



## TOWNSVILLE CATHOLIC EDUCATION

# Constitution St Catherine's Catholic College Board

### Article I: Authority, Aims and Service of the Board

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#### SECTION I: NAME OF THE BOARD

The *St Catherine's Catholic College School Board* is a body with consultative responsibilities and functions limited to those set out in the following sections of this Constitution.

#### SECTION 2: AUTHORITY FOR AND APPROVAL OF THIS CONSTITUTION

- 2.1 Ultimate authority for this Constitution is derived from Canon Law (Church Law) and relevant State Legislation (Civil Law). This Constitution is made under the authority of the **Townsville Catholic Education Office, a part of The Roman Catholic Trust for the Diocese of Townsville**, which is the jurisdictional authority from whom the Board derives its powers.
- 2.2 This Constitution was approved in writing by the Executive Director, Townsville Catholic Education on 31 July 2024. The Executive Director, Townsville Catholic Education has been delegated authority for leadership, administration and governance by the Bishop of Townsville.
- 2.3 This Constitution will be interpreted in accordance with the general and binding principles of governance of Catholic schools as set out in Article III Section 5.1 of this Constitution.

#### SECTION 3: AMENDMENTS TO THE CONSTITUTION

- 3.1 A Board may prepare and recommend an amendment to its Constitution.
- 3.2 An amendment to the Constitution may be made within designated areas.
- 3.3 An amendment has no effect until it is approved in writing by the Executive Director of Townsville Catholic Education.
- 3.4 A formal review of the Constitution will be conducted every three years.

#### SECTION 4: AIMS OF THE BOARD

The Board will collaborate with the *St Catherine's Catholic College* community to:

- 4.1 Identify, enunciate, nurture and celebrate the Catholic Identity of the school with major and particular emphasis on the Catholic Identity of the school.
- 4.2 Support processes developed by the school/college staff aimed at improving student learning outcomes in accordance with the educational vision and mission of the Diocese, the school and Townsville Catholic Education.
- 4.3 Promote Catholic education that
  - 4.3.1 lives out the local Church's education mission;
  - 4.3.2 strives for educational excellence; and
  - 4.3.3 contributes to society.

#### SECTION 5: MISSION STATEMENT

The *St Catherine's Catholic College School Board* will promote and celebrate the Catholic Identity of *St Catherine's Catholic College* as enunciated in the school's Mission Statement:

As a Catholic College, steeped in the Mercy tradition, we educate students to be strong in their faith, to serve others and to be active in their pursuit of knowledge in the spirit of St Ignatius.

#### SECTION 6: CODE OF ETHICS FOR BOARD MEMBERS

- 6.1 The Board and all its related operations will be conducted as a consultative board according to the following Code of Ethics for Board Members:
  - I. A Board member's role, first and foremost, will be to serve people in a Christ-like way not seeking power or prestige. In this way it is a ministry in the Church.

- II. A Board member's life will reflect Christian values and be consistent with the values, teaching and lifestyle of Jesus. (N.B. "The Sermon on the Mount" - Matt 5)
- III. Board members will invest the necessary time, thought and study into the Board's work between (as well as during) meetings.
- IV. Decisions will be based on all available facts, will normally be reached by consensus and be free of personal bias.
- V. A Board member will accept the final decision of the Board regardless of his or her personal position on any issue.
- VI. Members will form themselves as a faith community which respects opposing points of view, strives for co-operation and harmony and manages conflict constructively.
- VII. An elected or co-opted member of the Board will refer day to day administrative problems to a person with the authority to deal with those problems. e.g. parish priest or school principal.
- VIII. While having due regard for the responsibilities accorded by the Constitution, each elected or co-opted member shares authority equally with other members. Only when the Board clearly delegates an individual member to act on its behalf will that person be empowered to speak or act on behalf of the Board.
- IX. Board discussions, decisions and other matters will be regarded as confidential until the Board agrees to share information.
- X. The welfare of people comes before material things.
- XI. A Board member will work for the good of all members of the community, rejecting bias or the conflicting interests of self or any other group.
- XII. All Board members will be familiar with the provisions of the Constitution of the Board and the current statements of Catholic identity, mission, goals and policies of the community they serve.
- XIII. All Board members will participate as fully as possible in prayer, reflection and the sharing activities at each meeting.
- XIV. All Board members will be committed to regular spiritual formation and self-education programs offered at each meeting and at regular intervals by Townsville Catholic Education.
- XV. Members will cooperate with the leadership of the local parish and the Bishop of the Townsville Diocese.

6.2 The Board will provide written annual reports of its conduct and related operations to its community.

## **SECTION 7: BOARD DYSFUNCTION AND DISSOLUTION OF THE BOARD**

Where a Board fails to function satisfactorily within the provisions of this Constitution, the principal and/or the Chair of the Board will take action in accordance with the following process.

- 7.1 Following discussions with the Chair and the Spiritual Leader, the Principal will approach the Board Liaison Officer assigned by the Executive Director of Catholic Education for advice and assistance. It would be highly desirable that such discussions include the Chair and the Spiritual Leader.
- 7.2 If the Principal, Parish Priest (where appropriate) and the Board Liaison Officer judge that the Board is dysfunctional, the Board will undertake a program of special assistance designed to restore it to a state of effective functioning. Such a program may include some adjustment to the membership of the Board.
- 7.3 If at the conclusion of the program of special assistance the Board is still dysfunctional, the Board Liaison Officer will convey to the Executive Director the recommendations resulting from the review of the program which may include dissolution of the Board.
- 7.4 The Executive Director of Townsville Catholic Education will exercise his/her authority to dissolve a Board when all available evidence confirms that the Board is not capable of functioning within the provisions of this Constitution.

## Article II: Definition of Terms Used in this Constitution

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### SECTION 1: DEFINITIONS

Additional definitions may be added but the existing definitions in this Article may not be altered or removed from the Constitution. Unless a contrary intention applies, the words and expressions used in this Constitution have the following meanings given to them:

- *Board* refers to the St Catherine’s Catholic College Board.
- *Catholic education authorities* refer to: the National Catholic Education Commission [NCEC]; Queensland Catholic Education Commission [QCEC]; and Townsville Catholic Education, unless otherwise specified.
- *Catholic Identity* ensures the school is clearly identifiable as Catholic in name and practice-where building a relationship with Jesus is the central purpose.
- *Catholic School Authority* refers to Townsville Catholic Education, as part of The Roman Catholic Trust for the Diocese of Townsville, which has responsibility for the establishment and ongoing operation of systemic schools within the jurisdictional authority of the diocese.
- *Catholic School Renewal* is a process that enables school communities to examine the way in which they work together so that they can continue to develop and adapt in their practice to better meet the needs of the children they serve.
- *Clause* refers to a clause of this Constitution.
- *Collaboration* is a clearly defined relationship entered into by the members of the Board to achieve common goals. It involves the identification, release and union of the gifts of the members.
- *Collaborative ministry* refers to the co-operative, joint activity of Board members which acknowledges the God given variety and diversity of gifts, wisdom and expertise in the group, explores ways in which they complement each other and calls them forth in service of the educational mission of the Church.
- *Consultative Board* is one which participates in the policy-making process by formulating and adopting but never enacting policy.
- *Formation* refers to those processes in which Board members engage in order to equip themselves to conscientiously, earnestly and diligently fulfil their role on the Board.
- *Goals* are the milestones which a group would hope to reach before too long when implementing its mission to achieve its vision.
- *Governance* is defined in terms of its usual English meaning in referring to the various authority structures, decision-making processes and lines of accountability and responsibility that pertain to any organisation or enterprise: in this case a Catholic school. In speaking of “governance in a Catholic School” the document assumes and implies that there are certain principles of Catholic teaching and practice that should infuse the governance of any Catholic institution.
- *Juridic Person* or *Public Juridic Person* refers to an entity which has status under Canon Law and is broadly equivalent to the term “Legal Entity” which pertains in Civil Law. Wherever a *public juridic person* is the subject of a provision in this Constitution, it is referred to as a *jurisdictional authority*.
- *Mission* is the purpose for which the group is established (i.e. what it is designed to do) and, in the case of a Catholic educational group, it would accord with the educational mission of the Catholic Church.
- *Parent* includes a guardian and every person who is liable to maintain or has the actual custody of a child who is a student.
- *Parish* is a community of Christ’s faithful whose pastoral care, under the authority of the diocesan Bishop, is entrusted to a parish priest as its proper pastor.
- *Participation* is the principle that powers and functions in any community should be exercised, wherever possible, by the persons and bodies closest to and most accountable to those affected.
- *Parish Priest, Pastor* see *Spiritual Leader* (below) and *Parish* (above).
- *Policy* is a statement of a broad and general direction which provides a guide for discretionary action. A useful rule of thumb is: “A Policy states WHAT is to be done”.
- *Principles of Governance* are those statements set out at Article III, Section 5.1 of this Constitution.
- *School* means the school/college for which the school/college Board is formed.

- *Shared Wisdom* is understood to be a term developed by Sr Mary Benet McKinney in her book *Sharing Wisdom* to describe a philosophy and practice of decision-making which is based on the tradition of discernment within the Catholic Church.
- *Spirituality* refers to the manner and style of expressing Catholic faith, not only through explicitly religious rituals and symbols, but also through the cultivation of Christian values, habits and virtues in everyday activities and practices.
- *Spiritual Leader* is that ex-officio member of the Board who is appointed to that position by the jurisdictional authority. Where the school community is part of a parish, this position will normally be held by an ordained minister of the Church (Parish Priest / Pastor of the Parish).
- *Staff* means all the persons who are employed by the Catholic school authority and/or the parish and assigned to the school.
- *Standing Committee* is a committee established by the Board to conduct research into, or to transact business concerning, specific matters on a continuing basis.
- *Student* means a student of the school.
- *Task Force* is a temporary group established by the Board to handle projects or issues of a developmental nature.
- *Vision* is an image of the desired future of a group such as a school, parish or a Board which is usually expressed in a succinct written statement.

## **Article III: Roles, Functions, Responsibilities and Powers**

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### **SECTION 1: AUTHORITY OF THE BOARD**

- 1.1 The Board exists by virtue of the jurisdictional authority (Canon Law) and legal entity (Civil Law) which has approved this Constitution namely the Townsville Catholic Education Office, a part of The Roman Catholic Trust for the Diocese of Townsville in the person of the Executive Director of Townsville Catholic Education, to whom the Bishop has delegated authority for Catholic Education in the Diocese.
- 1.2 The Board is neither a jurisdictional authority nor a legal entity.
- 1.3 Any recourse to civil law action on the part of the Board will be addressed by the jurisdictional authority and its legally appointed agents.

### **SECTION 2: RIGHTS AND RESPONSIBILITIES OF THE TOWNSVILLE CATHOLIC EDUCATION OFFICE**

- 2.1 The Bishop delegates authority for the leadership, administration and management of Catholic education in the Diocese to the Executive Director of the Catholic Education Office. The Executive Director of the Catholic Education Office has authority to determine priorities and to appoint personnel.
- 2.2 In collaboration with the Bishop, the Diocesan Education Council is responsible for establishing broad policy for Catholic education to fulfil its mission in the Diocese. Operating within the general pastoral and educational goals of the Diocese, the Council aims to enable the Catholic education vision or identity to take shape within the Diocese by making and monitoring educational policies consistent with the Diocesan Education Council Mission Statement.
- 2.3 The role of the Catholic Education Office is to serve and support Catholic schools in their provision of educational services. Townsville Catholic Education will:
  - 2.3.1 Ensure that Board members are appropriately educated and prepared for their role, particularly in relation to the Catholic Identity of the school.
  - 2.3.2 Exercise stewardship over and protect the temporal goods of the Church as represented by the property and assets of the school in circumstances where the jurisdictional authority owns property used by the school.
  - 2.3.3 Promote freedom of action by the Board within the scope of its powers, subject to the rights, duties and responsibilities of the jurisdictional authority, the Diocese, and responsible Catholic education authorities.
  - 2.3.4 Develop strong partnerships with others of the Church, including bishops, leaders of religious institutes and Catholic education authorities, for the purpose of ensuring proper coordination and distribution of resources between Catholic schools.

- 2.3.5 Ensure that any disposal of property is carried out in accordance with both Civil and Canon Law.
- 2.3.6 Develop governance policies that encourage unity of purpose and solidarity between all Catholic schools, while recognising and protecting diversity in particular communities and spiritual traditions.
- 2.3.7 Develop policies concerning the equitable distribution of resources among Catholic schools.

### **SECTION 3: RIGHTS AND RESPONSIBILITIES OF QUEENSLAND CATHOLIC EDUCATION COMMISSION**

3.1 The Bishops and the Congregational Leaders of Religious Institutes in Queensland have delegated the following functions to QCEC:

- 3.1.1 Authority and prime responsibility for state-wide policy making and for action in the areas of:
  - funding (negotiations, distribution and accountability to government).
  - advocacy, negotiation and agreement with governments and other peak bodies at state and national levels.
  - research and collection of statistical data.
  - industrial relations with respect to facilitating collaboration between employing authorities in Catholic education.
  - public relations and communications on statewide issues relevant to Catholic education.
- 3.1.2 Authority and collaborative responsibility to work with others in policy making and action in the following areas for which other educational authorities have prime responsibility including significant education policy issues of state-wide or national importance.
- 3.1.3 Authority and responsibility, on an 'ad hoc' basis, through the consensus of the Commission, to provide services on request or to be involved in projects on request and on behalf of other educational authorities.

### **SECTION 4: SERVICE**

- 4.1 Members of the Board will render service by utilising the principles of shared wisdom and collaborative ministry.

### **SECTION 5: RESPONSIBILITIES OF THE BOARD**

In discharging its responsibilities the Board will:

- 5.1 Function in accordance with the general and binding Principles of Governance as follows:
  - 5.1.1 The Love of Christ
  - 5.1.2 The Role of Parents as the primary educators of their children
  - 5.1.3 Faithfulness to the Mission of the Church
  - 5.1.4 Church Solidarity
  - 5.1.5 Support for the common good
  - 5.1.6 Embracing the poor
  - 5.1.7 Educational quality
  - 5.1.8 Participation
  - 5.1.9 Inclusiveness
  - 5.1.10 Unity in Diversity
  - 5.1.11 Stewardship of resources
  - 5.1.12 Rule of Canon Law
- 5.2 Collaborate in nurturing Catholic Identity of the school.
- 5.3 Participate in the planning of the ongoing development of the Catholic school in accordance with diocesan guidelines, government requirements and school renewal planning. Aspects of this include:
  - 5.3.1 Reviewing the school's Mission and Catholic Identity periodically, as part of the Catholic School Renewal Process.
  - 5.3.2 Contributing to the development of the school's current School Renewal Plan and Annual School Improvement Plan and assisting the Principal in monitoring their implementation and adjusting them where necessary.

- 5.3.3 Using the “Characteristics of Effective Catholic Schools” as a set of criteria to assist discussion and judgment about the school’s success in carrying out its mission.
- 5.3.4 Considering and discussing data regarding the school’s effectiveness and making appropriate recommendations in the light of this data.
- 5.4 Develop, review and maintain policies consistent with existing policies and positions published by the Diocesan Education Council on matters referred to it by the principal or by Townsville Catholic Education.
- 5.5 Participate in the selection process for the appointment of a principal by Townsville Catholic Education.
- 5.6 Support staff, especially the principal, who has the day-to-day responsibility for maintaining and promoting the Catholic Identity of the school.
- 5.7 Provide advice, at the invitation of the principal, regarding the staffing provision of the school with due regard to educational excellence and particular emphasis on nurturing the Catholic Identity of the school.
- 5.8 Reflect on the curriculum in accordance with any relevant requirements of Government authorities and Townsville Catholic Education and without trespassing upon areas of professional educational judgement.
- 5.9 Oversee the prudent Financial Management of the school particularly with a view to ensuring access to quality education for future generations.
  - 5.9.1 Recommend the annual school budget for approval under jurisdictional authority and Townsville Catholic Education guidelines ensuring that the budget is:
    - (i) a valid response to the school’s renewal plan (or equivalent).
    - (ii) responsible within the resources available and the policies and guidelines of government and jurisdictional authorities.
    - (iii) focussed on the delivery of Catholic education consistent with the education vision and mission of the diocese.
- 5.10 Oversee the prudent maintenance of school buildings and plant, and also plan for the provision of future facilities in accordance with the guidelines of Townsville Catholic Education.
- 5.11 Seek to ensure that the school fulfils its potential as an option for the disadvantaged, including the poor.
- 5.12 Provide advice on any matters referred to the Board by the principal.
- 5.13 Facilitate the preparation and induction of Board members so that they understand the scope and extent of their role.
- 5.14 Develop an awareness of the roles of all levels of government and how these impact on the conduct of Catholic schools.
- 5.15 Develop and support strategies designed to influence government members and other political representatives for the betterment of the school.
- 5.16 Establish and maintain networks and processes for formal/informal communication between the Board and the school and parish communities.

## **SECTION 6: RESERVED POWERS OF TOWNSVILLE CATHOLIC EDUCATION RELATING TO THE BOARD**

The Executive Director, Townsville Catholic Education reserves unto itself the following powers over the school and the Board:

- 6.1 To appoint the principal of the school
- 6.2. To dismiss the school principal according to law
- 6.3 To appoint members of the Board
- 6.4 To dismiss members of the Board
- 6.5 To appoint and dismiss staff
- 6.6 To appoint the Board’s liaison officer
- 6.7 To approve amendments to this Constitution

## **SECTION 7: RESERVED POWERS OF THE PRINCIPAL**

The principal reserves the power to:

- 7.1 Manage the day to day operations of the school including the implementation of its curriculum
- 7.2 Make operational decisions about the use of teaching or learning resources in the school
- 7.3 Allocate duties to all members of staff

- 7.4 Act separately from the Board on those rare occasions where circumstances and serious responsibility for the leadership of the school demand such action

#### **SECTION 8: RESERVED POWERS OF THE PARISH PRIEST**

The Parish Priest reserves the power of the jurisdictional authority of his office to:

- 8.1 Exercise the pastoral care of the parish community entrusted to him under the authority of the diocesan Bishop by carrying out the offices of teaching, sanctifying and ruling;
- 8.2 Act separately from the Board on those rare occasions where circumstances and his serious responsibility for the spiritual welfare of the faithful demand it, as long as such action is not in conflict with the jurisdictional authority of the diocese;
- 8.3 Ensure that parish goods are administered in accordance with Canon Law.

#### **SECTION 9: POWERS NOT AVAILABLE TO THE BOARD**

The Board may not:

- 9.1 Have control of funds
- 9.2 Enter into contracts
- 9.3 Acquire, hold, dispose of or deal with, property
- 9.4 Sue or be sued
- 9.5 Directly interfere with the operation of the school

### **Article IV: Membership**

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#### **SECTION 1: GENERAL**

##### **1.1 Definition**

A member of the Board is a person who ministers collaboratively to the community which the Board serves by fulfilling the duties outlined in this Constitution. Such a ministry demands that the needs and interests of all the community's members are taken into account.

##### **1.2 Eligibility and Suitability**

1.2.1 Membership is open to all members of the parish and/or school community who have completed a prescribed formation program and have a commitment to uphold the Catholic ethos.

1.2.2 A person who has been found guilty or convicted of a serious offence or an offence relating to dishonesty is ineligible to be a member of the Board.

Members who are 18 years of age or older must be holders of a current positive notice (blue) card issued by the Commission for Children and Young People and Child Guardian (CCYPCG).

However, a member who is eighteen years of age or older who is a volunteer parent of a child attending the school, or a registered teacher under the *Education (Queensland College of Teachers) Act 2005* does not require a blue card

Persons requiring verification of their suitability for membership who are elected to the Board may not attend meetings until their positive notice (blue) card or other form of verification is issued.

1.2.3 Members of the Board will identify strongly with the Catholic Identity of the school.

1.2.4 A significant number of members will be parents of current, prospective or recent students of the school.

##### **1.3 Appointment and Dismissal**

1.3.1. Members of the Board will commence service on the Board when they are officially appointed by Townsville Catholic Education.

1.3.2. The instrument of authority for elected and co-opted Board members will be an official Letter of Appointment, duly signed by the Executive Director of Townsville Catholic Education for and on behalf of the jurisdictional authority.

1.3.3. Where a member of the Board is in serious breach of or fails in his/her obligations under the provisions of this Constitution, that member may be dismissed by the Executive Director of Townsville Catholic Education.

#### 1.4 Legal Responsibility

1.4.1 The legal responsibility of Board members is set out in the provisions of Article III of this Constitution.

1.4.2 By approving of and participating in the St Catherine's Catholic College Board, the Parish Priest and Principal will share their responsibility for leadership decision making and policy development. This sharing is limited by the reserved powers set out in Article III of this Constitution.

#### 1.5 Ministry and Service

Board members will participate in Board meetings with the understanding that they are participating in the broad ministry of governance and that their particular service to the Board and its community is undertaken as a collaborative ministry in and for the Church.

#### 1.6 Relational Dimensions of Membership

In general, Board members will relate to each other and all other individuals and groups in the school (or educational agency) on the basis of their understanding of and commitment to the principles which underpin shared wisdom and collaborative ministry.

### **SECTION 2: PREPARATION AND FORMATION**

#### 2.1 Preparation Program

When a Board is being established for the first time, all members of the school or parish communities will be invited to participate in a comprehensive preparation program.

#### 2.2 Intending Members

Intending members of an existing Board will participate in an abbreviated preparatory educative program.

#### 2.3 Major Themes

Programs of education and formation will draw upon the provisions of this Constitution and focus on the major themes of:

- Shared wisdom and collaborative ministry
- Role and Responsibilities of the Board
- Board relationships - internal and external
- Board membership

#### 2.4 Ongoing Programs

It is a condition of membership that all members of a Board participate in ongoing programs of formation and education.

#### 2.5 Board Liaison Officer

Programs of formation and education will be made available through the Board Liaison Officer for use at each Board meeting.

#### 2.6 Local Resources

At their own initiative, Board members will also access suitable resources for formation.

### **SECTION 3: CLASSES OF MEMBERSHIP**

#### 3.1 Ex-Officio

The ex-officio positions on the Board are:

- Spiritual Leader Member
- Principal Member
- School Leadership Team Member

#### 3.2 Elected

The elected positions on the Board are:

- Parent Members
- Staff Member/s
- Parish Member

#### 3.3 Co-Opted

3.4.1 A Co-opted Member of the Board may be appointed following a decision and recommendation by the ex-officio and elected members of the Board to Townsville Catholic Education.

3.4.2 Co-opted Members will be appointed for the specific contributions they might make to the Board.

## **SECTION 4: MEMBERSHIP STRUCTURE**

### **4.1 Approval**

With due regard to the Catholic Identity and needs of the school or parish, each Board / school community will propose its membership structure for approval by Townsville Catholic Education.

### **4.2 Numerical Size**

4.2.1 In most instances, the number of Board members will be not less than seven (7) and will not exceed twelve (12).

4.2.2 The Board/school community will provide a rationale for its membership structure if the number of members proposed is less than seven (7) or more than (12)

### **4.3 Balance**

Members will bring to the Board a broad spectrum of skills, talents and personal attributes.

## **SECTION 5: TERM OF MEMBERSHIP**

### **5.1 All Positions**

The term of membership for each position on the Board is as follows:

5.1.1 Spiritual Leader Member – For period of office

5.1.2 Principal Member – For period of office

5.1.3 School Leadership Team Member – for period of office or as determined by Townsville Catholic Education

5.1.4 College Business Manager – for period of office or as determined by the Principal

5.1.5 Parent Members – Three years

5.1.6 Staff Members – Three years

5.1.7 Student Member – One year or as determined by the Townsville Catholic Education.

5.1.8 Faith Community (parish) member – Three years

5.1.9 Co-opted Members – One year and renewable for up to three years

### **5.2 Casual Vacancy**

The term of office for a member, elected or co-opted, to fill a casual vacancy on the Board will not extend beyond the next election. Such a member may be nominated and elected at that time or subsequently co-opted.

### **5.3 Consecutive Terms**

An elected member of the Board will serve no more than two consecutive terms of office.

## **SECTION 6: MEMBERSHIP STRUCTURE**

### **Membership Structure of the St Catherine's Catholic College School Board**

The members of the *St Catherine's Catholic College School Board* are:

- 1 Spiritual Leader Member
- 1 Principal Member/s
- 1 School Leadership Team Member (DP)
- 1 College Business Manager
- 4 Parent Members elected in the way set out in Article VII of this Constitution
- 2 Staff Members, one representing Learning and Teaching considerations for Secondary staff and one representing the Primary staff
- 1 One Faith Community (parish) member
- A maximum of one Co-opted Member in any specified period - determined by a consensus decision of the ex-officio and elected members of the Board.

## **SECTION 7: OFFICE BEARERS AND DUTIES**

### **7.1 Chairperson/Board Leader**

7.1.1 Each year the members of the Board will elect a Chairperson from the membership of the Board.

7.1.2 Ex-officio members, employees and students of the school will not be the elected Chairperson.

7.1.3 The Chairperson presides at all regular and special meetings of the Board.

7.1.4 A retiring Chairperson may offer for re-appointment in their second term of office.

7.1.5 The Chairperson will prepare the Agenda for the Board meeting in consultation with the Principal

## 7.2 The Secretary

7.2.1 The Secretary will be appointed annually by the Board.

7.2.2 The Secretary will cause the Minutes of all Board meetings to be recorded.

7.2.3 The Secretary will forward the Minutes of the previous meeting and the Agenda for the next meeting to members one week prior to the forthcoming meeting.

## **Article V: Relationships**

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### **SECTION 1: RELATIONSHIPS INTERNAL**

#### 1.1 Spiritual Leader

1.1.1 The Spiritual Leader will ensure (but not be solely responsible for) the regular formation for members occurs at Board meetings including opportunities for faith sharing.

1.1.2 Where the school community is part of a parish which has a Parish Priest, the priest will be the Spiritual Leader of the Board. The Spiritual Leader of the Board will focus on:

- spiritual formation
- shared ministry
- sharing wisdom of the Spirit
- shared responsibility for decision-making, and
- shared responsibility for the religious education policies and programs of the school.

1.1.3 Where the school community is part of a parish and the Parish Priest is not available to be an active Board member, he will nominate a person to be Spiritual Leader of the Board.

1.1.4 In all other circumstances, the Townsville Catholic Education will appoint the Spiritual Leader of the Board.

#### 1.2 Principal as Educational Leader

1.2.1 It is the essential function of the Principal as Educational Leader of the Board to provide educational leadership to the whole school community; not only to staff and students but also to parents and to the Board.

1.2.2 The Principal is a member of the Board and the Executive Officer of the Board.

1.2.3 The Principal is the official channel of communication between the Board and the community it serves.

#### 1.3 Teacher Member

The Teacher Member on the Board provides the Board with a practical perspective of teaching and learning in the school.

#### 1.4 Other Members

In the same way that the Teacher Member brings a perspective to the Board through his/her particular expertise, other members do so from the perspective of their own expertise and life journey.

### **SECTION 2: RELATIONSHIPS EXTERNAL**

#### 2.1 General

The Board will clarify its relationships with all external bodies which have the potential to impact significantly on the educational community it serves.

#### 2.2 Local Faith Community (Parish/s)

The Board will clarify its relationship to the Parish Pastoral Council (if one exists), to the Parish Finance Committee and to any other relevant parish groups.

#### 2.3 Parents and Friends Association

2.3.1 The Board will clarify its relationship to the Parents and Friends Association.

2.3.2 The Board will acknowledge and respect the role and functions of the Parents and Friends Association as set out in the Association's Constitution.

## 2.4 Townsville Catholic Education

2.4.1 It is the duty of the Board to know the essential nature of the relationship of the Board to Townsville Catholic Education and it is the duty of both Board and Townsville Catholic Education to ensure there is mutual understanding.

2.4.2 Minutes of meetings are to be made available on request to the Executive Director of Townsville Catholic Education.

2.4.3 The Executive Director of Townsville Catholic Education, or representative has the right to attend Board meetings.

2.4.4 The Board Liaison Officer appointed by Townsville Catholic Education will assist Boards to function effectively and efficiently within the provisions of this Constitution.

2.4.5 From time to time the Board may invite other Townsville Catholic Education personnel to meetings to assist the Board.

## 2.5 Staff

The Board will normally relate to the staff of the school through the Principal.

## 2.6 Civic Leaders

In collaboration with the Principal, the Board will develop sound relationships with representatives of local, state and federal government.

# Article VI: Meetings and Decision Making

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## SECTION 1: MEETINGS

### 1.1 General

1.1.1 Board meetings will be held at the times and places the Board decides.

1.1.2 The Board will meet monthly during the year with a minimum of nine meetings per year including the Annual General Meeting.

1.1.3 The Chairperson will meet with the Principal to compile the Agenda of the coming meeting. This will occur with sufficient time to distribute the Agenda and Minutes of the previous meeting at least seven days before the day of the meeting.

### 1.2 Quorum

1.2.1 A quorum for meetings is to be a simple majority of the members provided both ex-officio and elected members are present.

1.2.2 If the quorum is not present within 15 minutes after the advertised starting time of a Board meeting, the Chairperson will adjourn the meeting to a time and place decided by the Chairperson in consultation with Board members.

### 1.3 Special Meetings

A special meeting may be called at any time to deal with urgent business after consultation between the Chairperson and the Principal.

### 1.4 Meeting Mode

While Board meetings are best conducted 'face to face', the Board may hold meetings or permit members to take part in meetings by telephone, video link, or other form of communication that allows reasonably contemporaneous and continuous communication between the members taking part in the meeting.

## SECTION 2: MINUTES

### 2.1 Record of Proceedings

A brief record of meeting details will be maintained on behalf of the Board. These will include:

- The names of the members present at each meeting of the Board;
- The names of any persons who are not members but are present at a meeting of the Board;
- The decisions taken and the actions required to implement those decisions.

### 2.2 Minutes Confirmation

The minutes of each Board meeting will be submitted for confirmation at the next Board meeting.

### **SECTION 3: BOARD RECORDS**

The records of the Board will include all documents that the Board has created or acquired in the course of carrying out its functions. This will include but is not limited to:

- Minutes of Board meetings;
- All records that come into existence in connection with Board meetings;
- A manual of policies approved by the Board including the date of publication and the anticipated/actual date of review.

### **SECTION 4: ACTING CHAIRPERSON**

#### **4.1 Election**

In the absence of the Chairperson, members will elect an acting Chairperson to preside over the meeting.

#### **4.2 Eligibility**

Any member other than the Student Member is eligible for election to the position of Acting Chairperson.

### **SECTION 5: DECISION MAKING**

#### **5.1 Process**

Decisions will be reached by dialogue, shared wisdom and consensus.

#### **5.2 Outcome**

When the consensus process fails to produce an outcome within a sufficient period of time, the Principal will note the concerns of the Board and if necessary will make the decision independently of the Board in accordance with the usual authority provisions for the Principal.

### **SECTION 6: ATTENDANCE OF NON MEMBERS OF THE BOARD**

#### **6.1 Invitation**

The Board may from time to time invite non-members to attend meetings.

#### **6.2 Requests**

The Board will consider any requests from non-members to attend Board meetings to address the Board.

### **SECTION 7: ABSENTEE MEMBERS**

#### **7.1 Reason for Absence**

In the event that an elected or co-opted member of the Board shall have been absent without reasonable cause from two consecutive regular meetings, the Chairperson or the Principal will approach that member to seek clarification of the member's position.

#### **7.2 Continued Absence**

If, following an approach from the Chairperson or Principal, an elected or co-opted member of the Board shall be absent without reasonable cause from the next regular meeting, that membership will be declared vacant. Upon such a declaration, that member is deemed to have resigned.

### **SECTION 8: ANNUAL GENERAL MEETING OF THE BOARD**

#### **8.1 Timing and Participation**

An Annual General Meeting of the Board will be held in February each year. Members of the St Catherine's community (College and parish) will be invited to attend and take part in proceedings.

#### **8.2 Order of Business**

The order of business of this meeting will include:

9.2.1 A summary presentation of the education and formation program for Board Members

9.2.2 A report of the Board's operations for the past year; and

9.2.3 The presentation by the principal of the school budget for the school year.

## Article VII: Elections

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### SECTION 1: ELIGIBILITY OF CANDIDATES AND ELECTORS

#### 1.1 Eligibility of Candidates

Persons eligible for election to the Board are those described in Article IV Section 1.2 of this Constitution.

#### 1.2 Eligibility of Electors

Persons eligible to elect members of the Board are those who have participated in the Board formation program.

### SECTION 2: PREPARATION OF POTENTIAL MEMBERS

#### 2.1 Board Formation Program

Before the establishment of a new Board and any election of members, electors and candidates will participate in a comprehensive Board formation program.

#### 2.2 Modified Program

A modified preparatory education program will be presented prior to the elections of members to an established Board.

### SECTION 3: TIMING

#### 3.1 Newly Established Board

Election of the members of a newly established Board ordinarily will be conducted at the conclusion of the initial Board formation program.

#### 3.2 Established Board

Elections for an established Board will be held at least every three years or as required by casual vacancies.

### SECTION 4: ELECTION PROCEDURES

#### 4.1 Prayerful Discernment

Wherever possible, the process of election by prayerful discernment should be the means by which members are elected to the Board.

#### 4.2 Multiple Vacancies

Where more than one position on the Board is vacant, the election for each position will be conducted separately so that electors may choose members who will make complementary contributions to the Board according to their diverse qualities, knowledge and skills.

### SECTION 5: CASUAL VACANCIES

In the event of a vacancy/resignation, the Board may appoint a replacement to hold the position until the period for which the retiring member was appointed expires.

Date Ratified by Board	To be ratified at a future meeting	Date approved by TCE Executive Director	31 July 2024
Board Chair	TBC pending elections	Date to be reviewed	July 2025