16 November 2014

Dear Parents

Calling For ‘Expressions of Interest’ To The
St Monica’s School Council Executive

AN EXPRESSION OF INTEREST IS CURRENTLY BEING CALLED FOR TO FILL
PARENT REPRESENTATIVE POSITIONS
COMMENCING IN FEBRUARY 2015.

To help you in your deliberations with regards the vacant Council position please find following a description of the Council Executive Group and the place it plays in the St Monicas’s Community:

Responsibility of the Elected Council Members

The Council Executive Group is at the heart of the Community and provides the opportunity for members of the School, Parish and Archdiocesan Communities to support the mission of Catholic education in St Monica’s. Working with the Parish Priest, Principal and Staff, Council Members provide leadership to the School Community.

The Council Executive Group has a decision-making role in certain policy areas and an advisory role in others. The policies of the School are always set within the wider mission of Catholic Education. In the area where it has responsibility for the development and monitoring of policy, the Council operates within the policy and procedures determined by the Catholic Education Commission (CEC) and the Catholic Education Office (CEO).

The Principal has responsibility for the day-to-day leadership and management of the school.

The Council has responsibility to take decisions in the following areas:

- Supporting the development of the Catholic identity, ethos and mission of the school.
- Supporting pastoral care strategies in the school community.
- Promoting the school in the local community.
- Developing and coordinating events that promote community and fundraising opportunities.
- Developing, approving and monitoring the annual budget, including school determined levies, loan commitments and the fees collection and remission policy.
- Discussion the continuing Catholic education viability of the school.
- Developing and monitoring school enterprises, eg Outside School Hours Care (SMOOSH), sports associations, hall hire.
- Developing capital and maintenance programs.
- Developing local strategic plans (finances, buildings, resources) and contributing to Archdiocesan educational strategic planning.
- Facilitating local school community debate in response to System leadership by the CEC and the CEO in lobbying governments in school funding campaigns.
- Approving school uniform items decided at school level.
- Ensuring that the parish and school community receives the Annual School Council Report.
- Ensuring the expenditure of levies or funds is in keeping with Archdiocesan regulations.
- Provide input on parent priorities and suggest ideas about Catholic schooling for the school’s strategic plan.
- Raise money for resources as identified in the School’s Strategic Plan and Annual Budget process.
- Provide student and parent services eg. Canteen.
- Provide support for school programs involving parents.
- Provide opportunities for social interaction and for parents to form supportive networks.
The Council has responsibility to provide advice in areas such as:

- Curriculum offerings.
- Educational policies for the school, eg reporting, homework.
- Student welfare policies, eg discipline, sun safe.
- Parent support processes.
- Other matters as requested by the Parish Priest or Principal.

Considerations for Membership
Members of the Council, contribute through their interest, expertise and commitment to the development of the school as a community of students, staff, Pastor and parents and as a centre of human formation in keeping with the mission of Catholic education.

Criteria for Membership

- A demonstrated commitment to Catholic values and the ministry and mission of Catholic education.
- All Council members should maintain themselves in spiritual growth, motivation, commitment and competence according to the values and traditions of the Catholic Faith.
- An understanding of local Church policies relevant to Archdiocesan Catholic schools.
- A genuine desire to be of service to the school community.
- Having the necessary skills to contribute to the Council’s work.
- The ability to work collaboratively and constructively with other members of the Council and School Community.
- Adequate time to give to Council duties (including two meetings per Term) and Council and Community activities.
- Willingness to act within the code of ethics for Council members.

COUNCIL EXECUTIVE STRUCTURE

Our Council Executive membership reflects the structure presented in the new School Council draft Constitution developed by the Catholic Education Office.

- Current members completing a two year term on the Council Executive: -
  - Jayne Murray, Louise Dykes, Megan Scott & Evan Thomas
- Current members continuing their appointment: - Lis O’Daly
  - Members eligible and happy for renomination for an additional term: - Jayne Murray, Louise Dykes, Megan Scott & Evan Thomas

Responsibility of the St Monica’s School Community (the parents and families)

Key parents and/or parent groups in the school play a pivotal role in the new more decentralised structure by committing to actively supporting or coordinating one or two initiatives throughout the year – in this way helping spread the workload. This may take the form of:

- Coordinating or supporting one of the events set in the Annual Fundraising and Social Calendar eg the Fete, Trivia Night;
- Providing services eg helping in the Library and/or Canteen, coordinating or serving on the Mother’s Day stall or School Discos, operating the Uniform Shop or doing the behind-the-scene accounting work for a particular activity;
- Providing support for school programs eg Literacy and Numeracy Programs and a range of co-curricular sporting initiatives including the walkathon;
- Providing support in the Classrooms in an area of special interest or expertise eg Asia Projects; and
- Supporting the raft of issues and initiatives that arise in the course of a school year.

Committees

- The Council may appoint committees as it deems necessary and appropriate depending on local school circumstances and in accordance with local need.
- Committees will be represented at each of the Council meetings and as such, these committees are not separately constituted bodies.
- The Council, in consultation with parents, will determine the responsibilities and accountabilities of these committees and the duration of the operation of each committee.
- Committees are appointed and dissolved at the discretion of the Council Executive.
- A committee is answerable to and will communicate its advice on recommendations only to the Council.
- At least one (1) member of the committee will be appointed as the contact person for that group, and as such is eligible to attend the Council meeting.
- The committee contact person does not have voting rights on the Council.
- Membership of committees is determined by need and availability of parent members.
- The Council will set terms of reference for each committee.

Beyond the examples outlined of specific and much needed support all parents play a general support role by:
- Actively engaging and participating in the life of the School;
- Providing input on parent priorities and suggest ideas about Catholic schooling; and
- Supporting the Council and its policies.

**St Monica's School Council Executive 2014**

All positions and their roles and responsibilities will be determined at the first meeting in Term 1, 2015.

<table>
<thead>
<tr>
<th>Position and Roles</th>
<th>Elected from</th>
<th>Term</th>
<th>Current members continuing first term appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 or 5 x Parent Representatives to fill the following roles Chair, Deputy Chair, Secretary and Council Treasurer</td>
<td>Parent Community</td>
<td>2 years</td>
<td>Lis O’Daly Members eligible and happy for renomination for an additional term –</td>
</tr>
<tr>
<td>Principal</td>
<td>Ex officio member and its Executive Officer</td>
<td></td>
<td>Carmel Maguire</td>
</tr>
<tr>
<td>Parish Priest</td>
<td>Ex officio member</td>
<td></td>
<td>Fr Warrick Tonkin</td>
</tr>
<tr>
<td>2 x Member of staff</td>
<td>St Monica’s Staff</td>
<td>2 year</td>
<td>Gabriel Kenniff</td>
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</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Elected by</th>
<th>Term</th>
<th></th>
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<tbody>
<tr>
<td>As many as three (3) other people appointed by the Council for their expertise</td>
<td>Council</td>
<td>Set term - as need arises</td>
<td>Marylou Gorham – Assistant Principal – Shane Mulraney – Treasurer for P&amp;F funds – Dave Batho – Fete Treasurer</td>
</tr>
<tr>
<td>Committee Representatives/Contact Officers Eg Fete Convener</td>
<td>Council</td>
<td>At least one (1) member of each committee will be appointed as the contact person for that group, and as such is eligible to attend the Council meeting. The committee contact person does not have voting rights on the Council. (2014 – representatives)</td>
<td>Fundraising – Rachael Hind - (Seeking new coordinator for 2015) – Fete – Kathy Stiller - 2015 – Uniform – Sandra Forrest - 2015 – Canteen Treasurer – Felicity Magnusson - 2015</td>
</tr>
</tbody>
</table>

The Council Executive may appoint committees for special projects and/or ongoing activities. These committees will appoint a Representative or Contact Officer who will be available to attend meetings of the Council when required. Eg Canteen, Uniform Shop

A representative of the Catholic Education Office may be requested by the school community or the Director of the CEO | CEO | Set term - as need arises |
Election Process for Community Council

The following process and timeline will be followed to elect new members to our Council Executive for 2012.

Should a member whose term of office has expired wish to stand again they must fulfil all requirements of the Constitution and renominate for election.

A candidate for the Council is elected by the community to the Council as an Executive Member. At their first meeting, the Executive will appoint the Chair, Vice Chair, Secretary and Treasurer from the elected Executive. The process for electing executive positions is to be determined following discussion at the first meeting and may include a secret ballot.

**Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>13 November</td>
<td>Announcement of vacant positions</td>
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<td></td>
<td>Newsletter via App and Website</td>
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<tr>
<td>16 November</td>
<td>Call for Nominations</td>
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<td></td>
<td>Family Letter</td>
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<tr>
<td>27 November</td>
<td>Nominations Close 4.00pm</td>
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<td></td>
<td>Nomination Forms to Carmel Maguire</td>
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<td></td>
<td>Should the number of nominations received equal the number of vacancies no election will be required and the nominees can be declare elected to the Executive unopposed.</td>
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<tr>
<td>1 December</td>
<td>Ballot paper distributed **</td>
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<td>8 December</td>
<td>Election Close at 3.30pm</td>
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<td>Returning Offices to count votes</td>
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<td></td>
<td>Returning Officers – Carmel Maguire &amp; Fr Warrick Tonkin</td>
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<tr>
<td>11 December</td>
<td>New members announced to Community by the Principal</td>
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<td></td>
<td>Newsletter</td>
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Please feel free to approach Jayne Russell, Council Chair, or any Council Executive Member should you wish to find out more about the role and the operations of the St Monica’s Community Council.

Yours sincerely,

Carmel Maguire
Principal
EXPRESSION OF INTEREST
FOR THE ST MONICA’S COUNCIL EXECUTIVE

Please return to the Front Office in a clearly marked envelope
“Community Council Expression of Interest”
By Thursday 27 November 2014

I _________________________ would like to be considered to represent the parent community on the St
Monica’s School Council Executive commencing in February 2015.

Please provide a very brief indication of the skills/expertise you feel you can offer as a member of the School
Community Council Executive.

The experience/expertise/skills I bring to the Community Council Executive Team are:


Signed ______________________________ Date __________
Name Printed ________________________ Contact No. ______________

NOMINATION MUST BE ENDORSED BY A MEMBER OF THE PARENT COMMUNITY

I endorse ________________________ (Name of person nominated) ‘Expression of Interest’ for a
position on the St Monica’s School Council Executive.

Endorsed by - Signed ________________________ Date __________
Endorsed by - Name Printed ________________________

EXPRESSIO OF INTEREST P&F TREASURER

☐ I am interested in the position of Fete Treasurer – Shadow in 2015 in preparation for 2016

The experience/expertise/skills I bring to the position of Treasurer are:


Signed ______________________________ Date __________
Name Printed ________________________ Contact No. ______________