



16th October 2018

Dear Parents

We are fast approaching the end of the year and this is the time that the School Board holds the Annual School Community Meeting (ASCM). At this meeting, there will be an election for vacancies on the School Board and the P&F and you are asked to either nominate yourself or another person that you feel could assist in this important role. At present five of the six board positions are up for re-election for next year. Only one person will be renominating to stay on the board. If you have been nominated an appointment will be made with the principal to discuss your nomination and the purpose of the School Board. The positions on the P&F executive are elected each year.

Attached to this letter is an extract from the Constitution of the School Board, a copy of the meeting agenda and Nomination Form for the Board and P&F positions. This letter will also be placed on our website with the nomination form.

The ASCM will be held on Wednesday November 21 at 3.30pm in breakout area of the Upper Primary Learning Suite on the top storey of our new building. You are invited to come to join us for afternoon tea. Nominations close on Wednesday November 7. There will be supervision organised for students during the AGM.

All persons who are parents of past and present students; adult past students; adult members of the Parish; staff currently employed at the school and current Board members are welcome to attend the Board ASCM and St Benedict's P & F AGM.

Yours sincerely

Darren McDonald
PRINCIPAL



ST BENEDICT'S Parents and Friends

ANNUAL SCHOOL COMMUNITY MEETING

**Wednesday November 21 2018
3.30pm**

It is advised that the Annual School Community Meeting is to be held at the School at the time and date detailed above.

The Meeting Agenda comprises:-

1. Prayer
2. Minutes from 2017 AGM (see attached)
3. Presidents Report on the operation of the P&F in the preceding 12 months
4. Treasurer's Report for 2018
5. Kristal Grace to thank retiring executives
6. Executive step down
7. Executive Nominations put forward for 2018
8. New executive elected



ST BENEDICT'S SCHOOL BOARD

ANNUAL SCHOOL COMMUNITY MEETING

**Wednesday November 21 2018
3.30pm**

It is advised that the Annual School Community Meeting is to be held at the School at the time and date detailed above.

The Meeting Agenda comprises:-

1. Passing of Minutes from last year's ASCM.
2. Chairperson's Report on the operation of the Board in the preceding 12 months
3. Statement of the provisional Budget for 2019
4. Principal's Report for 2018
5. Announcement of the criteria for Board membership, as stated in Section 8.1 of the Constitution
6. Members required to stand down:
7. Nominations
8. Voting for election of members to the Board (if required)
9. Announcement of the names of the new members of the Board
10. Thank you for departing board members

The sole purpose of the meeting shall be: *(Catholic School Board Constitution Item 9.2 (a-c))*

- (a) The election in the manner provided for in this clause of persons as members of the Board for the ensuing two year period.
- (b) The presentation of a report by the Board chairman as provided for in this Section 9.4; and
- (c) The presentation of a budget for the ensuing year.

EXTRACT FROM CATHOLIC SCHOOL BOARD CONSTITUTION

SECTION 8 MEMBERSHIP OF THE SCHOOL BOARD:

- 8.1 Criteria for membership of the Board shall be:
- a) possession of special skills that will be an asset to the Board;
 - b) a deep interest in the welfare of all students and staff;
 - c) a desire to give service to the Catholic School Community;
 - d) a keenness to promote Catholic schooling;
 - e) an ability to work cooperatively and constructively with all other members of the Board; and
 - f) a sufficiency of time to devote to Board activities.
- 8.2 The Board shall comprise:
- a) the Principal of the School as an Ex-Officio member;
 - b) the priest as an Ex-Officio member, either for a primary Parish School – the Parish priest or for a secondary School/diocesan School – a priest nominated by the zone of priests or another arrangement approved by the Bishop;
 - c) between four and six persons elected in the manner provided in Section 8 of this Constitution;
 - d) in a parish school, one person nominated by the Parish Council of the Parish in which the School is situated;
 - e) one person nominated by the Parents & Friends' Association related to the School; and
 - f) not more than two (additional) persons may be co-opted by the Board members in meeting for a period of up to two years, if such appointments are considered desirable or necessary.
- 8.3 In addition to 8.2 the Director may appoint an additional member to the Board and may dismiss or replace that member.
- 8.4 Membership of the Board shall be for a period of two years except for Ex-Officio members.
- 8.5 No member other than Ex-Officio members can serve more than six consecutive years.
- 8.6 Should a position of elected member of the Board become vacant the Board shall have the power to co-opt a replacement until the next election.
- 8.7 Any elected or Board appointed member may be removed from office by formal resolution passed at a properly convened meeting of the Board at which at least four-fifths of those present vote in favour of the removal.
- 8.8 Any elected, nominated or Board appointed member who shall be absent from two consecutive meetings of the Board without apology, shall be contacted by the Chairman and advised that if the member is absent from a third consecutive meeting he/she shall be deemed to have vacated his/her position.
- 8.9 No person or spouse of a person employed by the School is eligible for nomination, election or appointment to the Board except at the discretion of the Director. The Principal is an Ex-Officio member of the Board.
- 8.10 The Board, with the approval of the School Principal, may invite the School bursar to attend meetings as appropriate.
- 8.11 The membership of the Board may be varied with the approval of the Director.



SCHOOL BOARD NOMINATION FORM

For membership to St Benedict's School Board

I, _____ hereby nominate
_____ for election to the St
Benedict's School Board.

Please complete the following details of yourself (the nominated person) and return this form to the School Office by Wednesday 8th November 2017.

Nominee's Name: _____

Residential Address: _____

Postal Address: _____

Contact Numbers:

Work _____ **Home** _____

Mobile _____ **Fax** _____

e-mail address: _____

Occupation: _____

Number of years residing in the School Community: _____

Other Interests in Community:

Nominee's Signature: _____

Date: _____



ST BENEDICT'S P&F EXECUTIVE NOMINATION FORM

For membership to St Benedict's P&F executive

I, _____ hereby nominate
_____ for election to the St

Benedict's P&F executive as the (please circle one): President

Vice President

Treasurer

Secretary.

Please complete the following details of yourself (the nominated person) and return this form to the School Office by Wednesday November 9 2018.

Nominee's Name: _____

Residential Address: _____

Postal Address: _____

Contact Numbers:

Work _____ **Home** _____

Mobile _____ **Fax** _____

e-mail address: _____

Occupation: _____

Number of years residing in the School Community: _____

Other Interests in Community:

Nominee's Signature: _____

Date: _____