

## **QUEEN OF APOSTLES SCHOOL BOARD**

Being on the Board is an opportunity to make a contribution to school life. It can be an ideal opportunity for those parents who are unable to make such contributions during the day. No particular skills or background are required for a role on the School Board, however, the Board has identified that parents with skills in accounting, building or engineering would complement the skills of the other Board members.

### ***Board Function:***

The Board shall carry out the following functions in pursuit of its objectives:

- ◆ Planning for the present and future operation of the School;
- ◆ Providing membership of the panels for the employment of staff to the School in accordance with CECWA policy;
- ◆ Providing membership of the panel which recommends the appointment of a Principal in accordance with CECWA policy;
- ◆ Disseminating information about the School and about Catholic education to persons and organisations in the local Catholic community;
- ◆ Liaising in all matters relating to the financial management of the School with persons and organisations in the local Catholic community;
- ◆ Managing all the finances associated with the School; and
- ◆ Advising the Principal with respect to School policy.

### ***Criteria for Membership of the Board shall be:***

- ◆ Possession of special skills that will be an asset to the Board;
- ◆ A deep interest in the welfare of the students and staff;
- ◆ A desire to give service to the Catholic School Community;
- ◆ A keenness to promote Catholic schooling;
- ◆ An ability to work co-operatively and constructively with all other members of the Board; and
- ◆ A sufficiency of time to devote to Board duties.

I urge you to give serious consideration to being on the Board and complete & return nomination slips by **4pm Friday 25th November 2016**

## **QUEEN OF APOSTLES SCHOOL PARENTS AND FRIENDS COMMITTEE**

Queen of Apostles P & F Committee is the organisation of the school's parent body. Nominations for office bearers are open and there is no limit to the number of P & F Executive Members. The P & F meets monthly and all parents are encouraged to attend these meetings.

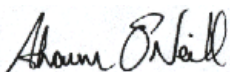
The Parents and Friends Committee is an important part of the Catholic School Structure.

**Members of the P & F should:**

- ◆ Strive to develop at the school a real community of parents, teachers and students;
- ◆ Work closely with the school Principal to achieve common goals;
- ◆ Act as a liaison between the wider school community and the Board;
- ◆ Ensure that a high level of social and educational interaction exists between home and school, parents and teachers;
- ◆ Endeavour to have all parents enjoy the experience of their children's formal school years by active participation and personal involvement in the school programmes;
- ◆ Provide a healthy forum for ideas and discussion;
- ◆ Work to provide additional resources which are considered necessary for the children;
- ◆ Assist in planning and organising functions with the social, sporting, cultural and educational life at the school;
- ◆ Organise guest speakers for the P & F Association on current and suggested educational programmes, faith development and other matters of interest.

Nomination slips should be returned to the school office no later than **4pm Friday 25th November 2016**

We look forward to your attendance at the Annual Community Meeting on Wednesday 30th November 2016, and sharing light refreshments with other community members from **5.30pm in the Undercover Area, with the meeting starting at 6:00pm in the Library.**



**Mr Shaun O'Neill  
Principal**



**Annual Community Meeting  
Queen of Apostles School Board Nomination Form**

**I wish to nominate for a position on the Queen of Apostles School Board.**



**Annual Community Meeting  
Queen of Apostles P& F Committee**

**I wish to nominate for a position on the Queen of Apostles P & F Committee**

Name: \_\_\_\_\_

Child's name: \_\_\_\_\_