Community and, where applicable, the wider local community
3. Formulating, monitoring and revising school policy
4. Staying informed about the finances associated with the school
5. Maintaining the confidentiality of all Council deliberations
6. Working in collaboration with other school groups

## Relationship with other groups

1. Archdiocese of Melbourne
2. Other parish schools
3. The Parish of Surrey Hills and Wattle Park
4. Our Lady's School Parents and Friends Association

## Our Ethics and Values

Confidentiality, Objectivity, Unity, Avoidance of Conflict of interest and Fairness

## The Role of an Education Board Member

Members agree to use their talents, gifts and insights to promote the mission and goals of catholic education for the common good of the community. They defer personal agendas in order to discern with other members the issues, concerns and challenges they face in meeting the educational needs of children and their families.

Members act as a member of the body only at official Education Board meetings or when otherwise directed. Some examples of possible roles for members would be;

1. Actively participating in the life and actions of the Advisory body
2. Providing “wise counsel” on issues
3. Following diocesan policies and developing with the principal policies that enable the school to achieve its mission
4. Enabling the engagement of parents and guardians in their children’s learning and in the support and life of the school
5. Developing and periodically reviewing guidelines for the operation of the Advisory body
6. Participating in Advisory body in-service
7. Participating in the school’s improvement processes
8. Acting as a public relations arm of the school and its learning programs

## Operational Procedures of the Parish Education Board

### Appointment of Members

1. Nominations to be called for, and then received in writing, seconded by a member of the school community
2. Board member role description to be prepared and clear selection criteria outlined
3. Nominations to be requested in term 4 with the intent of commencing the role in term 1
4. Parish Priest and Principal are decision makers on Board composition

### Membership and Succession

1. Two year term with half the board changing over each year
2. A transition period to be considered for the current board due to a high level of new members in 2018
3. Representation across Foundation - 2, 3/4 and 5/6, ideally with equal representation across all (2 parents per level), but acknowledging some parents will have children across multiple year levels

### Meeting Frequency

1. Two meetings per term, therefore eight each calendar year

# Nomination Form

An election is to be conducted for members of the Parish Education Board of Our Lady's Primary School.

Name of Nominee ( in full)	
Address	
Email	
Contact Telephone Number	
Parent/ Guardian of:	
2019 Year Level of Child/ Children	

## Candidates Statement

Please supply short paragraph outlining the experience/interest you will bring to the Board.

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If a vote is required this will be used in the information to assist in election.

Signature of Candidate\_\_\_\_\_ Date \_\_\_\_\_

Nomination endorsed by \_\_\_\_\_ Date \_\_\_\_\_

