ST. ROSE CATHOLIC PRIMARY SCHOOL
COLLAROY PLATEAU

St Rose Advisory Board

Statement of Purpose

November 2012
**PURPOSE**

The purpose of the St Rose Advisory Board is primarily to support the Principal of the school in their role as key leader. To unite parish, school and community, through faith education, guided by the mission of the church. Its task is to:

- support the mission of the church
- unite school and community
- facilitate Faith education
- support a relationship with our Diocesan high-schools in “Celebrating” our faith together.

**GUIDING PRINCIPLES/VALUES**

The Board is committed to conduct its role in accordance with the following fundamental principles.

- Active listening
- Confidentiality
- Trust
- Open to change
- Time to reflect
- Authentic dialogue
- School’s Motto of Constant and True (See Appendix 1)
- School’s Vision and Mission (See Appendix 1)
- A commitment to Catholic Social Teaching (See Appendix 2), including;
  - The Love of Christ
  - The Role of parent
  - Faithfulness to the Mission of the Church
  - Church Solidarity
  - Support for the common good
  - Embracing the poor
  - Educational Quality
  - Participation
  - Inclusiveness
  - Unity if Diversity
  - Stewardship of resources
OPERATION

We are committed to: (ways of operating)

- Supporting the principal in the discernment process to make decisions for the continued development of the school.
- A spirit of prayer and nurturing of our faith.
- A common purpose and following through with action.
- Sharing and disseminating issues or challenges to solve them.
- Gathering information for knowledge and wisdom.
- Respecting diversity
- A balance in representation across the whole St Rose school community.

GENERAL FUNCTIONS OF THE BOARD

The board supports the Principal in the following areas;

- Enrolment committee- The procedure of enrolment begins with an interview with the principal, who gathers as much information about the family. With this information the principal groups the applications aligned with the Diocesan enrolment policy criteria. All applications are presented to the Board and using the policy criteria the board then discerns whether to support the offer of a position. One of the key roles of the Board in this process is to support applications of families who are active members of the parish. The Board is unable to recommend class numbers as this is governed by the Catholic Schools Office, and the principal discerns the cut off number, at present being 32. The Board may offer strategies and suggestions for support to cater for classes at capacity. Applicants into other classes are also presented to the board, but as the need to make a decision to offer a position cannot always align with Board meetings, the principal will consult the Chair person and Parish leader.

- Finance Committee- Each year the principal invites the school's accountant to explain to the Board the nature of funding for the school and briefly explains how the school's budget is distributed. Also explained is a general summarised version of the strategic financial direction of the school and how the budget operates, including which areas the school will be directing the majority of funds to align with the School's Improvement Plans.
• School Improvement Plan (SIP) - The Board works with the school to achieve goals set in the Catholic Life and Mission SIP. Each year the Board reviews the Catholic Life and Mission SIP and gives feedback to the principal with ways to achieve the goals of this SIP.

• Panel Member for employment of new staff - When a staffing position becomes available part of the process of employment is to interview a shortlisted group of applicants. The principal will invite the Chairperson (or in their absence the Parish Leaders or their representative) to participate in the interview process. The chairperson is also required to sit on the panel of any interview for a leadership position within the school.

TERMLY MEETING AND COMMUNICATION TO THE COMMUNITY

The board participates in the following tasks to fulfill their role of support to the principal and school;

1. Attend a meeting once a term (agenda is set by the principal who consults with the chairperson - See Appendix 3)
   - Guide for termly meetings
     Each meeting begins with Parent Prayer in the gathering space of church
     Term 1
     School Improvement Plan Goals
     Term 2
     Enrolment Committee
     Term 3
     School Improvement Plan Goals update
     Term 4
     Awards confirmed
     Finance Committee
     Membership discernment process
     Other agenda items may be raised and are addressed

2. Communicate to the wider school community through the newsletter after each meeting or when required to disseminate information about the function of the Board.

3. Welcome the new families in Term 4
   Chairperson officially welcomes the new families at the Orientation Morning in November each year.

4. Award the annual 'The St Rose Advisory Board Award' to four students as recommended by the staff and a one award to a parent recipient as discerned by the community. (see Appendix 4)
EFFECTIVENESS

We Know We Are Being Effective When…….

We support the mission of the church and facilitate Faith education by;
• engaging the community in adult faith formation
• being service to this group and the Community as a whole- “serving together in collaborative mission”
• supporting the spiritual life of the community to be vibrant
• engaging in mission and ministry
• growing deeper in our faith journey.

We unite the school, community and support a relationship with our Diocesan high-schools in “Celebrating” our faith together by;
• working collaboratively with the Principal
• fostering and strengthening seamless relationships so that members to feel accepted, valued and loved.
• ensuring children are at the centre

We support the leadership of the school by;
• using a consultative process with the principal for the improvement of the school.
• contributing to achieving some of the key Strategic Plan outcomes for the development of the school.
• committing to a collaborative process of discernment for future members
• adhering to collective approach to enrolment and finance consultation.

We are committed to effective communication by;
• continuing to tackle issues in a respectful and honest way
• acknowledging the group is recognised as an important part of the leadership of St Rose
• ensuring the process of shared wisdom is understood and practiced
MEMBERSHIP AND DISCERNMENT PROCESS FOR NEW BOARD MEMBERS

- The Board exists as a support for the Principal in their consultation and shared wisdom approach to making decisions for the benefit of the school community.
- If the Board in its operations does not serve this purpose the Principal may dissolve the board.
- If the Principal deems a Board member to be acting contrary to the purpose of the Board, the Principal may ask this member to step down.
- The Board is made up of the following configuration of members;
  - Principal (Ex-officio)
  - Parish Leader (Ex-officio)
  - Parishioner
  - Past Parent
  - 4 parents representing each of the Stages
  - 1 teacher
    - Nine members in total with one member being nominated as chair person and one as secretary
- All members will decide when they feel they can no longer serve on the Board. Teacher representatives are asked to step down after 2 years to enable other teachers to experience Board membership.
- A reflective process at the end of each year will determine if members have been on the Board for an extended period. Throughout this process members will be asked to discern if they can be of any more support to the Principal and the school.
- The Board will nominate members of the community that meet the criteria as indicated in the Statement of Purpose. The Principal may refuse nominations if they deem this nomination cannot support the key role of the Board.
- Potential members will be invited to join a board meeting with a view to experience a typical board meeting, read material about the Board’s purpose and discern if this is a position they wish to accept. (See Appendix 5)
- The members will join the Board when the Board and its new members decide it is of benefit and when there is a position available.
APPENDIX 1

Constant & True is reflected in our:

- Pursuit of excellence in learning
- Commitment to faith
- Service to others

Vision Statement
At St Rose we aim to:

Create a Catholic learning community which nurtures, inspires and prepares individuals for their future

Mission Statement
At St Rose we:

- Walk together as a faith community on a journey of discipleship in service to others
- Provide excellence in teaching and learning so that the potential of each child is achieved
APPENDIX 2

Adapted from:

Fundamental principles for the governance of Catholic schools

The Love of Christ, which is the fundamental recognition that Catholic education is animated by and based upon the love of Christ for all people.

The Role of Parents, as the primary educators of their children, in whose place (“in loco parentis”) and with whose collaboration, Catholic schools fulfil their mission.

Faithfulness to the Mission of the Church, which is the mission of the Christ, to preach the Good News, including fidelity to the teachings of the Church;

Church solidarity, which is the obligation of members and agencies of the Church to support those other individuals and agencies of the Church in need, and to work for the good of the whole Church community;

Support for the common good, which is the general obligation on members of the Church not only to support the Church, its agencies and members, but also to ensure that the work of the Church and its agencies contribute to the benefit of society as a whole.

Embracing the poor, which is the obligation on the Church community to continually assess its actions and policies to ensure that they empower the most disadvantaged and marginalised.

Educational Quality, which is the obligation upon all those involved in Catholic education to strive to provide the highest possible quality of education to those attending Catholic schools.

Participation, which is the principle that powers and functions in any community are exercised, wherever possible, by the persons and bodies closest to and most accountable to those affected.

Inclusiveness, which is the principle that Catholic education should be open to all those who wish to receive a Catholic education, and that all those engaged in Catholic education in whatever capacity will be welcomed and valued in the pursuit of the educational mission of the Church, to the extent that they support that mission.

Unity in Diversity, which is the recognition that the Holy Spirit inspires different communities in different ways, bestowing upon them diverse charisms which provide inspiration for action, all for the same purpose of promoting the Kingdom.

Stewardship of resources, which is the obligation of all agencies of the Church to use financial and other resources responsibly, particularly with a view to ensuring the well-being of future generations.
### St Rose Advisory Board Meeting Agenda

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<tr>
<th>Date: Thursday,</th>
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<td>Absent members:</td>
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#### AGENDA ITEMS

1. Prayer (All–Prayer Space)

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**NEXT MEETING:** Thursday
APPENDIX 4

St Rose Advisory Board Awards

1. One award per stage- total 4 given at the end of year Mass. (an honour plaque is displayed in the school hall and recipients will be given a medal of recognition)

2. Staff will discern recipient based on following criteria:

3. This award is given to a child that lives the mission of St Rose Catholic School- they are ‘Constant and True’ by:
   - Striving to Respect others, self and the environment
   - Living their faith in their interactions and relationships with others
   - Being aware of the school community and its members, committed to the common good.

4. Teachers may refer to awards given throughout the year for Student of the month.

5. This award is not to be given for academic or sporting excellence.

6. A Board Award is awarded to a St Rose Community member. The nominations are made by the school community identifying why their nominee aligned with the above criteria, should receive this award. Nominations are reviewed and the Board Award recipient is discerned by the Board.
APPENDIX 5
Letter of Invite for Potential Board Member

Date

Dear

The St Rose Advisory Board is in the process of discernment for new members. At our last meeting, your name was put forward as a potential future Board Member. This is a letter of invitation for you to consider becoming a member of the St. Rose Advisory Board. Whilst being on the board is not an onerous task, it is a ministry that calls for members who are comfortable with Catholic Life and Mission.

We would like to arrange a meeting with you so that you are able to ask any questions about the role of the Board, and invite you to attend our board meeting next term to see if this is a ministry in our school/parish community that you may be interested in giving service to.

The St Rose Advisory Board is currently made up of the principal of St Rose (name), a Staff Representative (name), parents from the school (names), and Parish Representatives (name).

The board started as a consultative group to assist with the Primary School Review in 2007, and evolved into the St. Rose Advisory Board for 2008 and beyond.

We meet once a term and our role is primarily that as a support for the principal in various aspects of school life. We operate to support (principal name) through a consultative process for the improvement of St Rose. We also work with (principal name) in areas such as an enrolment and finance.

Surveys are sometimes put out to the parents to help us in our decision making process. We are committed to gathering information for knowledge and use a “shared wisdom” model. We try to tackle issues in a respectful and honest way.

We are committed to operating with a spirit of prayer and of nurturing our own faith development. The children and relationships are the centre of what we achieve. We have a strategic plan which we have devised and annual goals which are evaluated.

We have a strong focus in the school/parish community and how we can work together, to do what is best for the children and families of St. Rose. From our Statement of Purpose “We exist to unite parish, school and community, functioning together fluidly. We facilitate faith education, recognizing that we are part of a church community.”

Please take time consider this worthwhile ministry and contact (principal name) to arrange a meeting where we can answer any questions that you may have and help you come to a decision about whether this role may interest you.

Yours sincerely,

Name
(Chairperson)

Name
(Principal)
APPENDIX 6
Commissioning Ritual

Josie:  I would like to invite the St Rose Advisory Board forward for acknowledgement this evening:____________________ I ask Fr ______________ to bless all our board members as they continue their work in supporting St Rose School.

Josie presents each person with a lighted school candle.

Fr:  Will you keep the flame of truth, justice and peace burning at St Rose school?

All:  We will keep this flame burning.

Fr:  Will you listen to the wisdom of the members of the St Rose school community in order to know how best to lead and serve them?

All:  We will listen to the community.

Fr:  Will you strengthen and nourish the school as part of the wider faith community within the beliefs and values, teachings and traditions of our Church?

All:  We will strengthen and nourish our school community as part of our Church.

Fr:  Will you serve as stewards, caring for and developing the school community as loyal servants?

All:  We will serve faithfully.

Fr:  Will you hold in trust all that is precious about St Rose school - building on its strengths, discovering its potential and share in leading St Rose school in fulfilling its vision?

All:  We accept the commission to work collaboratively with our school principal, Josie Vescio.

Blessing of St Rose Advisory Board.

Fr:  God of the listening heart,

          God of quiet, ever attentive to the needs of your people,

          bless Josie, (insert board member names here) with the wisdom of your divine heart.

          May God the Creator bless you.

          May God the Son walk with you.

          May God the Spirit lead your lives with love.

Board Members:  Amen