



ST JAMES SCHOOL EDUCATION BOARD GUIDELINES

Rationale

St James School Education Board (SEB) is a body which advises the Parish Priest and School Principal on matters assisting St James School to fulfill its mission and vision as a Catholic parish primary school.

The Board brings together in a spirit of consultation, collaboration and co-operation individuals and groups having an interest in the well being and effective operation of the school.

The SEB provides a forum for its members to contribute to the development of the school and parish communities, and to be involved in activities which enhance educational opportunities in the wider community.

Issues of confidentiality and solidarity are maintained. Harmony and mutual trust is promoted and members are encouraged to respect other opinions and views.

Goals

- To maintain the Catholic ethos of the school
- To recognise the role of the school in the overall mission of the parish.
- To promote community development by fostering a strong interrelationship between parish and school.
- To recognize the contribution the parish makes to the school and to accept responsibility to be accountable to the parish and to play an active role in its life.
- To support the school in the formulation and implementation of the School Improvement Plan.
- To act as a forum for discussion on matters concerning education in the school.
- To review and develop school policies
- To promote the profile of the school in the wider community
- To work with the wider community in community pursuits, with an understanding of our mutual obligations.
- To actively pursue the support of the local community for school initiatives
- To welcome parents and children new to the school

Composition of the board

The membership of the Board shall be as follows:

- Ex-Officio members: Parish Priest, Principal, Deputy Principal

Nominated members:

- Parish Priest's Nominee
- Principal's Nominee (Staff Representative)
- Nominee of the Parents and Friends' Association,
- Parent representatives from across the school
- The Parish Priest nominee can also hold the position of parent representative.

The Executive comprises the Parish Priest, Principal and Chairperson.

Tenure

All members of the Board, except ex-officio members usually serve a THREE year term with an option of an extra year by negotiation. The SEB will elect from its own members a Chairperson. Ex officio members and employees of the Parish or school shall not be eligible to hold the office of Chair. The SEB will elect a Deputy Chair who will carry out the duties of the Chair in his/her absence. The SEB will appoint a secretary from among its members. The secretary attends board meetings and takes and distributes minutes. If the Board cannot come to a decision, the appointment will be made by the Principal and the Parish Priest.

Procedures

- The SEB will usually meet up to six times per year, within the school terms. Extra meetings will be convened if the need arises.
- Meetings will commence at 6.15 pm and continue until completed or to 8.30pm at the latest. If business is not completed by 8.30 pm it will be carried over until the next meeting
- The Principal and Chairperson will prepare the agenda and papers for each meeting.
- Meeting dates for the following year are set at the last meeting of the year.
- Any Board member wishing to place an item on the agenda is to send information to the Principal and Chair one week prior to the meeting.
- The main items for discussion are mentioned in the newsletter in the week prior to the meeting. Any member of the community wishing to place an item on the agenda or who wishes to raise a concern or make a comment needs to contact any Board member.
- Vacancies for the Board will be advertised in the school newsletter in Term Four.
- Applicants will be accepted at the discretion of the Executive, (ie Parish Priest, Principal and Chairperson)
- The Chair of the Board writes an Annual School Report each June about the previous year, as required by Catholic and state authorities. This report is made available to the whole community.

These Guidelines were ratified by St James School Education Board Members and School staff in 2015.