

**CONSTITUTION OF THE
PARENT CONSULTATIVE COMMITTEE
ST AGNES' PARISH SECONDARY SCHOOLS**



SAPSS Prayer

Father, God of truth, knowledge and love, you have created us in your image.

We are your hands who mould and fashion your creation.

*Guide us to speak and act with justice and kindness
and to treat others with respect.*

*Help us to live in harmony with each other,
as we work in partnership with our parents, teachers and friends.*

*May this school be a place
where we have the opportunity to grow in faith
and appreciate the splendour of your creation,
by caring for our school and our environment.*

*Keep us faithful in our friendships,
forgiving in our disappointments.*

*Let no one be less good, less true, less kind
for having been part of our school community.*

*Help us learn the value of work, discipline and
striving for excellence,*

*and may the lessons of our school days
prepare us for the challenges of tomorrow.*

We ask this prayer through Jesus Christ,

Our Lord. Amen.

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1. CONTEXT: Vision, Mission and Purpose of SAPSS

Vision:

St Agnes Parish Secondary Schools (SAPSS) is a family of three schools working together in the pursuit of excellence in teaching and learning, spiritual formation, pastoral care, sport and the creative arts.

Mission:

St Joseph's Regional College, MacKillop College and Newman Senior Technical College support the mission and vision of St Agnes' Parish by:

- Promoting an attitude of excellence among students and staff;
- Providing students with a Catholic education in a caring, supportive and disciplined environment;
- Maintaining the self esteem of all students by applying Christian values of love, kindness, and understanding in all we do;
- Working with students and colleagues to maintain a professional and cohesive team, accept responsibility for our personal and professional development and respect one another's dignity and self work at all times.

Purpose:

- Provide students with a holistic education in the Catholic tradition.
- Ensure that our educational endeavour is underpinned by a commitment to evangelisation, witness, worship, service and community.
- Engage students in contemporary learning that will empower them.
- Collaborate as teachers to ensure all students learn at a high level.
- Promote excellence among students and staff.
- Create school environments that are welcoming, caring, safe, supportive and well structured.
- Promote partnerships and quality relationships that are based on the values taught by Jesus.
- Maintain high standards of personal behaviour and professional conduct.
- Work together as a family of schools to ensure a united Parish Secondary Schools endeavour.

2. Purpose of the SAPSS Parent Consultative Committee

“Catholic Schools at a Crossroads” describes Catholic Schools as one of the “jewels in the crown” of the Catholic community. They have provided a high quality education to generations of young Australians in Port Macquarie for over one hundred years.

The Catholic Bishops of NSW-ACT have invited all involved in Catholic education – leaders and staff, clergy and religious, parents and parish communities – to dedicate themselves to ensuring that our schools:

- are truly Catholic in their identity and life
- are centres of ‘the new evangelisation’
- enable our students to achieve high levels of Catholic religious literacy
- are led and staff by people who contribute to these goals

Achieving these goals, whilst maintaining the highest standard of education, is a shared responsibility involving all stakeholders, Parish, School and Parents. In the understanding that “it takes a community to raise a child”, the SAPSS Parent Consultative Committee has been established to provide SAPSS Leadership Team with a forum to support and contribute to areas of mutual interest in school practices that impact on the broader development of each child – intellectually, emotionally, physically and spiritually.

Specifically, the role of the SAPSS Parent Consultative Committee is to operate as a collaborative partnership between the SAPSS Leadership Team, Parent Assembly and Parent Representatives, which includes, but is not restricted to activities such as:

- to affirm, support and validate ideas, policies and initiatives;
- to be a critical friend for road testing and expanding upon new ideas;
- to provide feedback on effectiveness and impact of school initiatives and programs;
- to provide a “voice” for parents to make suggestions, directly express views, share experiences and expectations;
- to provide direct support to SAPSS Leadership Team initiatives designed to engage the broader parent community – eg: facilitate focus groups for targeted feedback sessions for parents and students.

3. Membership

The SAPSS Advisory Council will have the following representatives:

- The 3 principals of the Parish Secondary Colleges - Regional, MacKillop and Newman campuses
- The Parish Coordinating Executive Officer
- At least 1 Diocesan Parent Assembly representative
- Parent Representatives from each College (up to approximately 10 members)

Affiliated Groups: Education Council, Finance Council, Parent Assembly, Student Representative Councils from each campus

4. Specific objectives

By providing direct feedback and input to school initiatives (planned and delivered), the objective of the PCC is to improve the quality of such programs. Secondly; to foster greater engagement and participation from Parents in the delivery of SPASS programs. Feedback from the Parent Representatives should be constructive and offer insights to the SAPSS Leadership Team to help them make better informed decisions for the students.

The SAPSS Leadership Team may call upon the PCC from time to time to take a more active role in collaboration by working with the Parent Assembly to engage the broader parent community for specific initiatives. This may include, but is not limited to assisting in the facilitation of focus groups, small group meetings, education and awareness presentations and other such activities to act as a bridge for the school to the broader parent group.

In addition, the PCC may be utilised as a key link between the 3 college Student Representative Councils and the broader Parent body. Such relationships can be used for the Student Councils to explore concepts, projects and other initiatives of interest to the Student Councils and receive both feedback and input from a Parent perspective. Such relationships help to develop confidence, communication skills, leadership and community spirit for students.

5. Proceedings at meetings:

An agenda will be prepared and distributed to members not less than 2 working days prior to each meeting. Minutes shall be taken during meetings by the PCC secretary and distributed with actions, responsibilities and due dates not more than 5 working days after each meeting.

The Chair is responsible for preparing the agenda, in consultation with the PCEO, but may enlist the support of SAPSS Leadership Team nominated administrative staff to distribute minutes and agenda's.

Items for the agenda shall be submitted to the Chair, or PCEO, not less than 5 working days before each meeting. Agenda items are generally driven by the SAPSS Leadership Team, but all members have the right to list agenda items.

Agenda items shall be nominated as:

- 1: "For information" (the item is for general awareness only) or
- 2: "For discussion" (where specific opinions or feedback is being encouraged) or
- 3: "For decision" (where a specific decision or action is required from the PCC).

In principle, agenda items should have some action orientation that engages the PCC on opinion or to gain alternate perspectives, ideas or responses to planned or completed initiatives. Each meeting is expected to run for 1 – 1.5 hrs, but may extend beyond if required.

6. Confidentiality

At times, the PCC or its sub committees may need to gather information about, or discuss programs, individual families, students or staff members. It is important that such conversations are treated with confidentiality and respect.

Whilst each individual PCC member by rights ought to have their own opinion and perspectives in order to retain diversity of thought and perspective, once a decision is reached it is expected that all members of the PCC will represent that decision regardless of their personal opinions.

If a PCC member feels conflicted on any specific subject, they must declare this as soon as practicable. This may result in them absenting themselves whilst the matter is discussed by the PCC.

7. Electing new members:

At the start of each new school year, nominations will be called for from the school community for vacant PCC positions. The nomination and selection process will be facilitated by the SAPSS Leadership Team. Election to the PCC will be through appointment. Members must have children who attend one of the SAPSS campuses in order to be deemed eligible.

Nominations will be called for through newsletters or other normal communication channels used by SAPSS. The SAPSS Leadership Team will review nominations and select new members based on agreed selection criteria, including, but not limited to demonstrated alignment to SAPSS Values.

The term for appointed representatives is three (3) years initially with the option of extension upon invitation by the SAPSS Leadership Team.

The PCC shall elect from its Parent representatives a Chair to preside over each meeting and to officiate over any correspondence as required and a secretary who is responsible for all minutes and actions.

8. Vacation of office:

The office of a member shall become vacant:

- i. Upon his / her death.
- ii. If he / she becomes mentally ill or is a person whose person or estate is liable to be dealt with in any way under the law relating to mental health.
- iii. If he / she resigns his / her office by notice in writing to the PCC.
- iv. If he / she ceases to be a member of the PCC.
- v. If he / she is absent for more than four (4) months without leave.
- vi. Upon a resolution being passed by a two-thirds majority of members present at a properly constituted Meeting specifically called for the purpose, to remove him / her from office.
- vii. If a Parent representative no longer has a child attending a campus of the School.

9. Exclusion of members:

A member may be excluded or asked to resign from membership, if in the opinion of the majority of the members, after affording such a member an opportunity of offering the PCC an explanation of his / her conduct either verbally or in writing as the PCC may decide, the conduct of the member is such as to be detrimental to the best interests of the PCC provided that:

- i. Such exclusion shall not be effective unless it is confirmed by a majority of members convened to consider the exclusion.
- ii. The member whose exclusion is being considered shall be allowed to offer an explanation of his conduct verbally or in writing.
- iii. The voting on such an issue be done by Secret Ballot and facilitated by the Chair.

10. Dissolution:

The PCC may be dissolved by the SAPSS Leadership Team if the membership becomes less than six or if a three-fourths majority of members present at a special Meeting convened vote upon this question.

11. Amendments:

Any part of this Constitution may be amended by a Resolution passed by a two-thirds majority of members present at a Meeting at which notice of the proposed amendment was listed on the Agenda.

12. Submissions to the Parent Consultative Committee:

Parents, teachers, students and other interested parties may make written submissions to the PCC. On invitation from the PCC they may then be invited to speak to the submission at a PCC Meeting.

13. Sub Committees:

As the need arises, the PCC may create Sub Committees for specific purposes.