



CATHOLIC EDUCATION COMMISSION
Archdiocese of Canberra and Goulburn

Constitution for Archdiocesan Catholic School Community Councils

St John the Apostle Primary School, Florey

October 2009



UNITED IN LOVE, TRUTH
AND COURAGE

**ST JOHN THE APOSTLE PRIMARY SCHOOL
COMMUNITY COUNCIL TABLE OF CONTENTS**

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Purpose

The purpose of the Constitution is to establish and provide regulations for the operation of the St. John the Apostle Primary School Community Council.

Authority

The Catholic Education Commission (CEC), with the authority of the Archbishop, has issued an approved Constitution for Community Councils. Individual schools may add or include statements about their school's journey however the constitution will always reflect the spirit and structure of this document (See Appendix 1), and will be suitably amended where the CEC authorises changes to the original document. It will be the responsibility of the St. John the Apostle Primary School Community Council to ensure that their Community Council document reflects those changes.

Our Story of School Governance

St John the Apostle is a Catholic Primary School within the Archdiocese of Canberra and Goulburn. We serve the Catholic parish of St John the Apostle, Kippax. The parish is administered by the order of the Missionaries of the Sacred Heart. St John the Apostle School was opened in 1979 by the then Archbishop of Canberra and Goulburn, Edward Clancy.

In 2006, the School Board invited a representative from the Catholic Education Office (CEO) to our Board meeting. The purpose was to seek advice from the CEO who, at the time, was undertaking a comprehensive evaluation into the relationship, functionality and communication between School Boards and Parents and Friends (P&F) Associations within the Archdiocese.

In August 2006, three members of the School Board attended an information session presented by the CEO. The purpose of the session was to brief School Principals, Board members and P&F executives about the current and possible future structures of School Boards and P&F Associations.

In 2007, there was further discussion on the idea of amalgamating the P&F and School Board creating one new body – a Community Council. This was due to:

- A decline in the number of parents attending their P&F meetings despite many initiatives to encourage attendance.
- The inability to attract Parents to the executive roles within the P&F itself.
- The same parents attending both the School Board and P&F meetings.
- The possibility to streamline the financial operations of the school.

Meetings have been held during 2007 and a proposed model was created at a meeting in October 2007. Information about the proposed amalgamation was distributed in the weekly newsletter which requested feedback from parents.

In 2008, the P&F held their Annual General Meeting. No office bearers were elected at this meeting as there were insufficient numbers who attended.

The interim Community Council began in Term 4, 2008. The amalgamated body consisted of 13 members including the Parish Priest (or his delegate), School Board, P&F and a staff representative. New parent members were appointed following expressions of interest within the school community.

The CEO has offered its support through the trial period and beyond and has recommended a formal evaluation take place towards the end of 2008. The CEO expressed they would be actively involved in this process with the community.

Vision

St John the Apostle Primary School is an all-embracing educational community. We are inspired by Jesus and are united in love, truth and courage. We are on earth the heart of God.

Mission

As a learning community we strive to:

- inspire faith and spirituality, teach Catholic Traditions and encourage a passionate response to the needs of our contemporary society;
- encourage all members of our school community to be critical, reflective, life-long learners who are committed to doing their best;
- provide a safe and nurturing environment where persistence and resilience are valued and where the dignity and wellbeing of self and others are paramount;
- allocate appropriate resources to ensure that a rich and equitable learning environment exists.

St John the Apostle Community Council

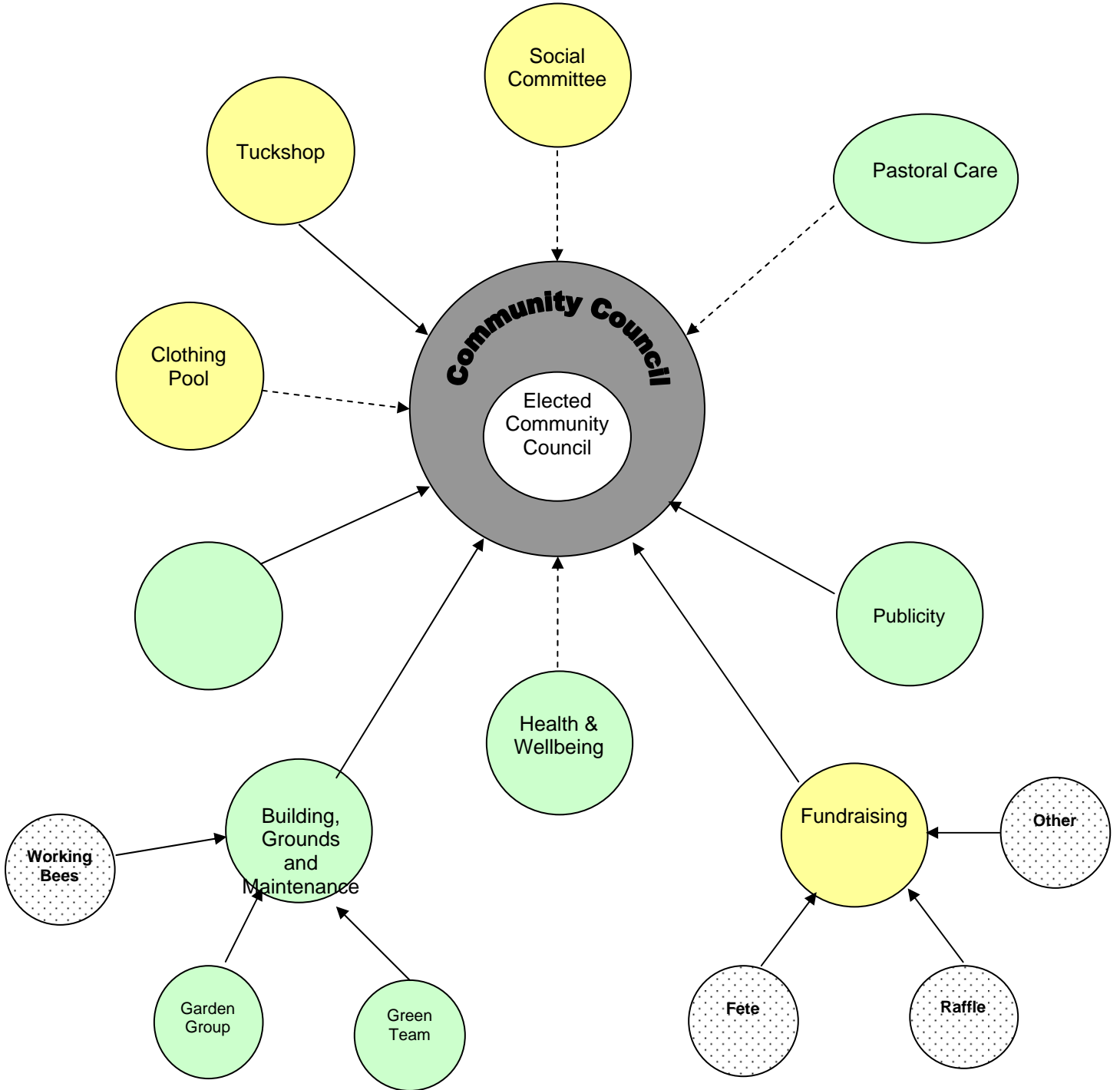
The St John the Apostle Community Council first met in 2009, following an amalgamation of the P&F Association with the School Board. It has been formed to represent members of the School community within the framework of one operating body. The new Community Council has the responsibility to undertake the roles previously carried out by both the P&F Association and the School Board.

Although the St John the Apostle Community Council is a new model of School governance it will operate in accordance with the CEC Archdiocese of Canberra and Goulburn, Catholic Parish Primary, Central and Secondary School Boards and Parents & Friends Associations Operational Guidelines and Constitutions: June 2006. New structures and initiatives are possible within the guidelines.

The St John the Apostle Community Council model provides the opportunity for members of the school, parish and Archdiocesan communities to support the mission of Catholic education. Working with the Parish Priest (or his delegate), Principal and staff, Community Council members provide leadership to the school community.

St John the Apostle Primary School

Community Council



Legend	
	Permanent Committees/Working groups
	Temporary Committee
	Committees requiring own bank accounts and also financially self-sufficient
	Committees working with school budget or funds provided through fundraising
	Reports to Community Council by having a representative on the Council
	Reports to Community Council by proxy via an existing Council member

Community Council Executive	
	Principal
	Parish Priest
	Chairperson
	Treasurer
	Secretary
	Committee Reps
	Parent Reps
	Staff Rep

Catholic Ethos

The Catholic ethos of the school derives from the motivation for the existence of the Catholic school and its work. To this end the first responsibility of the St John the Apostle Community Council is to strive to ensure that the school is truly and distinctly Catholic. In order to do this the Community Council must consider the values and traditions of Catholic education.

The Principal and Parish Priest (or his delegate), guide this process. The Community Council should ensure the discussion of 'What makes our school a Catholic School', is included explicitly on its agenda at least once each school year.

St John the Apostle School Council members, whose faith tradition is other than Catholic, have an added responsibility to learn about Catholic values and traditions and to bring those aspects to their personal discernment. Community Council members need to continually strive to develop the Catholicity of the school.

Community Council members need to develop a pastoral sense which should be modelled on the example of Christ who came to serve others, not to be served. The Community Council's concern is not just with things, but essentially with people. The Community Council should have a special regard for the poor, the disadvantaged, the powerless – modelled on the example of Jesus Christ, who showed such special care for 'the little children' and the disadvantaged.

Under the aspect of 'school', activities of the Community Council could include:

- A genuine interest in, and support of, the educational programs and practices at work in the school to make it a 'centre of human formation' ('The Catholic School' p 25), in keeping with the mission of Catholic education. The Community Council may advise the Principal on educational programs and the curriculum.
- Financial policy approval which focuses on effective budgeting and financial planning, the setting of local school levies, the equitable collection of fees and taking out loans using school raised funds in line with Archdiocesan System policy and procedures.
- Properly maintaining and developing buildings and grounds to provide a suitable environment for the learning process to flourish. In the ACT, it may involve supplementary maintenance to that provided through the Canberra Catholic Schools Building Fund (CCSBF).
- Taking suitable steps to build up support for the school among the community it serves. This will involve the promotion of the school and developing a community spirit through genuine pastoral care of members of the school and community.

The Community Council is responsible for the evaluation of its policy decisions. The Community Council should reflect on its own effectiveness in serving the school community.

The Community Council will have input into the Registration and Renewal Programs and other reviews, which are conducted by the CEO.

Pastoral Care

Pastoral care is care for people. St John the Apostle Community Council's concern should extend to the whole school community: students, parents/caregivers, staff and parish - and particularly to those organisations closely associated with the school.

The Community Council will affirm and support the Principal and staff in practical ways as they:

- Live out, day by day, their vocation in the Catholic school.
- Share in the educational mission of the Church by trying to create for the school community an atmosphere enlivened by the Gospel spirit.
- Provide education in the faith.
- Help students to grow to their full development in Christ.

The St John the Apostle Community Council will find ways of expressing to the Principal and staff its pastoral care and concern. Prayer together will be a part of any such program.

The Community Council should extend its pastoral concern to those individuals and groups who support the school in many varied and practical ways. Such people need to be affirmed in what they are doing, to be thanked, supported and encouraged.

The Community Council holds a special role in celebrating the achievements of the school community and providing opportunities for the school community to reflect on its journey together.

While the Community Council assists in the leadership of the school and in helping to set priorities, the Community Council best serves the school community's interests by adopting a role of collaboration rather than domination.

The Community Council should try to establish a friendly, working relationship with those people or groups who share the Catholic school ministry.

Promotion of the School in the Local Community

The Catholic school is the basis for a dynamic community. St John the Apostle Community Council has responsibility to articulate the values and achievements of St John the Apostle Catholic Primary School and to promote these in the wider community.

The Chairperson of the Community Council normally acts as its spokesperson. The Principal and Parish Priest (or his delegate), will be consulted on all media releases before they are sent. When speaking through the media, the Community Council needs to be conscious that while it

represents a particular school, it also shares the mission of Catholic education within the Archdiocese. Promotion of one Catholic school should never detract from the respect due to another Catholic school or to the Archdiocesan system of schools. The media should not be used as a vehicle for lobbying between Catholic schools within the Archdiocesan school community.

The St John the Apostle Community Council has a responsibility to assist the Catholic Education Commission and the CEO in promoting the contribution of Catholic schooling to the public good to those in government by seeking government support and keeping all parties informed of issues related to the funding of Catholic schools.

The St John the Apostle Community Council also supports the Principal with issues relating to Enrolment Policy, financial matters, school enterprises, reporting to the school community, the development of capital and maintenance plans, strategic planning and staffing, as well as the ratification of school policies and documents.

Key Roles of the Community Council

The St John the Apostle Community Council 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 areas where it has the responsibility for the development and monitoring of policy, the Community Council operates within the policy and procedures determined by the CEC and the CEO.

Responsibilities of the Community Council

The St John the Apostle Elected Community 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.
- Appointing a member to the school's enrolment committee.
- Developing, approving and monitoring the annual budget, including school determined levies, loan commitments and the fees collection and remission policy.
- Monitoring school enterprises, eg. OSHC, hall hire, extra curricular activities
- Developing capital and maintenance programs.
- Developing local strategic plans (finances, buildings, resources) and contributing to Archdiocesan educational strategic planning.
- Facilitate local school community debate in response to System leadership by the CEC and the CEO in lobbying governments.
- Approving school uniform items decided at school level.
- Ensuring that the parish and school community receives the Annual School Community Council Report.
- Consulting with the parents on the expenditure of levies or funds in keeping with Archdiocesan regulations.

The St John the Apostle Elected Community 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 his delegate) or Principal.

The St John the Apostle Community Council also has a major role to play as a parent forum, in developing the community of parents/caregivers, students and staff, and in fundraising.

These functions include:

- Providing opportunities for social interaction and for parents/caregivers to form supportive networks.
- Providing input on parent priorities and suggesting ideas about Catholic schooling.
- Raising money for school resources as identified in the School's Strategic Plan and Annual Budget.
- Recommending an amount of the school parent levy, if such a levy exists.
- Determining the priorities for the disbursement of funds raised in accordance with the School's Strategic Plan and Annual Budget.
- Providing student services eg. tuckshop.
- Providing support for school programs eg. Gross Motor Program, working bees.

Membership

The St John the Apostle Community Council model of governance places the Council members at the centre of all community endeavours and its membership comprises staff, parents, parish representatives and the Parish Priest (or his delegate) and Principal as ex-officio members.

Members of the Community Council contribute through their interest, expertise and commitment to the development of the school and its community.

The first amalgamated positions of the Community Council were appointed for an 18-month trial. To ensure a continuance of the expertise on the Community Council if it is extended into 2009, it is expected that some members of the Council will step down at the end of 2008, allowing new members to join/be elected to the body (due to their children leaving Year 6). Existing members would be able to serve another 12 months before the need to stand for re-election or step-down.

Steps for the Election Process

- The election of people for vacant positions on the St John the Apostle Community Council will be held at the Annual General Meeting (AGM) at the start of each year or the end of each year depending on circumstances. To begin the process, written nominations are called at least two weeks prior to the AGM (for vacant positions) including:
 - ❖ Six parent representatives.
 - ❖ One member of staff elected by the staff.
 - ❖ As many as two other people appointed by the Elected Community Council for their expertise eg. finance skills or building management skills.
- Elections will be held at the AGM, and Co-ordinators for the various Committees will also be sought.
- All others, excluding the ex-officio members, will also have membership for two years.
- Members may be elected members for two terms, before standing down.
- At the first meeting of the Elected Community Council members, office bearers will be elected.

Structure of the Elected Community Council

The membership of the St John the Apostle Elected Community Council may exceed the recommended 12 positions. This would be to ensure the functions of the Community Council can be carried out effectively.

- Parish Priest (or his delegate) – an ex officio member
- Principal – an ex officio member
- One Staff Representative
- Chairperson
- Deputy Chairperson
- Treasurer
- Secretary
- Additional Parent Representatives (x4)
- Other members (at the discretion of the Principal)

Community Council Committees

- Pastoral Care
- Fete
- Fundraising
- Tuckshop
- Social
- Building, Grounds and Maintenance
- Clothing Pool
- Publicity

Role Descriptions of Community Council Members

The Chair

The Chair of the St John the Apostle Elected Community Council is a significant leader in the school community and holds special responsibility for the mission of education within the Church. For this reason he/she will normally be a Catholic and a committed member of a Catholic parish.

The Chair is elected from within the Elected Community Council by its members. The Chair is the key to the success of Community Council meetings. His/her responsibilities include ensuring that:

- The Community Council actively develops an atmosphere of prayerful reflection and true Christian discernment.
- The agenda is prepared in collaboration with the Principal who is the Executive Officer of the Community Council.
- The Community Council adheres to and promotes Catholic Education ideals and policies.
- Operational Guidelines for School Community Councils are adhered to, in spirit and in letter, and that the Community Council functions smoothly and efficiently.
- Good communications are established and maintained between the Community Council and all individuals and groups interested in the school's welfare, particularly at the local level.
- The meeting is kept moving - by focusing on main issues, by helping discussion, and by maintaining enough formality to allow for full participation without unnecessary discussion.
- All Community Council members take an active part in discussion, bringing about decisions that are owned.
- Community Council members respect the opinions and views of others and show, in their deliberations, principles of Christian justice and charity.
- Consensus is always aimed at, even though it may not be achieved in every case. The Chair works to build agreement, helps members see where they disagree and ends discussion when it is not productive.
- No member, including the Chair, regularly dominates the meeting to the exclusion of the opinions and ideas of others. The Chair should seek other opinions and, at times, an expression of opposing views.
- Harmony and mutual trust are promoted within the Community Council and members are encouraged to respect other opinions and views.
- Problems are recognised and clarified.
- Community Council members are called on for information and advice, not as substitutes for Community Council thinking. (If the members do not ask the right questions, the Chair does.)
- Community Council members are called to act within the boundaries of their role description as set out in this document.

The Deputy Chair

The Deputy Chair is elected from within the Elected Community Council by its members. He/she will preside over meetings in the absence of the Chair.

The Principal

As the delegate at the school of the Director of the Catholic Education Office, the Principal is responsible to the Director for the enrolment of students, educational programs and management of the school and its staff.

- The Principal as the designated leader of the school community has a particular responsibility to promote the Catholic ethos of the school and Christian values within the community. This responsibility includes providing opportunities for the continuing spiritual formation of Community Council members, thus ensuring that Catholic values and traditions are central to the Community Council's processes and actions.
- The Principal is the Executive Officer of the Community Council and prepares the agendas in collaboration with the Chair of the Community Council. The Community Council supports the Principal by providing advice on the educational programs. The Principal facilitates the continuing formation of Community Council members regarding student needs, educational trends and new policy directions. The Principal ensures that the Community Council has appropriate information and advice to deliberate on the matters for which it has responsibility.
- Where the Principal feels that the Community Council is making a decision which is inappropriate, the Principal may require the Community Council to defer the decision until advice is sought from the Director of the CEO.

The Principal is the official avenue of communication between the Community Council and the school staff.

The Parish Priest

The Parish Priest (or his delegate) is an ex-officio member of the Community Council. As the spiritual leader of the faith community, the Parish Priest (or his delegate) shares his pastoral vision and offers other spiritual insights that will enrich and improve the quality of the Community Council's policy making. In this way, Community Council members are helped to discover their gifts and talents, encouraged in their Christian life and challenged to deepen their faith and to exercise their ministry.

The Parish Priest (or his delegate) works closely with the Principal on matters affecting the spiritual, social and moral well-being of the school. The preservation of the Catholic culture of the school is a major concern for them. In the areas of selecting staff, of enrolling children, and of suspending or excluding students, the Principal and Parish Priest (or his delegate) need to be in close collaboration.

As Pastor, he sees that the Community Council carries out faithfully the policies of the Archbishop, whether these are given directly or through the CEC or the policies and procedures of the CEO.

As a member of the Community Council, the Parish Priest (or his delegate) participates in discussions, and accepts the final consensus/majority decision unless he feels that the matter needs to be referred for further advice. In these cases, he may require the Community Council to defer the decision while advice is sought as appropriate from the Director of the CEO, the Chair of the CEC, the Vicar General, or the Archbishop.

Finally, the Parish Priest (or his delegate) exercises an administrative role in that the Parish Priest (or his delegate), as an agent of the Trustees of the Archdiocese of Canberra and Goulburn, is responsible for the administration of all parish property, which includes the school and its assets. The Parish Priest (or his delegate) is to be consulted on all financial and building matters which have a demonstrable relationship to parish finances.

For further information on the role of the Parish Priest (or his delegate) the reader is referred to Section 1.13, 'The Role of the Priest in the Catholic School', CEO Policy and Procedures Manual, Archdiocese of Canberra and Goulburn, July 2005.

The Secretary

The Secretary is elected from within the Community Council by members of the Community Council. The Secretary's responsibilities include:

- Liaising with the Principal and Chair on Community Council matters.
- Making the necessary preparations for holding meetings, including assisting with the preparation and circulation of agenda and minutes.
- Ensuring that accurate minutes of meetings are taken, properly preserved, and circulated to members at least one week before the following meeting.
- Sharing with other Community Council members all information relevant to the Community Council's operation.
- Acting as the pivot for communications to and from the Community Council, and with those bodies which have a special interest in the school, eg. the Parish Pastoral Council.
- Ensuring Community Council members know about all Community Council communications and that these are always stated to be 'on behalf of the Community Council'.

The Treasurer

The Treasurer is elected from within the Community Council by members of the Community Council. The Treasurer works with the Principal (or delegate) and the Chair of the Community Council to ensure that the Community Council is kept fully informed about the areas of its financial responsibility, including:

- Ensuring that fees and building levies are remitted to the CEO.
- Reviewing the fee collection regularly.
- Reviewing the annual budget regularly.
- Liaising with the Principal on the preparation and presentation of the school budget.
- Reporting regularly to the Community Council on financial matters.
- Facilitating strategic financial planning.

Staff Representative

Staff are appointed to the Community Council because of their expertise, commitment and judgment as a member of staff. While they may be selected by their colleagues, their role on the Community Council is not a representative one. They offer the Community Council their skill and wisdom in the best interests of the school and Catholic education. Staff bring to the Community Council their professional knowledge. They are bound by Community Council decisions and should at all times maintain the confidentiality of the Community Council.

A staff member, who may also be a parent of a student at the school, is only eligible for election to the Community Council as a staff member because of the potential for conflict of interest between the staff member's parental role and their staff role. No staff member is eligible to hold the positions of Chair, Deputy Chair or Treasurer on the Community Council.

Parent Representatives

Parents appointed or elected to the Community Council play a vital role in representing the parent/caregiver community but they must exercise an individual discernment in Community Council decisions. They are bound by Community Council decisions and should maintain the confidentiality of the Community Council.

Community Council Meetings

Community Council meetings are usually scheduled for two evenings per term.

As a guide the agenda usually includes:

1. Acknowledgement of Country
2. Prayer
3. Apologies
4. Minutes of Previous Meeting
5. Business arising from Minutes
6. Correspondence
7. Reports
8. Agenda items for discussion
9. General Business
10. Next Meeting

General business items are called for by the Chair prior to the meeting. The agenda, previous minutes and reports will be emailed/sent to council members prior to the meeting, to ensure effective use of meeting time.

Open Parent Meetings

St John the Apostle Community Council has proposed to hold a series of "Building-a-Better-School" meetings each year. The name of these meetings is intended to communicate to the school community that there are many ways to improve the school and everyone is able to contribute to this process.

Parents and carers in the school community will be invited to attend these meetings on a regular basis i.e. twice a year.

“Building-a-Better-School” meetings are intended to provide:

- Time to meet Community Council members and discuss their roles.
- Opportunities for the Community Council to share ideas about initiatives and priorities with parents and carers.
- Opportunities for parents and carers to discuss aspects of school life.
- A forum for raising concerns (notification which has been provided in writing to the Chair of the Community Council one week prior to the meeting).
- A basis for guest speakers and presenters to parents and carers.

“Building-a-Better-School” meetings are a time for community building and networking. They are designed to be a time to listen to each other and not a time for decision-making. Parents and carers are encouraged to raise urgent or personal matters with the Principal or a member of the school executive.

Financial Management

The Community Council structure entails a different financial process for most operations previously undertaken by the Parent and Friends Association. The Council acts as a not-for-profit body.

The Council has the responsibility for setting local school levies/charges, monitoring their collection and following up the non-payment of system tuition fees according to CEO policies.

The Council must have a clear policy and protocol for fee remissions in line with CEC and CEO policies. At all times confidentiality surrounding fee remissions must be maintained.

In the ACT the Council also monitors the collection of the Canberra Catholic Schools Building Fund (CCSBF) contributions.

All financial matters are to be handled in accordance with CEO policy and procedures.

The Council has a vital role in advising the Principal on the short and long term financial strategy of the school.

The Council oversees the development of the Annual Budget in consultation with the Principal and school staff and parents. The Council approves and monitors the Annual Budget and endorses the Annual Audited Report of Income and Expenditure.

The Council does not have authority to commit more than its known income unless it has sufficient cash reserves or reasonable financial capacity to enter into loan agreements.

In line with Archdiocesan System policy and procedures, the Council is responsible for loans entered into by the school community using school raised funds.

The Council may request financial assistance from the Parish but must abide by the decision of the Parish, reached by the Parish Priest in consultation with the Parish Pastoral Council and Parish Finance Committee.

The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned mission and objects and no portion shall be distributed directly or indirectly to the members of the Community Council except as bona fide compensation for services rendered or expenses incurred on behalf of the Community Council

Decision Making

In his address to the 1989 Synod, Archbishop Carroll set out the model as to how this work should proceed.

In the commonly used parliamentary model people analyse the situation and select their position on it. The process is then to win support for one's views, listen to others only to refute them and so win a majority vote and establish control. There have to be winners and losers, continuing divisions, resentments and lack of enthusiasm in implementation in this model.

On the other hand, discernment of the Spirit takes the holistic approach, listens to others so as to learn, is sensitive to all approaches, encourages collaboration rather than competition and aims not at majority vote but at consensus. It recognises that each participant has a part of the truth and a share of the wisdom by reason of each one's experience of God in life, in union with Christ and gifts of the Spirit. This process also recognises the right of each to contribute his or her part, without which the whole picture will not be presented and the whole wisdom of the Spirit will not be available.

Consensus is described as a decision with which all members of the group can live gracefully. Some may remain wishing that the decision had been different, but they recognise it as what the Spirit is saying to this group at this time and they are ready not only to live with it but to give it wholehearted support.

While the parliamentary model is efficient and businesslike and may be necessary on some occasions, discernment of the Spirit and consensus is the ideal model because it is based on the truths of faith and the very nature of the Church.

Diocesan Synod 1989 'Coming Home in Christ', pp 110-111, Canberra, 1989.

Shared decision is a central process of the Community Council. In the event of a failure to achieve consensus the matter is to be deferred to a further meeting and/or additional advice may be sought. If it is considered that resolution cannot be achieved through consensus then a determined majority of votes may be needed to settle the matter.

School Community Council members undertake to individually and collectively prepare and maintain themselves in:

- spiritual growth;
- motivation;
- commitment; and
- competence.

The commissioning of new members to the Community Council ministry should be marked by some appropriate ceremony. This symbolises their acceptance of the call to serve the community, and their commitment to this ministry.

On retirement, a Community Council member's contribution to the Community Council will be acknowledged.

Relationships

The Community Council and the associated committees work in close co-operation. While the Community Council has specific responsibilities regarding the overall wellbeing of the school, the various committees have a specific role regarding the parent body. This relationship enables the committees to inform the Community Council of ideas to motivate and co-ordinate parent support for school projects and to communicate Community Council decisions to the parent body.

A spirit of collaboration and common purpose is fostered. The Community Council actively encourages and affirms the various committees. Where appropriate, it seeks the views of the committees, particularly in financial responsibilities including the school based budget and strategic planning.

The various committees recognise the working functions of the Community Council. They are active in putting ideas and suggestions to the Community Council. A clear practice for determining how the Community Council and various committees will deal with fundraising and budget deliberations is to be negotiated in the initial stages of the Community Council.

The various committees might focus on projects that cannot be provided for in the annual budget. In these cases the following process is followed:

- The list of needs and projects is drawn up by the Community Council with input from the committees and other sources. Priorities are set with the advice of the Principal who is essential in this exercise.
- The list, in priority form, is reviewed with the committees (through a meeting of the Community Council and the Committee Co-ordinators). The more pressing needs of the school are thus made known.
- After examining the list, the Community Council and the various committees will agree on the timing and implementation of projects.
- The committees provide funds and monitor the approved projects to completion.

The Elected Community Council, together with the various Committees and wider community, will conduct an open forum up to twice a year to discuss initiatives and concerns to date.

Committee Functions

Members of the Elected Community Council will each have a responsibility to liaise with one of the Committees of the School Community Council. These representatives will feed back to the Elected Community Council the Committee's successes, budget requests and any other issues.

Each Committee will nominate a Co-ordinator who will be responsible for chairing its meetings, setting the agenda and ensuring that there is a minute-taker.

Expressions of interest for membership on these Committees will be sought prior to the AGM at the beginning of each school year. The Committees are:

- Pastoral care
- Fete
- Fundraising
- Tuckshop
- Social
- Building, Grounds and Maintenance
- Clothing Pool
- Publicity

(Detailed descriptions of these committees are found in Appendix 2 and 3)

This constitution for St. John the Apostle Primary School Florey Community Council is to be reviewed by the CEC, to ensure that it is congruent with the spirit and structure of the document for all Archdiocesan Catholic School Community Councils (see Appendix 1)

Appendix 1

Terms of the Constitution

1. Name

The official name of this Council is the Catholic School Community Council of *St. John the Apostle Primary School*

2. Definitions

The following definitions will apply in this constitution.

"Archbishop"	The Archbishop of Canberra and Goulburn.
"CEC"	The Catholic Education Commission of the Archdiocese of Canberra and Goulburn.
"CEO"	The Catholic Education Office of the Archdiocese of Canberra and Goulburn.
"Church"	The Catholic Church.
"Council Member"	An elected member of the executive or an appointed representative if a committee.
"Council"	The Catholic School Community Council of <i>St. John the Apostle Primary School</i>
"Executive"	The Executive Leadership Group is comprised of: the ex-officio members (Parish Priest or Chaplain and Principal), elected members from the parent body and elected members from the staff and any members coopted for their expertise.
"Parent"	The parent or guardian of a student enrolled at the school.
"Parish"	The Parish of <i>St. John the Apostle, Kippax</i> .
"Parish Priest"	The Parish Priest, Parish Coordinator or Parish/School Chaplain of <i>St. John the Apostle, Kippax</i> .
"Principal"	The Principal of <i>St. John the Apostle Primary School</i>
"Committee"	Community Council committee or a working party established for a specific purpose.
"School"	<i>St. John the Apostle Primary School</i>
"School Community"	All members of the wider school and parish community.

3.0 Authority

- 3.1 Catholic School Community Councils have been approved by the Archbishop for the service of the Church and the Catholic school communities in the Archdiocese of Canberra and Goulburn.
- 3.2 The Constitution is issued by the Catholic Education Commission, Archdiocese of Canberra and Goulburn, with the authority of the Archbishop.

4.0 Purpose

- 4.1 The purpose of this Constitution is to establish and provide regulations for the operation of the Council as specified below.

5.0 Mission and Objectives

- 5.1 The Council, in accordance with the authority entrusted to it by the Archbishop, is to assist the school to fulfil its mission in accordance with the Code of Canon Law, Archdiocesan directives and guidelines and policies of the Catholic Education Commission and the Catholic Education Office.

6.0 Role

- 6.1 The Council provides the opportunity for members of the school, parish and Archdiocesan communities to support the mission of Catholic education in the school. Working with the Principal, Parish Priest and staff, the members of the Council and its committees provide leadership to the wider school community.
- 6.2 The Council 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 mission of Catholic education. In the areas where it has responsibility for the development and monitoring of school policy, the Council operates within the policies and procedures determined by the CEC and the CEO.
- 6.3 The Principal has responsibility for the day-to-day leadership and management of the school.

7.0 Functions

- 7.1 The Council has responsibility to take decisions in the following areas:
 - 7.1.1 Supporting the development of the Catholic identity, ethos and mission of the school.
 - 7.1.2 Supporting pastoral care strategies in the school community.
 - 7.1.3 Promoting the school in the local community.

- 7.1.4 Appointing a member to the school's enrolment committee, if needed
- 7.1.5 Developing, approving and monitoring the annual budget, including school determined levies, loan commitments and the fees collection and remission policy.
- 7.1.6 Discussing the continuing Catholic education viability of the school.
- 7.1.7 Developing and monitoring school enterprises, eg. Outside School Hours Care, sports associations, hall hire.
- 7.1.8 Developing capital and maintenance programs.
- 7.1.9 Developing local strategic plans (finances, buildings, resources) and contributing to Archdiocesan educational strategic planning.
- 7.1.10 Facilitate local school community debate in response to System leadership by the CEC and the CEO in lobbying governments in school funding campaigns.
- 7.1.11 Approving school uniform items decided at school level.
- 7.1.12 Ensuring that the parish and school community receives the Annual Catholic School Community Council Report.
- 7.1.13 Ensuring the expenditure of levies or funds is in keeping with Archdiocesan regulations.
- 7.1.14 Provide input on parent priorities and suggest ideas about Catholic schooling for the school's strategic plan.
- 7.1.15 Raise money for resources as identified in the School's Strategic Plan and Annual Budget process.
- 7.1.16 Provide student and parent services eg. Canteen.
- 7.1.17 Provide support for school programs involving parents.
- 7.1.18 Provide opportunities for social interaction and for parents to form supportive networks.
- 7.2 The Council has responsibility to provide advice in areas such as:
 - 7.2.1 Curriculum.
 - 7.2.2 Educational policies for the school.
 - 7.2.3 Student welfare policies.
 - 7.2.4 Parent support processes.

- 7.2.5 Other matters as requested by the Parish Priest or Principal.

8.0 Membership

8.1 Parish Primary and Central School Community Councils

- 8.1.1 The Council shall be comprised of the following members:
- 8.1.2 The Principal is an ex officio member and the Executive Officer of the Council.
- 8.1.3 The Parish Priest is an ex officio member. The Parish Priest may nominate an alternate to attend in his place.
- 8.1.4 Up to two (2) members of staff elected by the staff.
- 8.1.5 At least one (1) and up to four (4) parent members appointed in accordance with the Constitution.
- 8.1.6 As many as three (3) other people appointed by the Council for their expertise.
- 8.1.7 A representative of the Catholic Education Office (when requested by the school community or the Director of the CEO).
- 8.1.8 Depending on local circumstances and with the authorisation of the Catholic Education Commission, a representation larger than any of the above may be permitted.

8.2 Secondary School Catholic Community Councils

- 8.2.1 The Council shall be comprised of the following members:
- 8.2.2 The Principal is an ex officio member and the Executive Officer of the Council.
- 8.2.3 The Parish Priest is an ex officio member. The Parish Priest may nominate an alternate to attend in his place.
- 8.2.4 One (1) member of the School Executive appointed by the Principal.
- 8.2.5 Up to two (2) staff members elected by the staff.
- 8.2.6 At least one (1) and up to four (4) parent members appointed in accordance with the Constitution.
- 8.2.7 As many as three (3) persons appointed by the Council for expertise.

8.2.8 A representative from the Catholic Education Office (when requested by the school community or the Director of the CEO).

8.2.9 The Bursar may act as Treasurer to the Council.

8.3 Criteria for Membership

8.3.1 The Chairperson of the Council will normally be a Catholic and a committed member of a Catholic parish.

8.3.2 All Council members should maintain themselves in spiritual growth, motivation, commitment and competence according to the values and traditions of the Catholic Faith.

8.3.3 An understanding of local Church policies relevant to Archdiocesan Catholic schools.

8.3.4 A genuine desire to be of service to the school community.

8.3.5 Having the necessary skills to contribute to the work of the Council.

8.3.6 The ability to work collaboratively and constructively with other members of the Council.

8.3.7 Adequate time to give to Council duties.

8.3.8 Willingness to act within the code of ethics for Council members.

8.4 Term of Office

8.4.1 Only ex officio members may remain as members of the Council for more than six (6) consecutive years.

8.4.2 A term of membership of the Council shall be for a period of two (2) years for all other Council members.

8.4.3 Members of the Council may be elected for a maximum of three (3) consecutive terms. Executive members may not hold the same position of Chair, Deputy Chair, Secretary or Treasurer beyond two (2) consecutive terms.

8.5 Vacancies

8.5.1 Should a position of an elected member of the Executive become vacant, the Council shall appoint a replacement from the same category of membership, for the unexpired term of the retired member.

8.6 Removal From Office

8.6.1 Any elected or appointed member the Council may be removed from membership by formal resolution passed at a properly convened meeting of the Council at which at least three quarters (75%) of all Council members vote in favour of the removal. Such a person shall be ineligible for reappointment to the Council until authorised by an Ordinary Resolution of the Council, following representation to the Catholic Education Office.

8.7 Absenteeism

8.7.1 Any elected or appointed member of the Council who is absent from three (3) consecutive meetings of the Executive without sufficient reason will be deemed to have resigned from the Council. In such instance, the Executive will notify the member of loss of membership of the Council and will arrange for a replacement from the same category of membership until the next election for members of the Council.

9.0 Officers

9.1 The Council shall have its affairs controlled and managed by the Office Bearers and other members known as the Executive.

9.2 The Executive shall be:

9.2.1 Chair

9.2.2 Deputy Chair

9.2.3 Secretary

9.2.4 Treasurer

9.2.5 Principal (ex officio)

9.2.6 Parish Priest (ex officio)

9.2.7 Elected Parent representatives

9.2.8 Elected Staff representatives

9.2.9 Members appointed by the Council

9.2.10 Members appointed by the CEO or the CEC

9.2.11 Appointments by the Principal where eligible

9.3 At the first Council meeting following community elections, the Council's Executive members will appoint a Chair, Deputy Chair, Secretary and Treasurer. Regional secondary schools do not normally require a Treasurer as this role may be served by the College Bursar. Ex officio members and staff representatives are not eligible for election to the position of Chair and Deputy Chair.

10.0 Appointments and Elections

- 10.1 The protocols for appointing parent members to the Council are to be determined by the Council and publicised to the school community at least one school term prior to the election.
- 10.2 A staff member who is also a parent of a student at the school is only eligible for election to the Council as a staff member because of the potential for conflict of interest between the staff member's parental role and staff role.
- 10.3 A suggested process for electing staff members is outlined in the Community Council Guidelines.
- 10.4 A suggested process for electing parent members to the Council is outlined in the Community Council Guidelines.

11.0 Meetings and Procedures

- 11.1 The Council will meet regularly, at least once in each school term and conduct meetings in accordance with standard meeting procedures.
- 11.2 The Council is required to provide the opportunity for parents to attend an "open meeting" at least once per semester, according to local need.
- 11.3 All meetings will begin and end with prayer led by a member of the Council. Meetings should be limited to no more than two hours duration unless agreement is obtained from those present at the meeting.
- 11.4 Such ordinary meetings of the Council will be convened by giving not less than seven (7) days clear notice to each member stating the date, time and place of each meeting and any special business to be considered at that meeting.
- 11.5 Special meetings may be held when deemed necessary. Special meetings of the Council may be called:
 - 11.5.1 When agreed to by a quorum including ex officio members.
 - 11.5.2 When requested by an ex officio member.
 - 11.5.3 When requested by the CEC or CEO.
- 11.6 Reports to the Council should normally consist of a simple written summary, tabled at the meeting.
- 11.7 A simple majority of Executive members will constitute a quorum.
- 11.8 No meeting of the Council may be held without a quorum.
- 11.9 Wherever possible all decisions must include the Principal and the Parish Priest and should be reached by consensus. Failing this, resolutions of the Council will be passed by simple majority.

- 11.10 Each member of the Council will have a deliberative and equal vote. The Chair will have a casting vote.
- 11.11 In the absence of the Chair and Deputy Chair, members will elect an Acting Chair to preside over that meeting.
- 11.12 The Secretary will take minutes of all Council meetings. A copy of the minutes will be maintained in the Secretary's file and passed to the next elected Secretary. A second copy will be kept by the Principal for inclusion in the school file. Upon request, the CEC or CEO must be given a copy of the minutes of any meeting of the Council.
- 11.13 All correspondence to the Council will be tabled at meetings for perusal by all Council members. Correspondence will be actioned through the Secretary of the Council.
- 11.14 A Special Resolution must be passed by a General Meeting of the Council to recommend any changes to the constitution or the functions of the Council.
- 11.15 At least three quarters (75%) of those present must vote in favour of the Special Resolution.
- 11.16 These Special Resolutions must be approved by the CEC.

12.0 Committees

- 12.1 The Council may appoint committees as it deems necessary and appropriate depending on local school circumstances and in accordance with local need.
- 12.2 Committees will be represented at each of the Council meetings and as such, these committees are not separately constituted bodies.
- 12.3 The Council, in consultation with parents, will determine the responsibilities and accountabilities of these committees and the duration of the operation of each committee.
- 12.4 Committees are appointed and dissolved at the discretion of the Council Executive.
- 12.5 A committee is answerable to and will communicate its advice on recommendations only to the Council.
- 12.6 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.
- 12.7 The committee contact person does not have voting rights on the Council.
- 12.8 Membership of committees is determined by need and availability of parent members.

12.9 The Council will set terms of reference for each committee.

13.0 Responsibilities of Office Bearers

13.1 Chair

13.1.1 The Chair is responsible for the leadership of the Council. He/she will chair the meetings and liaise closely with the Principal and Parish Priest.

13.2 Deputy Chair

13.2.1 The Deputy Chair assists the Chair to lead and manage the affairs of the Council and will chair meetings in the absence of the Chair.

13.3 Secretary

13.3.1 The Secretary will record accurately the minutes of the meeting, filing one (1) copy with the school and one (1) on the Council file. The Secretary, in collaboration with the Chair and the Principal, will prepare a brief report of each meeting for the school newsletter. The Secretary assists the Chair and the Principal in the preparation of the agenda and ensures that agenda items are advertised prior to the meeting. The Secretary will handle all correspondence as directed by the meeting.

13.4 Treasurer

13.4.1 The Treasurer will ensure that proper accounts are kept by subcommittees and audited in accordance with the CEO policies and procedures.

13.4.2 The Treasurer will ensure that any bank accounts or cheque books carry at least two (2) signatories. The principal must be one of the designated signatories.

13.4.3 Authorised signatories will include the Principal, the Chair and the Treasurer.

13.4.4 The Treasurer will ensure that CEO policies and procedures are employed for the handling of cash and that those who are involved in the handling of cash are briefed on these practices.

13.4.5 No commitment shall be entered into for the non-operational expenditure of funds, except by resolution of a meeting of the Council.

13.4.6 The Treasurer will liaise with the school's Finance Officer/ Bursar and the Principal in the preparation of the Annual Budget and the reporting of the financial status of the school at each Council meeting.

13.5 Committee Representatives/Contact Officers

13.5.1 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.

13.5.2 The Council 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.

13.5.3 All committees function under the policy and direction of the Council.

13.5.4 Any salaried staff involved in or engaged for school activities under the auspices of the Council, must be employed under the policy and procedures set down by the CEO. This is to ensure that all insurance, industrial, superannuation and occupational health and safety requirements are met. The CEO provides payroll and personnel service on a reimbursable basis.

14.0 Financial Management

14.1 The Council acts as a not-for-profit body.

14.2 The Council has the responsibility for setting local school levies/charges, monitoring their collection and following up the non-payment of system tuition fees according to CEO policies.

14.3 The Council must have a clear policy and protocol for fee remissions in line with CEC and CEO policies. At all times confidentiality surrounding fee remissions must be maintained.

14.4 In the ACT the Council also monitors the collection of the Canberra Catholic Schools Building Fund (CCSBF) contributions.

14.5 All financial matters are to be handled in accordance with CEO policy and procedures.

14.6 The Council has a vital role in advising the Principal on the short and long term financial strategy of the school.

- 14.7 The Council oversees the development of the Annual Budget in consultation with the Principal and school staff and parents. The Council approves and monitors the Annual Budget and endorses the Annual Audited Report of Income and Expenditure.
- 14.8 The Council does not have authority to commit more than its known income unless it has sufficient cash reserves or reasonable financial capacity to enter into loan agreements.
- 14.9 In line with Archdiocesan System policy and procedures, the Council is responsible for loans entered into by the school community using school raised funds.
- 14.10 The Council may request financial assistance from the Parish but must abide by the decision of the Parish, reached by the Parish Priest in consultation with the Parish Pastoral Council and Parish Finance Committee.
- 14.11 The assets and income of the organisation shall be applied solely in furtherance of its above-mentioned mission and objects and no portion shall be distributed directly or indirectly to the members of the Community Council except as bona fide compensation for services rendered or expenses incurred on behalf of the Community Council

15.0 Compliance with System Policy

- 15.1 The Council will not endorse any activity that conflicts with the policies of the CEC or the CEO.
- 15.2 The Council Executive has no authority over school staff and all communication should be through the Principal.

16.0 Amendment

- 16.1 The CEC retains the right to amend this Constitution as the need arises and after consultation with the Council and the CEO.

17.0 Dispute

- 17.1 Any dispute or uncertainty concerning the meaning or intention of this Constitution will be referred to the CEC and the CEO for interpretation and decision.
- 17.2 If for any reason the Council does not function effectively, the assistance of the CEO will be enlisted promptly.

18.0 Dissolution

- 18.1 The Council will be dissolved at the direction of the Archbishop at any time.
- 18.2 If the Council is dissolved by decision of the Archbishop, the assets of the Council and its committees will be disposed of in accordance with the directions of the CEC.
- 18.3 If the Council intends to pass a Special Resolution at a General Meeting to voluntarily dissolve the Council, this decision must be communicated to the Director of the CEO prior to the Special Resolution being put to the meeting.

19.0 Dissolution of a Council-Controlled Service

- 19.1 In the event of a Council-controlled service being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another Council-controlled service with similar purposes which is not carried on for the profit or gain of its individual members

Approved by:.....
+Mark B Coleridge
Archbishop of Canberra & Goulburn

on this day

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Appendix 2

Pastoral Care Committee

Pastoral Care is care for people. St John the Apostle Community Council's concern should extend to the whole school community: students, parents/caregivers, staff and parish – particularly those closely associated with the school.

The Principal and staff need to be affirmed and supported in practical ways as they:

- Live out, day by day, their vocation in the Catholic school.
- Share in the educational mission of the Church by trying to create for the school community an atmosphere enlivened by the Gospel spirit.
- Provide education in the faith.
- Help students to grow to their full development in Christ.

The Pastoral Care Committee will find ways of expressing to the Principal and staff its pastoral care and concern. Prayer together will be a part of any such program. They have a special role in celebrating the achievements of the school community and providing opportunities for the school community to reflect on its journey together.

The Pastoral Care Committee will be responsible for overseeing the spiritual well-being of all members of the community. They may decide to hold Spirituality evenings, retreats, prayer breakfasts, as well as providing practical assistance. For example meals for families in need or adding names to the Prayer board. They will endeavour to continue to improve links to the Parish community.

Membership of the Pastoral Care Committee will consist of a Coordinator, the Principal or their delegate, the Parish Priest or their delegate, the Assistant Principal, the Religious Education Coordinator and any other interested members of the community. The Committee will meet regularly, as required.

Fundraising Committee

The Fundraising Committee gives a long-term commitment to raise a certain amount annually to help make projects possible. This commitment forms part of the Elected Community Council long term strategy. In its work in fundraising and undertaking projects to improve the school they need to liaise closely with the Elected Community Council to ensure goals are in line with the strategic plan.

The Fundraising Committee sets targets, keeps the Community Council advised of its fundraising activities and seeks the Elected Community Council support for their success.

The Fundraising Committee consists of a Coordinator who will enlist the support of various community members who will in turn organise the fundraising events. They would have access to a deposit book, keep excellent communication with the Office Secretary about events and coordinate parents involved.

Some of the other ongoing fundraising initiatives at St John's may include:

- Auction night
- Family Photos
- Raffle
- Party plan shopping night
- BBQs

The Fete Committee

The Fete Committee Consists of:

- Fete Convenor
- Fete Secretary
- Site Co-ordinator
- Treasurer
- Staff representative
- Stall convenors
- Advertising co-ordinator

The Committee will meet at the discretion of the Convenor and membership is open to all parents and interested people in the St John's community. The Fete Convenor will report to the designated school Community Council Representative.

For detailed information about the roles and the running of the Fete see Appendix B

Tuckshop Committee

The tuckshop aims to:

- Support the mission of St John the Apostle School.
- Provide a range of healthy and nutritious food and drinks, prepared and served in a hygienic environment.
- Meet its own costs.
- Follow the NSW Health School Canteen Strategy which is based on Australian Dietary Guidelines for Children and Adolescents.

The Tuckshop Committee will consist of:

- Tuckshop Manager – employed by the school on a part-time basis dependent on viability.
- Treasurer, who pays bills, prepares financial reports for committee meetings and the auditor, and is a signatory to the tuckshop bank account.
- The Principal is an ex-officio member of the committee.
- Any other interested parents, if available.

The duties of the Tuckshop Committee are to:

- Implement the tuckshop policy.
- Schedule Treat Days and special events.

- Approve expenditure and agree on the mark up.
- Present a report to parent forums.

The Committee is responsible in all its actions to the Community Council which has the right to change tuckshop arrangements with such decisions to be supported by majority vote at a general or special meeting of the Community Council called for that purpose.

The Tuckshop Committee meets regularly during school terms. The agenda includes at least:

- Manager's report
- Scheduled events
- Financial position
- General Business

A current copy of the Tuckshop Policy and supporting documents will be on permanent display in the school tuckshop.

Social Committee

The Social Committees primary objective is to engage our parent and teacher community on a social level. They provide opportunities for the parents and teachers to gather for enjoyment. Raising money is not a priority and the events should run to cover costs.

Some of the other ongoing Social Committee initiatives at St John's may include:

- Wine and Cheese Night
- Variety (Performance) Night
- Games/night
- Disco (see below)

The Social Committee is responsible to providing a Disco for the Infants and Primary children up to twice a year. They would be welcome to help with the Father's Day Breakfast, along with consideration for a special Mother's Day event (ie. Afternoon tea)

Building, Grounds and Maintenance Committee

The Building, Grounds and Maintenance Committee will provide assistance to the current Janitor in caring for the building and grounds in the school. They will work closely with the Principal and other members of the Community Council to both create and implement the strategic plan for the school. They will be specifically responsible for activities such as working bees, planning for future capital works and purchase and maintenance of equipment as appropriate. They will provide advice on grant applications from external agencies as well as applications made to the Catholic Education Office with regard to works funded by them.

Some of the other ongoing Building, Grounds and Maintenance Committee initiatives at St John's may include:

- Working Bees – twice a year (it was suggested that varying the times that these working bees occur may give different parents the opportunity to be involved. ie. Friday afternoon 5-8pm or Saturday 3-6)

- Gardening Club – a small group that work on small garden beds to improve over the course of the year.
- Input into long term landscaping and building plans.
- Waste Wise Program

Clothing Pool Committee

The Clothing Pool provides, for sale, donated second hand uniform items and may at times provide clothing for needy families. The clothing pool also purchases items for sale from parents.

The clothing pool is operated by the committee which includes the following positions:

- Manager Treasurer
- Assistant Treasurer or Banker

The Committee meets as often as required to ensure that the clothing pool operates effectively. The manager reports to the designated representative from the Elected Community Council on the clothing pool operations. The manager ensures that the committee operates according to the guidelines of the Community Council and will liaise with the Principal to determine the best days for the clothing pool to be open to all parents. The clothing pool will open for parents to purchase uniforms up to 3 times per term and where possible alternate opening times to accommodate working parents. The Clothing Pool can be open at other times (at the discretion of the Principal) if parents are not able to attend during normal times

Publicity Committee

The members of the Publicity Committee will create opportunities for publicity of St John's to the existing parent community and the wider community. They will endeavour to contact the Catholic Voice, The Chronicle and The Canberra Times (in consultation with the Principal or their delegate) and any other suitable publication to positively promote our school. They will provide assistance to other committees to publicise their functions or events.

Publicity can also include making fliers, making signs, and placing notices in the weekly newsletter. They will work closely with the school to help to improve communication with parents. They will be of assistance to the school Calendar co-ordinator in updating and adding events.

The Publicity Committee will also endeavour to promote positive Public Relations for our great school and raise community awareness of what we are doing well. Below are a few ideas:

- Keep our school clean and tidy. Encourage students to do the same.
- Make sure all information displayed is up to date.
- Streamline all publications (ie notes, newsletters, etc) so that we have consistency in the format.
- Praise another parent's/staff member's work to someone in the community.
- Think about comments you make while out and about.

- Be active in the local community. Support the Florey shops when you can. Let them know we appreciate their support of our school.
- Be a cheerleader for St John's – make an attempt to attend school events outside of school hours when you can. Tell everyone about the great things we do.
- Welcome any visitors – just a friendly hello will go a long way. This includes new staff, potential parents and visiting educators.
- When you contact organisations on behalf of the school, keep in mind that the impression you make will promote St John's. Make it a positive impression!

Remember – building a positive reputation is not a once-off event. It takes consistency, teamwork and a shared vision for our school.

Appendix 3

Fete Roles and Responsibilities

Convenor

The Convenor is required to chair Fete meetings and liaise with the school as to which days and times are suitable for these meetings. They will work with the school in setting the Fete date for each year and notifying other schools in the local area. The Convenor needs to be able to commit to being available at school to oversee the organisation/set up of stalls for, at least, the two days prior to the Fete. This will lead into the evening on both days. The Convenor is to keep the school Principal informed of progress leading up to the Fete and is to consult with the Principal on any issues which will affect staff and students. The Convenor is to be available to support and advise Stall Convenors on any concerns they may have. Along with the Treasurer and school Principal the Convenor will be a signatory to the Fete bank account. The Convenor will attend the After's Party and with the support of the Treasurer inform each stall of their success for the day and give thanks to all the people who contributed to the day. At the discretion of the Convenor and Fete Secretary other jobs listed with the Secretary may be shared.

Secretary

At the discretion of the Fete Convenor and Secretary the following description of the Secretary's roll could be shared between the two roles.

- The Secretary is to attend all meetings and is responsible for taking the minutes of these meetings. Copies of these minutes are to be made available by the next meeting. They will also need to ensure all people attending sign the attendance book.
- Provide your contact number to newsletter notices and any other correspondence where necessary.
- Ensure all correspondence to businesses/people for donations is on school letter head (available from the Front Office).
- When writing letters asking for stall donations have Fete Convenor's signature or Secretary signature per Fete Convenor.
- Keep an updated contact list of all stall convenors including name, phone numbers, email and eldest child/class. Give a copy to all stall convenors, school Principal and school Secretary.

- Either Term 4 or as soon as school returns in February phone the church to invite/ask a Priest to come and open/bless the Fete. Must be done early rather than later as their diary gets booked up very quickly.
- All correspondence (meeting reminders, donation requests, Mufti Day information) to be sent home via eldest child and put in class pigeon holes in the Front Office by 2:30pm.
- Put meeting reminders in the school newsletter each week.
- Liaise with the Principal to organize two Mufti Days. One in Term 4 for a gold coin donation and then Term 1 for Hamper and Stall donations.
- Work with Stall Convenors to create a list of Mufti Day donations for each year level. Create a flyer to send home at least twice before the day.
- Send home note for parent helpers 3-4 times and place a condensed version in the newsletter. Once returned pass on a copy (keep a copy for yourself) of parent helpers contact details to the appropriate stall convenor.
- Remind stall convenors to phone their parent helpers to confirm their availability either before or on Fete day.
- Get name tags for stall convenors with their name and name of stall. Also have some tags for each stall with "Parent Volunteer". Distribute at the last meeting before Fete day.
- Together with Fete Convenor print/draw up wet weather and dry weather plans. Give one to each stall convenor, school Principal and school Secretary. Enlarge to display on fete day.
- 2-3 weeks prior to the Fete day put up a list of Class Performance times in the staffroom for teachers to pick a time. Ensure a copy of these times go in both the Fete newsletter and the school newsletter.
- Make up a schedule folder for the MC. Include Performance times, wet/dry weather plan, times to draw hamper baskets, thankyou's and any other announcements.
- Get a list of all helpers on fete day to go in a draw for a thankyou gift at the After's Party. Collect 3 gifts from the Chocolate Wheel on Friday night for this.
- Keep a copy of the Safety Officer Report from Friday evening and Saturday morning.
- At the last meeting before the Fete give stall convenors their stall signs, blu-tac, invites to the After's Party for all their helpers and their Stall Convenors Report (to be filled out at returned at Wash Up meeting).
- Arrange thank you letters/certificates of appreciation for all businesses/people who made donations to the Fete.
- Place a list of all businesses/people who have made donations to the Fete around the school on Friday evening. Also send a copy of this list home after the fete.
- Need to be at school all day Friday and Friday night to help set up stalls. Can be a late night (9:00pm).
- Need to be at school no later than 7:00am on Fete day to assist where needed and resolve any issues which may arise.
- On Fete day check on stalls and offer assistance.
- Assist Stall Convenors with a note of thanks for their helpers.

Site Co-ordinator

The site co-ordinator is responsible for putting out the Fete signs one week before the Fete and collecting them the afternoon of the fete. This will involve obtaining current sign placement information from the ACT Government. The co-ordinator is to contact the Health and Safety inspector (a parent with OHS qualifications) to organise a time for inspection both the night before the Fete and on the morning of the Fete. The co-ordinator will ensure each stall is given the correct number of trestle tables and a marque. If needed more tables can be ordered (Wayne Wallace 0408390122). Extra wheelie bins and a skip will need to be ordered and placed around school grounds the morning of the Fete and secured at the end of the day. Ring SITA (62601544) to organise this. At least 5 weeks notice is required and the bins and skip are to be delivered on the Friday morning before the fete and it is paramount that the skip is picked up on the Saturday after 3:00pm (no exceptions!). The wheelie bins are to be locked in the bike cage until Monday morning when they will be collected.

Stall Convenors

Each stall convenor is required to attend meetings either in person or via email with an update of their stall's organisation. The stall convenor is responsible for gathering/ordering items for their stall and ensuring they have all required equipment for the Fete day. They will also need to contact their volunteer helpers prior to the Fete to confirm the time they are required on the day. The Fete Convenor will notify you of any Mufti Days which may be able to contribute to your stall. You will be required to set your stall up on the morning of the Fete (or the evening before if indoors) and ensure your area is left neat and tidy after the Fete. Stall Convenors will need to give some form of thanks/recognition to their volunteers (the Fete Convenor or Secretary will help with this, if necessary). Some Stall Convenors may need to be available to set up/sort/co-ordinate their stall for up to 3 days before the Fete. Any product to be stored for the next year's fete is to be stored and labelled neatly and in the appropriate storage areas. Stall Convenors will be required to attend the Wash Up meeting to discuss success, any issues or suggestions for the following year.

Advertising Co-ordinator

The Advertising Co-ordinator is responsible for placing Fete information on the school website (working with the school's IT teacher), in the school newsletter, in the COMPACT at the church and any other avenues you feel will be worthwhile.

Treasurer

The Treasurer is to attend meetings either in person or via email. Leading up to the Fete day the Treasurer is required to attend the last couple of meetings preceding the Fete so as receipts come in parents are able to be reimbursed immediately. The Treasurer is signatory to the Fete account along with the Fete Convenor and the school Principal. The treasurer will organise floats for each stall, an appropriate amount of change for the day and keep a detailed tally of all monies in and out. The Treasurer co-ordinates a team of people, who on the day who are responsible for collecting all money from the stalls and counting the money as the day progresses. At the end of the Fete day

the Treasurer is responsible for making sure all monies are counted and locked in a bank safe deposit. The Treasurer reports to the Fete Convenor and other members of the community at the After's Party with amounts for each stall. The Treasurer will provide a final printout of all stall transactions at the Wash Up meeting.

APPENDIX 3

ST JOHN THE APOSTLE COMMUNITY COUNCIL EXECUTIVE Nomination Form	
Name: _____	
Nominated by: _____	
Statement by the Nominee outlining their contribution: _____ _____ _____ _____ _____ _____	
_____ Signature of Nominee	_____ Signature of Nominator