



## **ANNUAL SCHOOL COMMUNITY MEETING**

22<sup>nd</sup> October 2018

Dear Parents

This is to advise you that our **ANNUAL SCHOOL COMMUNITY MEETING** will be held in the Library on **Tuesday, 20<sup>th</sup> November at 6.30pm.** This is a shared meeting between the School Board and the P & F Association. The purpose of the meeting is to report to the parent body on the activities of the Board and P & F during the current year, to outline plans for the future and to conduct elections to each body for the following year. The School Board will also present the draft budget for 2019.

Refreshments will be served at the conclusion of the evening.

We would certainly like to see you at this meeting and we also encourage you to nominate **for a position on either the Board or the P & F Committee.** Involvement with the School Board or P & F is very rewarding and gives the opportunity to be closely associated with the School. Attached to this letter are some details about the operation of, and requirements for nomination to the School Board and P & F Committee together with the relevant Nomination Forms. You are free to nominate yourself or some other person; **however if you nominate another person you must obtain that person's signature on the nomination form.**

We look forward to having you attend the meeting and hope you will see your way clear to nominate for election on the enclosed Nomination Form. **Nomination forms should be returned to the School by Monday, 12th November.**

Yours sincerely

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Terrence Winner  
St Joseph's School Board Chairperson

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Jade Brown  
P & F Association President



## **SCHOOL BOARD**

22<sup>nd</sup> October 2018

The Board is entrusted with the duty of planning, on behalf of the school community, with the school staff (through the Principal) and with the CECWA to meet the present and future needs of the students.

Although the Board has no authority in the internal operation of the school, it is a legitimate function of the Board to provide an advisory service to the Principal and staff with respect to policy formation and review.

The School Board is responsible for the financial management of the School. It does this by approving an annual budget, including the level of fees charged, monitoring its operation and establishing policies related to financial management and capital development.

The school board should be a clear sign of the partnership between parish and school, parents and staff, the school and Catholic education as a whole, and between the school community and the broader Church community and society.

### **Functions of the board:**

- (a) Planning for the present and future operation of the school;
- (b) Providing membership on selection panels for the employment of staff to the school;
- (c) Providing membership on the panel which recommends the appointment of a Principal;
- (d) Disseminating information about the school;
- (e) Liaising in all matters relating to the financial management of the school;
- (f) Managing all the finances associated with the school; and
- (g) Advising the Principal with respect to school policy.

Nominees to the Board should:

- Possess special skills or interests which will be of value to the Board.
- Have a deep interest in the welfare of all students, staff and parents in a Catholic Community.
- Desire to serve the Catholic school community.
- Be keen to promote Catholic schooling.
- Be prepared to work co-operatively and constructively with other Board members.
- Have sufficient time to devote to Board duties.
- Possess an enthusiasm and willingness to promote Catholic schooling.

The Board usually meets on the third Wednesday of each month, however this may vary.

Elected members are appointed for a two-year term. Members of the Board elect their own Chairperson, Treasurer and Secretary in a brief meeting immediately following the Annual School Community Meeting.

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**ST JOSEPH'S SCHOOL BOARD**

**NOMINATION FORM**

I wish to nominate myself/the following, for election to the School Board:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTCODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE OF NOMINATOR: \_\_\_\_\_

SIGNATURE OF NOMINEE (if applicable): \_\_\_\_\_



## **P & F ASSOCIATION**

22<sup>nd</sup> October 2018

The P & F Association directs its energies to community building, fundraising and other activities to support the operation of the School. Over the years it has also sponsored several social events aimed at bringing the community together. Your children are the ones who directly benefit from the fundraising and community building undertaken by the P & F Association. We ask that all parents please consider nominating for a position on the P & F Executive or Committee and by doing so, become actively involved in assisting the staff in the task of educating your children.

The period of election to the P & F Executive and Committee is one year. The Executive consists of President, Vice President, Secretary and Treasurer. Voting takes place when more than one nomination is received for any of the Executive positions.

The P & F usually meet on the second Thursday of each month, however this may vary from time to time.

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### **ST JOSEPH'S SCHOOL P & F ASSOCIATION**

#### **NOMINATION FORM**

I wish to nominate myself/the following, for the position of:

- |                  |                          |                |                          |
|------------------|--------------------------|----------------|--------------------------|
| PRESIDENT        | <input type="checkbox"/> | VICE-PRESIDENT | <input type="checkbox"/> |
| SECRETARY        | <input type="checkbox"/> | TREASURER      | <input type="checkbox"/> |
| COMMITTEE MEMBER | <input type="checkbox"/> |                |                          |

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTCODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE OF NOMINATOR: \_\_\_\_\_

SIGNATURE OF NOMINEE (if appropriate): \_\_\_\_\_