



ST. ROSE CATHOLIC PRIMARY SCHOOL COLLARROY PLATEAU

St Rose Advisory Committee

Statement of Purpose

PURPOSE

The purpose of the St Rose Advisory Committee 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

GUIDING PRINCIPLES/VALUES

The Committee conducts 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 COMMITTEE

The Committee 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 Committee and using the policy criteria the Committee then discerns whether to support the offer of a position. One of the key roles of the Committee in this process is to support applications of families who are active members of the parish. The Committee 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 or according to the needs of the class. The Committee may offer strategies and suggestions for support to cater for classes at capacity. Applicants into other classes are also presented to the Committee, but as the need to make a decision to offer a position cannot always align with Committee meetings, the principal will make this decision.
- Finance Committee- Each year the principal explains to the Committee 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 Committee works with the school to achieve goals set in the Mission SIP. Each year the Committee reviews the Mission SIP and offers

feedback to the principal with ways to achieve the goals of this SIP. The other SIP areas are also explained to the committee.

TERMLY MEETING AND COMMUNICATION TO THE COMMUNITY

The Committee 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) See Appendix 3)
 - Guide for termly meetings
 - 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. Minutes of the meeting are prepared and distributed (See Appendix 3)
3. Communicate to the wider school community through the newsletter after each meeting or when required to disseminate information about the function of the Committee.
4. Welcome the new families in Term 4.
A representative of the committee officially welcomes the new families at the Parent Information evening each year.
5. Award the annual 'The St Rose Advisory Committee 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)
6. Present to the school community at parent meetings the Committee work in support of the principal.

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 of 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 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 school improvement outcomes for the development of the school.
- committing to a collaborative process of discernment for future members
- adhering to a 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 COMMITTEE MEMBERS

- The Committee 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 Committee in its operations does not serve this purpose the Principal may dissolve the Committee.
- If the Principal deems a Committee member to be acting contrary to the purpose of the Committee, the Principal may ask this member to step down.
- The Committee ideally consists of the following configuration of members;
 - Principal (Ex- officio)
 - Parish Leader (Ex-officio)

- Parishioner
 - Past Parent
 - Current parents ideally representing each of the Stages (with at least one member being a member of the Parent Engagement Network Team)
 - 1 Staff Member
- Up to 8 members in total
 - Committee members may serve for a period of three years.
 - In the third year of a Committee member’s tenure new Committee members may participate so as the outgoing member can support a smooth transition.
 - The Committee will nominate members of the community that meet the criteria as indicated in the Statement of Purpose. An expression of interest request after a Committee presentation to the school community is made available. The Principal may refuse nominations if they deem this nomination cannot support the key role of the Committee.
 - Potential members will be invited to join a Committee meeting with a view to experience a typical Committee meeting, read material about the Committee’s purpose and discern if this is a position they wish to accept.(See Appendix 5)
 - The new members will join the Committee when the Committee and its new members decide it is of benefit, when there is a position available or in the third year of a Committee member’s tenure.

COMMITTEE MEMBERSHIP FAITH FORMATION

A key component of membership of the Committee is engagement in prayer. This underpins the work of the Committee and enables members to continue to renew their own faith commitment and spiritual development.

POLICY DATES			
<i>Formulated</i>	2008	<i>Adopted</i>	2008
<i>Implemented</i>	2008	<i>Reviewed</i>	2019
<i>Next Review Due</i>	2022		
POLICY AUTHORISATION			
<i>Principal</i>	Josie Vescio	<i>Signature</i>	

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:

National Catholic Education Commission (NCEC). (2002). *Catholic school*

governance. http://www.ncec.catholic.edu.au/pages/images/Governance_Paper.pdf

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.

APPENDIX 3

St Rose Advisory Committee Meeting Agenda

Date:	Time: 7pm-8pm
Members Present:	Apologies:
AGENDA ITEMS 1. Prayer –	
Minutes	Action/Who
NEXT MEETING:	

APPENDIX 4

St Rose Advisory Committee 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 Committee 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 Committee Award recipient is discerned by the Committee.

APPENDIX 5

SAMPLE

Letter of Invite for Potential Committee Member

Date

Dear

The St Rose Advisory Committee is in the process of discernment for new members. Your name has been put forward as a potential future Committee Member. This is a letter of invitation for you to consider becoming a member of the St. Rose Advisory Committee. Whilst being on the Committee is not an onerous task, it is a ministry that calls for members who are comfortable with Catholic Mission.

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

The St Rose Advisory Committee 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 Committee started as a consultative group to assist with the Primary School Review in 2007, and evolved into the St. Rose Advisory Committee 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.

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 at the centre of what we achieve.

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, recognising 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

Name

(Principal)

(Representative)