



St Joseph's Primary School

"Living, Loving and Learning"

Newsletter

No. 2 Wednesday 17th February 2021

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Dear St Joseph's Community,

How quickly the term is flying past us! It is hard to believe that we are already approaching the end of Term 1! We have been kept very busy over the last few weeks with a number of exciting events taking place. As a part of our opening school mass, we had our School Leaders Ceremony, which saw our Year 6 students receive their leadership badges and take their leadership pledge. Congratulations to Lane, Ella, Charlie, Lilly and Penny in becoming the leaders of St Joseph's for 2021.

I know you will do great things and represent our school with pride. Your leadership capacity is already shining through, as we see daily examples of our leaders promoting our school and looking after younger students.

Following on from the huge success we experienced in our reading over the last few years as we worked on our **Reading Improvement Strategy**, in 2021 we will be starting our **Inspire Mathematics** Project. After launching this project at our Parent Information Night, it has been great to see children, teachers and parents excited about Mathematics learning.

We are very excited about this journey and the great impact that it will have on our staff, students, and families. **Inspire Maths** is not a program, but rather a new way of thinking about the teaching and learning of Mathematics. It is student focused and examines the concept of Mathematical Mindsets and teaches students how to **think** Mathematically. Students are encouraged to develop a 'Courage Culture' within their learning, where having a go, and making mistakes is considered a normal part of the learning experience. After all, it is in the making of mistakes that our brains grow as we learn new things! Inspire Maths looks at taking our teaching and learning in Mathematics from Good, to Great and from Great to Inspirational.



We hope you all enjoy our Inspire Mathematics Poster that really highlights the WHY behind us undertaking this project:

Inspire Mathematics at St. Joseph's Millmerran

AT OUR SCHOOL, MATHEMATICAL IMPROVEMENT LOOKS LIKE:

Open dialogue, partnerships with our community & changing our MATHEMATICAL MINDSETS!!!

ACHIEVED BY:

Teachers knowing the curriculum and how to engage learners in contemporary and hands-on learning experiences.

SO THAT OUR LEARNERS ARE:

Confident and engaged and develop a natural-
'COURAGE CULTURE'

BECAUSE:

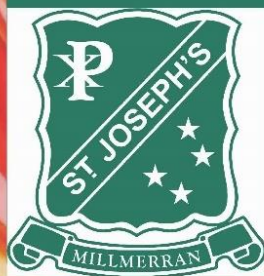
When students feel safe, engaged and confident they are happy to make mistakes and grow their understandings!

THIS MATTERS:

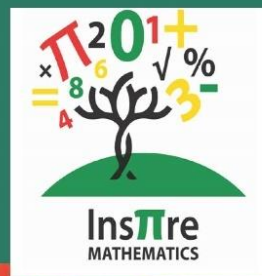
Because all children should experience success in Mathematics!

WE HAVE A DEEP COMMITMENT TO:

Changing the thinking culture that exists around Mathematics- in our students, staff and community!!



Diocese of Toowoomba
Catholic Schools



P & F WELCOME BBQ & MEET THE TEACHER EVENING

What a great night this was. Thank you to all our hardworking volunteers for making this event possible, and for all those who were able to attend. We had a great turn out which was wonderful!

PARENT PARTNERSHIP FORUM

Thank you for giving this new model for the school P & F consideration. At Tuesday's P & F meeting, the Parent Partnership Forum (PPF) was voted on, and the motion was carried.

Our PPF will commence from the 1st of March, with our first official Annual General Meeting and General Meeting to take place on the 16th of March, at 5:30pm in the hall.

During the first meeting our Executive Positions will be finalised, and the Millmerran PPF Constitution established.

I have attached the Generic PPF constitution for your perusal before the meeting. If there are any items you wish to discuss, or questions that may arise, feel free to contact myself with questions or, to create an agenda item, please advise Catherine Folker to add this to the meeting.

Containers for Change!



Keep up the great work! We will be having a sorting afternoon of Friday the 5th of March. If you have any bottles/cans at home, please bring these in before this date. We will leave bins in the undercover area, and in the school green house for you to deposit these into.

We have also had a number of families enquire about taking a bin to their workplace etc. It is great to see people getting behind this scheme! If you would like a bin, please feel free to come and see me, and we can arrange this for you.

Until next time,

God Bless,

Mr Lawson Short.



From the APRE

Last Thursday we inducted our Year 6 students as school leaders at our opening school mass and launched our theme for this year, 'Find happiness in making others happy.' We also celebrated the beginning of Lent today with our Ash Wednesday Mass. Thank you to all those who attended.

Yesterday our Mini Vinnies Club kicked off their Project Compassion campaign with our annual pancake flip competition. As always, it was a lot of fun and there were some fantastic flippers among us. Congratulations to our winners:

Prep/1 – Harlen

2/3 – Luke

4/5/6 – Sam

Parents and teachers – Mr Albury.

Mini Vinnies is up and running again after a long break and have some great ideas to raise money for Project Compassion during this Lenten season. A note was sent home on Friday with all the activities planned for this term. Please keep an eye out on our Facebook page for more details about each event.

Family Mass is coming up on Sunday 7th March, please let me know if you are able to attend so I can organise readers.

God Bless,
Michele



Jesus survives forty days living in the dry, uninhabitable and parched sands of the desert. Out of great hardship, hunger and thirst, Jesus comes to announce a time of abundance. He points to the dawn of a new age.

Jesus invites me to flourish in God's presence, in God's kingdom, in God's time. This invitation to come fully alive begins with a turning towards God. I ask Jesus to give me a fresh perspective:

to enliven me with gladness;
to lead me away from despair;
to prepare me to glorify God.

When Jesus says the kingdom of God is at hand he is assuring me that a new age has dawned. I ask for the grace:

to begin anew with the Lord;
to discover again my dignity as a child of God;
to realise the many ways I am capable of generosity, love and compassion;

to find a new peace in an awareness of God's presence;
to see how I am made new by the power of God's Holy Spirit.

I spend time with Jesus so that he may help me:
to believe in the gospel;
to live by his light;
to love others in freedom;
to bring his peace to the world.

STUDENT OF THE WEEK- 05/02/2021



<u>YEAR</u>	<u>NAME</u>	<u>COMMENTS</u>
Prep/Yr 1	Toby Evans	Being a great helper in the classroom!
	Fletcher French	Having a positive attitude towards learning this week!
Year 2/3	Aitana Daniel	For being focused and ready to learn in all tasks and demonstrating this well to our new year 2 students.
	Heidi Sanders	For starting the year with a great work ethic and helping the new students around her.
Year 4/5/6	Harry Farrington	For being a Maths Mastermind and seeing things in different ways.
	Will Purnell	Showing great dedication to his work this week.

STUDENT OF THE WEEK- 12/02/2021



<u>YEAR</u>	<u>NAME</u>	<u>COMMENTS</u>
Prep/Yr 1	Nate Sinclair	For always trying his best!
	Madeline Folker	Always being ready to learn!
Year 2/3	Ellie Purnell	For making some interesting sentences with her spelling words this week.
	Luke Kirby	For being focused and working hard to complete all his math tasks this week.
Year 4/5/6	Haylea Evans	Showing, tolerance, understanding and patience for her classmates

UPCOMING EVENTS

<u>DATE</u>	<u>EVENT</u>
Sat/Sun 27th / 28th Feb	Millmerran Show
Sunday 7th March	Family Sunday Mass 9:30am
Thursday 4th March	Mayoral Morning Tea
Friday 5th March	P & F Can / Bottle Sorting afternoon (3:30pm)
Tuesday 16th March	PPF Meeting- 5:30pm -School Hall (P & F Meeting)
Friday 19th March	St Joseph's Day Mass 12:00pm
Friday 26th March	Whole School Reconciliation Mass 10:00am
Wednesday 31st March	Easter Liturgy
Friday 2nd April	Good Friday

1. P & F Can & Bottle Sort

Come along on Friday the 5th of March at 3:30pm and join the P & F volunteers in sorting our bottles and cans, ready for the next collection! If you have any 10 cent eligible containers at home, please bring these in before this date. (Bins located at George Street Entry and in the school greenhouse.)

2. TUCKSHOP

It has been great to have positive feedback on seeing our Tuckshop back up and running for this year. I would like to thank the school community for supporting Tuckshop through orders and to those parents who have volunteered their time to help out this term. Also, a huge thank you to Lindsay Sese who has been very kindly baking the delicious cupcakes for us each week!

A few quick things to note- I have had some feedback from teachers about the items some families have been ordering. Our younger students have not been enjoying their fruit salad cups very much and these have been going home quite full, unfortunately due to time constraints we cannot make individual fruit cups for each child with separate fruits in them. Also, can parents please check with their children whether they do like the items they are ordering as teachers have shared that some children are receiving food they don't actually like. Children are most welcome to order from Tuckshop for 'big lunch' and bring morning tea from home if this makes things easier. Also, if your child is sick on Tuckshop day, please let the office know and your order will be removed, and a credit noted for a future order.

Finally a quick reminder to send your child's fruit snack for their 9.30 classroom fruit break on Tuckshop days as normal.

I will be sending home the menu for Term 2 before the end of term and we will be seeking our volunteers again for next term as well. If you are able to help from 9.30-1.30 on an occasional Monday, I would appreciate it.

Marg Gaske

A reminder that Tuckshop orders are due each Thursday. **Orders for Monday's Tuckshop are due TOMORROW Thursday the 18th February.**

3. P & F Show Canteen

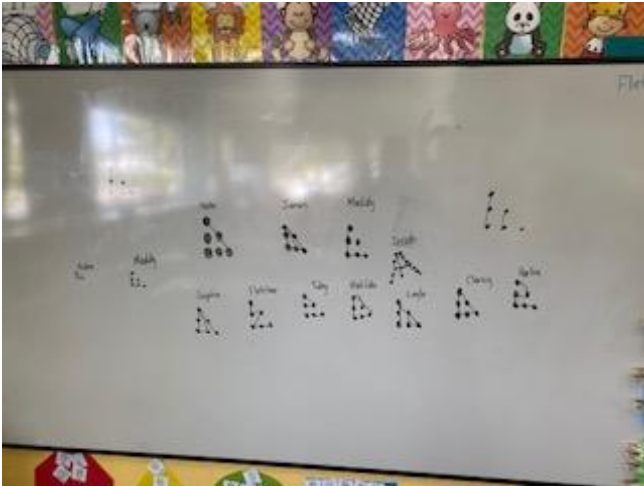
The P&F is looking for parents to volunteer their time to serve at the canteen during the Millmerran show on the 27th and 28th of February. They are also looking for volunteers to donate home-baked goods (easy to serve / no refrigeration) to be sold at the show. If you can help, please contact Elizabeth Wise at elizabethdalziel@gmail.com. Thank you!

CLASS NEWS

Prep/Year

I can't believe we are already in week 4! Time is really flying by. This last week was a big week for our inspire math's in Prep/One. We complete a week of inspirational math's and we had such a fun week. This involved a lot of activities that taught us about a growth mindset in math's. We learnt lots of different things, for example: everyone see's things differently. When we make mistakes our brains actually grow, and that speed isn't important in math's. We did lots of fun activities one of which involved us putting stickers on our fingers and following a maze. We also got to see how everyone thinks differently when it came to dots. We had 6 dots in a pattern, and we showed everyone how we saw it. It was crazy to think of all the different ways we saw it! In English, we have been focusing on rhyming. We have had an awesome time reading lots of rhyming books and playing rhyming games. Year Ones even wrote some awesome rhyming couplets last week. In religion, we set up our prayer table. There was a money box for project compassion placed on the table and that sparked a lot of conversation in our room. Prep/Ones have loved learning about how other people live and the kindness that we can show to help them out. Lots of students have brought in some coins to donate already (our box is getting

full!). On Monday the 15th of February, we got to celebrate library lover's day! We were so excited to see that Mrs. Burgess had left us a book as a present to read. We loved the book so much and it even rhymed!!!





Year 2/3

Hi parents and friends, we have enjoyed a wonderful start to the year and the class continues to grow and work very well together. We have had a busy fortnight kickstarting the year with our opening school mass, welcoming our new leaders and our 'Meet the Teacher's Info' night. Thank you to all those who could attend, it was great to meet new parents, and catch up with existing parents also.

We have kickstarted the year 2/3 Facebook group as most would know, thank you for all joining and I hope to keep you updated and informed throughout the year as much as possible!

We were lucky enough to have Rebecca Brownhall come to our school to kickstart the Inspire Math's mindset and strategies. The class very much enjoyed her presence and loved the looking at math problems differently! We are all hard at work getting stuck into all our units, and the students have quite enjoyed creating masterpieces the past two Fridays.

Congratulations to our student award winners the past two weeks:

Ellie Purnell - For making some interesting sentences with her spelling words this week.

Aitana Daniel - For being focused and ready to learn in all tasks and demonstrating this well to our new year 2 students.

Luke Kirby - For being focused and working hard to complete all his math tasks this week.

Heidi Sanders - For starting the year with a great work ethic and helping the new students around her.





YEAR 4/5/6

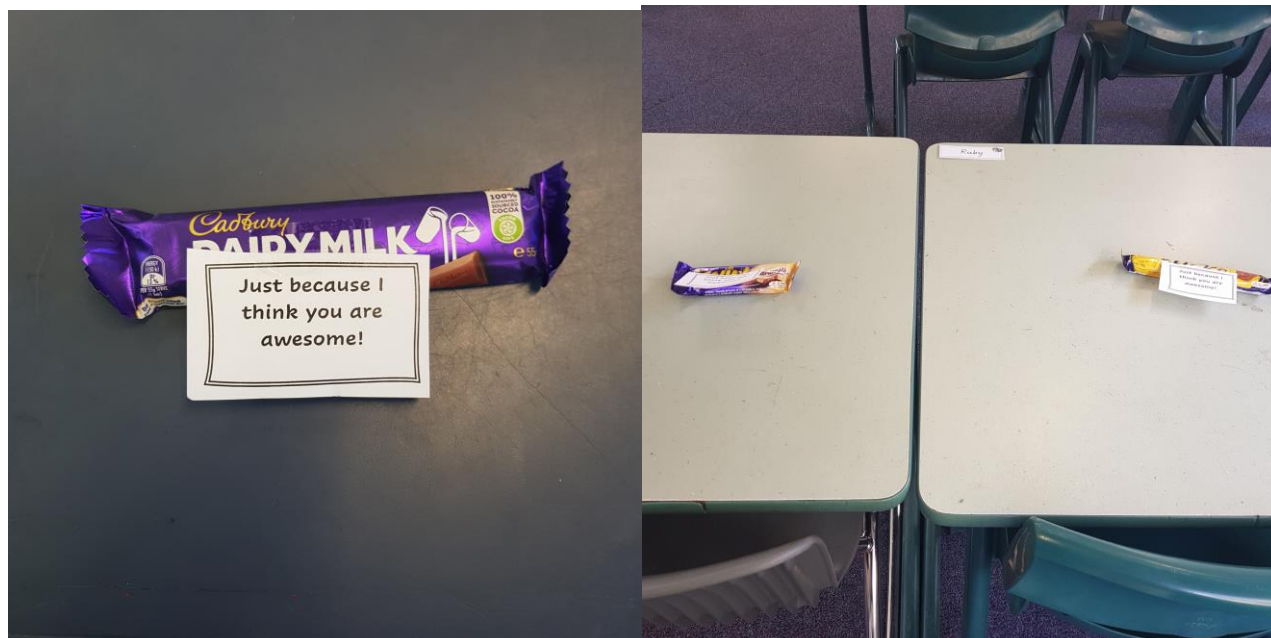
We have been very busy in 4/5/6 over the last two weeks. Firstly, it was great to see our Year 6 students officially become leaders of our school, they are a wonderful group of students with great leadership qualities and I know that they will be a great example to others.

We have been busy working on our school work for the show and are making the finishing touches to our work. We have also been learning about how to write a sizzling start. You will find some of the ones below quite entertaining. We are well and truly into the swing of our Inspire Maths project and had a visit from Mrs Brownhall yesterday to demonstrate a number talk to us. It was wonderful to see the students willing to share their thinking in front of someone new.

Don't forget to be looking for an old item of clothing to bring in for our design technology unit. We will need to start bringing those in in the next few weeks.

The kindness fairy visited today, sprinkling her love around the school. It is Random Acts of Kindness Day today, so try and spread a little bit of kindness yourselves, it's amazing how great it makes you feel!!

Michele Sanders





Library News!

Library Lovers' Day

Sunday 14th February is universally known as Valentine's Day. In library and literary circles, it's Library Lovers' Day.

To celebrate everything we love about Books, Reading and Libraries, I left a LLD gift for each class after my visit last week.

On Monday 15th, each teacher took a little time to read aloud the 'gift' that I left.

By all reports, the kids were excited by the anticipation of the wrapped gift and loved the stories that were found inside.

Mrs Trudi Burgess
Teacher Librarian.



COMMUNITY NEWS



First Aid Course and CPR Update

St Joseph's will be hosting a First Aid Course and CPR update in the Assembly Hall on **Monday 1st March 2021 at 3.15pm.**

Any interested parents or members of the public are also welcome to attend. Please contact the school office on 46953600 for more information.

PARISH NEWS

MILLMERRAN MASSES – St Francis de Sales

Saturday 20 th February	MASS 6:00pm



Diocese of Toowoomba
Catholic Schools

Parent Partnership Forum constitution



...act justly; love tenderly; walk humbly with your God Micah 6:8

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Foreword

The Catholic school participates in the evangelising mission of the Church. It centres its vision on the life and teachings of Christ referenced in the Gospels. The Catholic school is ideally a living example of a Christian community in action where parents and staff work in partnership for the benefit and best interests of students.

Catholic schools have long considered the partnership with parents as crucial to schools being actively involved within the local community. Toowoomba Catholic Schools welcomes the involvement of parents in all aspects of school life and commits to nurturing active partnerships with families and facilitating opportunities for parents to participate in the life of the school community. The students' learning journey is enriched through positive and reciprocal relationships.

Traditionally the formal collaboration between parents and school has occurred through two recognised groups, School Boards and Parents & Friends (P&F) Associations. There are many examples where the School Board and P&F model continue to function effectively. Conversely, an increasing number of schools are questioning whether these traditional avenues of parent involvement and engagement continue to serve the needs of all school contexts. Some schools cite difficulty in enlisting sufficient numbers of people to fill the traditional volunteer positions on Boards and P&F Executives. What is clear across all school contexts though, is a diminishing number of parents willing and able to be involved through traditional channels.

Given this reality, it is timely to consider an alternative model which honors the place of parents in the life of schools and provides a more effective and realistic avenue for the voice of parents to contribute to school planning and decision making. The changing nature of families and schools has shifted the traditional understanding of parent involvement. Some school communities are now looking to new models of parent involvement and engagement which better serve their current context.

The absence of an authentic, formal avenue for parent input into school planning and decision-making is not acceptable. The challenge is ensuring that all parents feel welcomed and able to make a worthwhile contribution to the life of the school and the education journey of their child.

The Parent Partnership Forum (PPF) is a suggested way for schools to achieve this goal. It provides an alternate model which integrates the functions of the school Board and the P&F, acknowledging that not all functions can be replicated in this new model.

Parent Partnership Forum Constitution

This Constitution was adopted at the Annual General Meeting on [Click or tap to enter a date](#).

1. Name

- a. The name of the Association will be the Parent Partnership Forum, referred to as 'the Forum'.

2. Interpretation

- a. In this Constitution unless the context otherwise requires
 - i. 'parent/carer' means the natural parents, legal custodians or people who are 'in loco parentis' ie someone who is legally acting in place of a parent on behalf of a minor
 - ii. 'school' means any institution of pre-school preparatory year, primary or secondary education conducted in accordance with Canon 803 of the Code of Canon Law
 - iii. 'ordinary member' is a parent/carer of a child currently enrolled at the school
 - iv. 'the Executive' means those 'ordinary members' elected to fill the positions of Chairperson, Secretary, Team coordinators and/or others as elected to be a member of the Executive. The Principal and Parish Priest/Director (or their nominees) are ex-officio members of the Executive
 - v. 'ex-officio members' are members of the Executive by virtue of the office they hold; they have full voting rights
 - vi. 'Interest teams' means those 'ordinary members' elected or appointed to a particular group to fulfil specific roles and/or tasks that are agreed as required
 - vii. Catholic School Parents Queensland (CSPQ) – Diocese of Toowoomba means the body formally representing the interests of all parents of students in Catholic schools in the Diocese of Toowoomba
 - viii. 'delegate' means an 'ordinary member' delegated to act as a representative on the CSPQ – Diocese of Toowoomba ; this member would usually be a member of the Forum Executive team
 - ix. 'Catholic School Parents Qld' is the body representing all Parents and Friends Associations in Catholic Schools in Queensland
 - x. 'annual levy' is the fee applied by Catholic School Parents Qld to the parents of each child attending a Catholic school in Queensland, paid annually
 - xi. 'community members' are teachers, staff, and other members of the Parish school community interested in pursuing the direction and policies of the school; the definition of 'Community members' is agreed at an Annual General Meeting, General Meeting or special General Meeting.
- b. [Insert school name here](#) is committed to promoting and nurturing active partnerships with families and the wider community so that all have authentic opportunities to participate in the life and activities of the school. Student learning is enriched through positive and reciprocal partnerships with parents.
- c. This Constitution provides direction for the establishment and operation of the Forum. In doing this, the Constitution
 - i. makes clear the purpose of the Forum

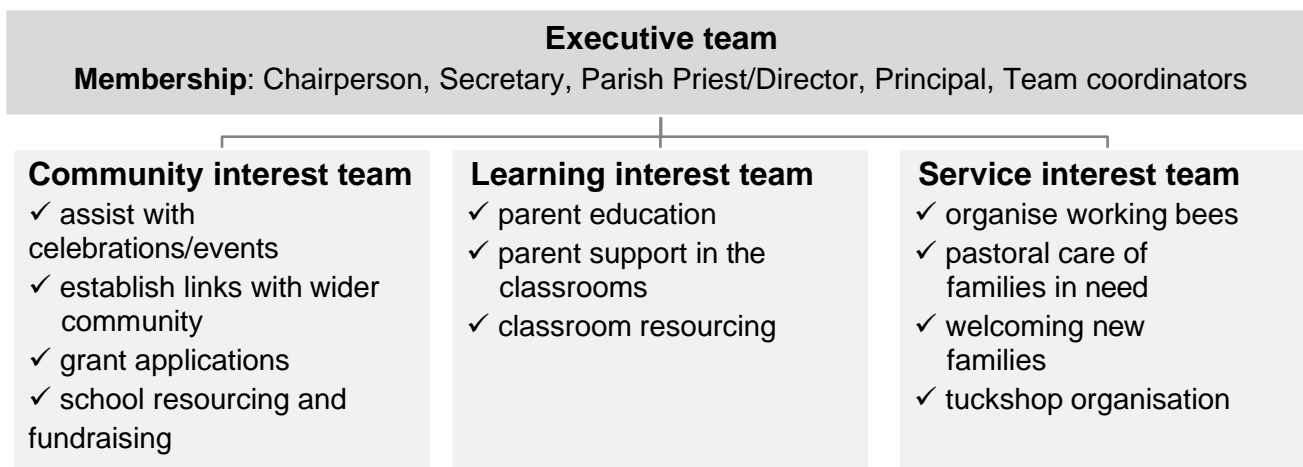
- ii. sets guidelines for the leadership structure, membership and meeting procedures
- iii. proposes an agenda for Forum meetings
- iv. sets guidelines for the proper management of any finances
- v. allows flexibility for amendments to the Constitution to suit local circumstances
- vi. sets standards and expectations for appropriate conduct and participation.

3. Purpose

- a. The Forum is a formal structure, approved by the Bishop, for parents to engage in the educational mission of the Catholic school. As such, the purpose of the Forum accords with the content of the documents 'The Catholic School' (Sacred Congregation for Catholic Education, Rome 1977), the 'Code of Canon Law' (1983), and 'The Catholic School on the Threshold of the Third Millennium - Congregation for Catholic Education' (1997).
- b. The Forum supports the work of the principal and staff in implementing a comprehensive and contemporary education program. Parents have an advisory role in decisions made in the development and implementation of the strategic plan and policies of the school as well as the provision of resources which support the educational endeavour of the school.
- c. All members are welcome to attend the meetings and assist in
 - i. developing a positive and affirming community spirit
 - ii. supporting the work of the principal and staff
 - iii. providing feedback to the principal and staff on school initiatives, policies and strategic direction
 - iv. prudent and consultative decision-making
 - v. promoting interaction between home and school, parents and teachers
 - vi. encouraging parent engagement with their child's learning and school life
 - vii. deepening parent understanding of teaching and learning programs
 - viii. promoting the school in the wider community
 - ix. creating a forum for discussion
 - x. the provision of resources to support the educational program.
- d. The Forum is an affiliate of the Catholic Schools Parents Qld and CSPQ – Diocese of Toowoomba. Affiliation requirements are determined by the Council.
- e. The Forum will not
 - i. affiliate with any political body or party
 - ii. affiliate with any association whose objectives are inconsistent with the purpose outlined above
 - iii. become incorporated.

4. Structure, membership and meeting procedures

- a. The diagram below shows a **suggested** structure for the Forum.



b. Executive team

- i. Membership of the Forum Executive team will consist of: ordinary members filling the positions of Chairperson, Secretary and Team coordinators; the Parish Priest/Director, and principal or their nominees as ex-officio members. CSPQ – Diocese of Toowoomba delegates may also form part of the Executive team.

c. Election of the Executive team

- i. At the Forum Annual General Meeting, all current ordinary members of the Executive team will step-down from office but will be eligible for re-election or re-appointment subject to the terms of this Constitution.
- ii. The term of office of the elected Executive team members is one year with the right to serve a maximum of 2 consecutive full terms in the one position.
- iii. Having served the maximum term in one position a member may stand for election for another position on the Executive team.
- iv. If an Executive team member has served their maximum term and no nomination is forthcoming for that position, the ordinary members may re-appoint the incumbent to that position for a further 12-month period.

d. Termination of membership of the Executive team

- i. Any member of the Executive team may resign at any time by giving notice in writing to the Secretary; the resignation will take effect at the time the notice is received by the Secretary unless a later date is specified in the notice.
- ii. Any member of the Executive team may be removed from office at a specially convened meeting of the Executive for that purpose if the member
- fails to comply with any of the provisions of this Constitution or
 - conducts him/herself in a manner considered to be injurious and prejudicial to the reputation, mission or interests of the school.

- iii. The member concerned will be given fair opportunity to present his/her case to the Executive team, and if the Executive team resolves to terminate his/her membership it will advise the member in writing within seven days accordingly.
 - iv. The question of termination will be determined by the majority vote of the Executive team members present at that meeting.
 - v. The Executive Director: Catholic Schools, reserves the right to remove from office a member or members of the Executive team for reasons specified in 4.d.ii.
- e. Vacancies on Executive team
 - i. The Executive team has the authority to appoint a member to fill any casual vacancy caused by the resignation or removal of an Executive team member until the next Annual General Meeting.
 - ii. Such an appointment will be ratified at the next scheduled General Meeting of the Forum.
- f. Functions of the Executive team
 - i. Except as otherwise provided by this Constitution and subject to resolutions of the members of the Forum carried at any Annual General Meeting or General Meeting the Executive team will
 - manage the administration of the affairs, including the possessions and funds of the Forum
 - interpret and apply the Constitution with regard to any matter concerning the activities of the Forum
 - formulate bylaws for the Forum for adoption, repeal or amendment by a meeting of members; such bylaws designed to promote the good governance and management of the Forum.
- g. Meetings of the Executive team
 - i. The Executive team may meet separately from the General Meeting as required during its term of office to exercise its functions; decisions taken at meetings of the Executive team will be tabled at the next General Meeting for ratification or reporting purposes.
 - ii. A special meeting of the Executive team may be convened by the Chairperson, upon the reasonable request of another Executive team member.
 - iii. At every Executive team meeting a simple majority of the Executive team members will constitute a quorum; the Executive team may meet, subject to the Constitution and regulate its proceedings as it thinks fit, provided that questions arising at any meeting of the Executive team will be decided by consensus or a majority of votes and where a vote is tied the motion lapses so that the status quo is maintained.
- h. Forum interest teams
 - i. Forum interest teams are 'fit for purpose' groups which are convened to fulfil a need identified by the Executive team.
 - ii. Membership of Forum interest teams will include an Interest team coordinator and any number of people with the skills or interests to achieve the objectives or tasks of the team.
- i. Appointment of Interest team coordinators and members
 - i. The Interest team coordinator/s will be elected at the Annual General Meeting.
 - ii. The term of office of the appointed an Interest team coordinator/s will be 12 months

with a maximum of two (2) terms.

- iii. A person may nominate themselves or another to join an Interest team according to their skills and/or interest level.
- j. Termination of Interest team coordinators
 - i. Any Interest team coordinator may resign at any time by giving notice in writing to the Secretary; the resignation will take effect at the time the notice is received by the Secretary unless a later date is specified in the notice when it will take effect on that later date.
 - ii. Any Interest team coordinator may be removed from that role at a specially convened meeting of the Executive team for that purpose if the member
 - fails to comply with any of the provisions of this Constitution or
 - conducts him/herself in a manner considered to be injurious and prejudicial to the reputation, mission or interests of the school.
 - iii. The member concerned will be given fair opportunity to present his/her case, and if the Executive team resolves to terminate his/her appointment it will advise the member in writing accordingly.
 - iv. The question of termination will be determined by the majority vote of the Executive members present at that meeting.
 - v. The Executive Director: Catholic Schools, reserves the right to remove from office an Interest team coordinator for reasons specified in 4.j.ii.
- k. Functions of the Interest team coordinators
 - i. except as otherwise provided by this Constitution and subject to resolutions of the members of the Forum carried at any Annual General Meeting or General Meeting, the coordinators will
 - discuss and plan activities to address the objectives of the Forum
 - attend General and Executive meetings to seek approval and/or endorsement of the Interest team's activities
 - operate within the parameters set by the Executive and under the direction of the principal.
- l. Meetings of the Interest teams
 - i. All Interest teams meet as required, as determined by the Coordinator, to organise the activities or plans for their designated area/s of responsibility.

5. Forum Annual General Meeting and General Meeting agendas

- a. Meetings of the Forum
 - i. Annual General Meetings are usually held in conjunction with the first General Meeting.
 - ii. General Meetings are held each term ie four (4) General Meetings including the Annual General Meeting.
 - iii. Special General Meetings are called by the Chairperson for a specific purpose.
- b. Quorum
 - i. At the Annual General Meeting <insert number> members will constitute a quorum and at a General Meeting <insert number> members will constitute a quorum.

- c. Agenda of Forum Annual General Meeting
 - i. The business to be transacted at every Annual General Meeting will include
 - the presentation of the minutes of the previous Annual General Meeting
 - business arising from the minutes
 - the Chairperson's report
 - the principal's report, including presentation of the annual budget and annual priorities
 - the election of members of the Executive team, including CSPQ – Diocese of Toowoomba delegates (if applicable)
 - review and distribution of the Parent Engagement Charter
 - notification to Catholic Parents Qld of the membership of the Executive team, including the delegate/s on the CSPQ – Diocese of Toowoomba (if applicable)
 - review of bylaws including setting of annual levy.
- d. Agenda of Forum General Meetings
 - ii. The business to be transacted at every General Meeting will include
 - the presentation of the minutes of the previous General Meeting
 - business arising from the minutes
 - the Chairperson's report including presentation of year to date financial update
 - CSPQ – Diocese of Toowoomba delegate/s report (if applicable)
 - the Interest team coordinators' reports (if applicable)
 - the Principal's report which may include
 - annual budget progress report and progress reports on school priorities
 - report from the Assistant Principal: Religious Education (APRE) on Religious education matters
 - reports from other school staff on school initiatives as appropriate
 - presentation of draft policies for feedback and education
 - building/facilities update
 - other agenda items.
- e. Calling and conduct of meetings
 - i. The Chairperson will convene the Annual General and General Meetings of the Forum by scheduling and communicating meeting dates at the beginning of the year; the Executive team will determine the manner by which these dates are communicated.
 - ii. The Chairperson will convene special General Meetings when reasonably requested in writing signed by a majority of the Executive team or not less than eight (8) ordinary members and clearly stating the purpose for which the special General Meeting has been requested.
 - iii. Unless otherwise provided by this Constitution, at every Executive Meeting, Annual General Meeting, General Meeting and special General Meeting the Chairperson, or in his/her absence a Chairperson elected by resolution of a majority of the members present at the meeting, will chair the meeting.

- iv. The Chairperson will conduct all meetings in accordance with agreed and accepted rules for the conduct of meetings.
- v. Matters at meetings will usually be decided by consensus but should a deadlock occur a vote of all members of the Forum present will be taken and a majority decision will apply.
- vi. Should a vote be required every ordinary member present will be entitled to one vote; where a vote is tied the motion lapses so that the status quo is maintained.
- vii. Voting will be by show of hands, unless a simple majority of members present move that a secret ballot be conducted; the Chairperson will appoint two members to conduct the secret ballot in such manner as he/she will determine; the result of the ballot as declared by the Chairperson will be deemed to be the resolution of the matter.
- viii. The Secretary will maintain accurate minutes of all questions, matters, resolutions and other proceedings of every meeting of the Executive team, the Annual General Meeting, General Meetings and any special General Meetings; minutes will be available for parents to access and read.

6. Alteration of the Constitution

- a. This Constitution may be amended at an Annual General Meeting or General Meeting where the suggested change/s is/are made available to all members at least one week prior to the scheduled meeting date.
- b. Notice of any proposed amendment/s should be given in writing to the Secretary; the notice should be signed by four (4) ordinary members who support the proposal; immediately following receipt of such Notice, and at least one week before the meeting, the Secretary will make available to all members the proposed amendment to be considered at the Annual General Meeting or General Meeting.

7. Funds

- a. The income and any assets of the Forum will be applied in promotion of its objectives.
- b. The financial year of the Forum will be from 1 January to 31 December; the funds of the Forum will be banked by the school/college Finance Secretary/Business Manager, into an account assigned to the Forum or approved by the principal.
- c. Proper books and accounts will be kept and maintained showing correctly the financial affairs of the Forum, and the particulars usually shown in books of like nature; such books are to be open for inspection at all reasonable times by any member who requests an inspection; the Chairperson should present an updated report to each General Meeting.
- d. All moneys will be banked as soon as practicable after they are received.
- e. Accounts for payment will be presented for approval at an Executive team meeting or the next General Meeting.
- f. The Forum will not borrow money.
- g. The Forum will manage all funds in accordance with an annual budget.
- h. As soon as practicable after the end of each year, the Chairperson will arrange a statement of receipts and payments, income and expenditure, and a balance sheet for the financial year just ended; all such statements will be examined by the school's auditor, who will present his/her Financial Report to the Secretary prior to the holding of the next Annual General Meeting following the calendar year in which the audit was made.
- i. In the event that this is not possible, the audited Financial Report will be presented to the

next General Meeting following the Annual General Meeting.

- j. Executive team members will hand to the successor all records and accounts as soon as the successor has been appointed.
- k. All cash will be placed in the school safe, during and immediately following a school event; cash will not be taken to a Forum member's residence for any reason; if deemed necessary the principal will nominate two (2) members of the school staff to oversee the counting, banking and receipting of all funds; the counting of cash will take place in a secure location within the school administration building.

8. No agency of the school

- a. The Forum will not hold itself out as agent of the school and has no authority to bind the school.
- b. The Forum cannot enter into any contracts without the authority and agreement of the principal.

9. Dissolution

- a. The Forum will be dissolved
 - i. if the membership or attendance is fewer than three persons, or
 - ii. if a resolution to that effect is carried by a vote of three-quarters majority of the members present at a special General Meeting convened to consider the question.
- b. In such an event, the financial and other assets of the Forum remaining after the payment of all expenses and other liabilities will automatically transfer to the diocese.

10. Certification

- a. We certify that this is a true and correct copy of the Constitution of *insert name of Forum*.

Chairperson's name		Date	
Chairperson's signature			
Secretary's name		Date	
Secretary's signature			