



Our Lady of the Way Catholic Primary School Education Board Constitution

SCHOOL EDUCATION BOARD CONSTITUTION

The importance of good governance

Good governance enables school Education Boards to effectively perform their functions and meet their objectives, to act with integrity, and to respond strategically to changing demands and educational challenges. Good governance relies on the professional ethical leadership of the principal, the chairperson and the individual school Education Board members, and the establishment of effective meeting procedures.

Properly functioning school Education Boards are characterised by sharing of information, knowledge and ideas from members who may have vastly different but equally useful experiences and skills. Members should be able to exchange information, share experiences, express perspectives, pose questions, clarify viewpoints, explore relevant research and develop a shared vision and way forward.

To fulfil their functions and objectives, school Education Boards should:

- have a clear understanding of its roles and responsibilities
- focus on improving student learning outcomes
- involve the community in conversations about key issues and challenges on education
- be actively involved in the development of the School Improvement Plan
- promote meaningful parent and community participation and actively seek the views of the community
- include members who represent the diverse views of the school community
- have a clear and consistent process for decision making
- maintain high ethical standards
- regularly review and evaluate its own performance
- devote time to its own growth and development, through induction and training.

Principal as executive officer of the school Education Board

The principal as ex-officio member and executive officer is responsible for:

- providing Education Board with timely advice about educational and other matters
- preparing the Education Board's agenda in consultation with the chairperson
- reporting regularly to Education Board about the school's performance against the School Improvement Plan
- ensuring Education Board decisions are acted on
- providing adequate support and resources for the conduct of Education Board meetings
- communicating with the school Education Board chairperson about Education Board business

- ensuring that new Education Board members are inducted

Membership

The size and configuration of a school Education Board's membership is determined locally. There are three categories of school Education Board membership (Parent, Principal and staff members). In addition, there is an optional Community member category and for a small number of school Education Boards.

More than one third of the membership must comprise Parent members. Staff are ineligible to be Parent members of the Education Board at the school they work. A person must be eligible for election or co-option to school Education Board. They must not be an undischarged bankrupt, of unsound mind, serving a sentence for an indictable offence and or a registrable offender within the meaning of the *Sex Offenders Registration Act 2004*.

Code of conduct

School Education Board members must abide by the Code of Conduct for Directors of Victorian Public Entities (the Code) issued by the Victorian Public Sector Commissioner under the *Public Administration Act 2004* (the Act). School Education Boards are also subject to the Public Sector Values. The Values are Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. All members should act in accordance with these values and use them to guide information sharing, relationship building and decision-making.

The Managing School Education Board Conduct document provides information and advice on the Code of Conduct and managing conflict on Education Board should it arise.

School Education Board members work together in the best interests of the school to:

- assist in the efficient governance of the school
- ensure Education Board's decisions affecting students are made having regard to the best interests of the students
- enhance the educational opportunities of students
- ensure the Education Board adheres to legal requirements, in particular, in relation to Child Safety.

Meetings

Quorum

For a school Education Board to make a valid decision, a quorum must be achieved at a meeting. A quorum is achieved if not less than one-half of the members currently holding office are present. Members may attend a meeting in person, by videoconferencing or teleconferencing.

Annual public reporting meeting

A school Education Board must hold a public meeting at least once a year at which the proceedings of the Education Board since the last public meeting must be reported, a copy of the Annual Report presented and the accounts of the school Education Board, if they have been audited, are presented.

General meetings

School Education Boards must hold at least four general meetings a year and at least once per term. An agenda and papers for each meeting must be distributed at least five days before each school Education Board meeting.

Chairing meetings

The chairperson elected by the school Education Board presides at school Education Board meetings other than a special meeting held after the election to elect office bearers where the principal presides.

Decisions

A school Education Board decides matters by voting. If votes are tied, the School Principal has a second or casting vote.

Conflict of interest

If a member of the school Education Board or a member of his or her immediate family has an actual, potential or perceived conflict of interest (either a pecuniary or non-pecuniary interest) in a subject or matter under discussion at a school Education Board meeting, that member must declare the conflict of interest. If the school Education Board decides that the conflict of interest is material, the Education Board member

- must not be present during the discussion unless invited to do so by the chair of the meeting, and
- must not be present when a vote is taken on the matter, and
- may be included in the quorum for that meeting. The declaration of interest should be included in the minutes of the meeting. A school Education Board member's temporary absence for this purpose does not affect the meeting quorum.

If the conflict of interest involves a Principal or staff member it must be entered onto the Conflict of Interest Register and managed appropriately.

Minutes

The principal must ensure an official record of school Education Board meetings is maintained. The minutes should record a summary of matters discussed at the meeting, decisions made and actions to be taken.

The school Education Board should keep the community informed about its operations by publishing a report following a meeting in the school newsletter and/or on the school website.

A person does not have a right of access to school Education Board meeting minutes, documents or records under the *Freedom of Information Act 2000*.

Open and closed meetings

School Education Board meetings would normally be open to the school community. Visitors can be present at Education Board meetings with the agreement of the Principal and a decision of Education Board. School Education Board may decide to close a meeting or part of a meeting.

Sub-committees

The school Education Board may form sub-committees to assist them in performing their functions and obligations. Sub-committees must consist of at least three members, one of which must be a school Education Board member.

Sub-committees must meet as directed by the school Education Board and report, in writing, to the school Education Board at subsequent meetings of the school Education Board.

Delegations

A school Education Board cannot delegate any of its functions or powers in relation to the approval of any matters discussed or to be voted on.

Date: August 2018

Review: August 2022