



ST COLUMBA'S ANNUAL GENERAL MEETING

Wednesday 28th NOVEMBER 2018 (6.30pm)

The Catholic Education Commission of WA requires that all Catholic Schools hold an Annual Community Meeting. The purpose of this meeting is for the School Board to report to the community on the overall management of the school. When necessary, elections take place at this meeting in order to fill vacancies, which have occurred due to resignation or completion of term of office.

When parents accept placement for their child/children at a Catholic School, it implies approval and support for the philosophy, goals, aims and programs of the school and for the sort of parent/pupil involvement that the school strives to achieve.

Parents are asked to:

- Attend Parent/Teacher nights at the school
- Attend Parent/Teacher interviews
- Be involved in curriculum development and review when invited or where appropriate.
- Participate in the sacramental programmes of the school and Parish.
- Attend class or school Masses and Liturgy of the Word where possible.
- Assist, where possible, with class activities (reading, art/craft, language, music, sporting activities etc.) library, excursions and any other area where a need exists.
- Take part in the functions organised by the school and Parents and Friends' Association.
- Where possible, be an active member of the Parents and Friends' Committee or nominating for membership on the School Board.

For the convenience of parents, the Annual General Meeting of the Parents and Friends' Association and the School Board is held on the same evening. At this meeting the P&F President and Treasurer of the retiring committee present reports on the activities of the Association for the year. Also, a new committee is elected to conduct the Association's activities for the coming year. At the Annual General Meeting the School Board Chairperson, Treasurer and Principal present their reports for the current year. The nature and function of the School Board and the P&F are quite distinct. Their affairs are conducted separately.

Functions of the School Board

The St Columba's School Board:

- Assists in the principal planning for the present and future operation of the school.
- Assists in engaging or discharging, on recommendation of the Principal and in accordance with guidelines issued by the Catholic Education Commission of WA, the lay teaching, auxiliary and maintenance staff required for the operation of the school.
- Disseminates information about the school and about Catholic Education, to persons and organisations in the community.
- Liaises in all matters relating to the financial management of the school with persons and organisations in the local Catholic community.
- Assists the principal in managing all the finances associated with the school.
- Assists in advising the Principal, with respect to school policy that has financial implications.

The School Board has no authority regarding the internal operation of the school.

Criteria for membership of the Board:

- A keenness to promote Catholic schooling.
- A desire to give service to the Catholic community.
- A deep interest in the welfare of all students and staff.
- Possession of special skills that will be an asset to the Board.
- An ability to work co-operatively and constructively with all other members of the Board, including the principal.
- A sufficiency of time to devote to Board duties – attendance at monthly meetings.

The AGM is an opportunity for the Executive Members of the Board and P&F to present their reports and is not an open forum. No nominations will be called from the floor on the night of the meeting.

Both Board and P&F meetings will be held on the same night, once a month, on a Tuesday. Elected members will be advised of the scheduled dates at the commencement of 2019.

Nominations are now being sought for membership on the School Board.

The election of Office Bearers will take place immediately after the AGM.

St Columba's Parish Council and the P&F Committee will each elect a representative who also makes up part of the St Columba's School Board.

The St Columba's Parents and Friends' Association Committee

This group provides an invaluable service to the school in a number of ways:

- Fundraising to supply, maintain and improve services and facilities for the use of the students.
- Organising social and educational functions for parents and children to nurture the atmosphere of harmony and goodwill in the school community.
- Liaising with the parent community, parish and local community groups.
- Co-ordinating community building activities.

Nominations are now being sought for membership of the P&F Committee for 2019. This committee requires dedicated and committed parents to serve for the good of the school and the children who attend it. The P&F Committee may elect up to ten members.

No nominations will be called from the floor on the night of the meeting and it is not an open forum. The election of office bearers takes place at the first P&F Committee meeting immediately after the AGM.

Both Board and P&F meetings will be held on the same night, once a month, on a Tuesday. Elected members will be advised of the scheduled dates at the commencement of 2019. Dates and times for all meetings are also well advertised in advance on the school's website. Parents are encouraged to regularly check the school's website calendar of events for updates.

If you are interested in being a part of the P&F, please complete the attached nomination form to indicate your willingness to nominate for the P&F Committee.



MERCY

JUSTICE

SERVICE

COMPASSION

EXCELLENCE

**ST COLUMBA'S ANNUAL GENERAL MEETING
WEDNESDAY 28th NOVEMBER at 6.30PM – Sister IRENA LIBRARY**

Please stay and join us for supper after the meeting.

**NOMINATIONS FOR ST COLUMBA'S
SCHOOL BOARD 2019**

Name: _____ Tel: (H) _____

Email: _____ Tel: (W) _____

**NOMINATION FOR ST COLUMBA'S
PARENTS & FRIENDS' ASSOCIATION COMMITTEE 2019**

Name: _____ Tel: (H) _____

Email: _____ Tel: (W) _____

Please complete this form and return to the school by Friday 2nd November.

NO nominations will be called from the floor on the night of the meeting