



Good Samaritan College

success through industry

Community Engagement Network Constitution



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Foreword

Good Samaritan College operates with the consent of the Catholic Bishop of Toowoomba and is governed by The Corporation of the Roman Catholic Diocese of Toowoomba.

As a Catholic school, Good Samaritan College considers the partnership with parents, families and community members as crucial in the education of each student and to the school being actively involved within the local community. As a college, we welcome the involvement of parents and families in all aspects of school life and commit to nurturing active partnerships.

The creation of a Community Engagement Network has come about in response to requests to consider an alternative model to the School Board and Parents and Friends Association, acknowledging the changing nature of families and schools and evolving ways of working together. This Network continues to honour the place of parents and families in the life of the College through providing an effective avenue for parents and families to come together to be informed, consulted and learn in relation to school planning, policy, decision-making and education programs and engage in activities, projects and events that build community.

Community Engagement Network Constitution

This Constitution was adopted at the first Forum on 09/05/23.

1. Name

- a. The formal name of the group and its activities is the Good Samaritan College Community Engagement Network (CEN), referred to as 'the Network'.

2. Interpretation

- a. In this Constitution unless the context otherwise requires
 - i. 'parent/guardian' 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/guardian of a child currently enrolled at the school
 - iv. 'Forum' means the meetings facilitated by the Principal with ordinary members
 - v. 'Working parties' means those 'ordinary members' who work together on projects, events and activities as determined by the Principal
 - vi. '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
 - vii. 'delegate' means an 'ordinary member' delegated to act as a representative on the CSPQ – Diocese of Toowoomba
 - viii. 'Catholic School Parents Queensland' is the body representing all Parents and Friends Associations in Catholic Schools in Queensland
 - ix. 'annual levy' is the fee applied by Catholic School Parents Queensland to the parents of each child attending a Catholic school in Queensland and is paid annually.
- b. This Constitution provides direction for the establishment and operation of the Network. In doing this, the Constitution
 - i. makes clear the purpose of the Network
 - ii. sets guidelines for the leadership structure, membership and Forum procedures
 - iii. explains key Network activities that include Forums and Working parties
 - iv. sets guidelines for the proper management of any finances
 - v. allows flexibility where determined to suit local circumstances
 - vi. sets standards and expectations for appropriate conduct and participation.

3. Purpose

- a. The Network is a formal structure, approved by the Bishop, for parents/guardians to engage in the educational mission of the Catholic school. As such, the purpose of the Network 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 Network supports the principal and staff in implementing a comprehensive and contemporary education program. Parents/guardians 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 to support the educational programs of the school.
- c. All parents/guardians are welcome to be ordinary members of the Network 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/family engagement with their child's learning and school life
 - vii. deepening parent/family understanding of teaching and learning programs
 - viii. promoting the school in the wider community
 - ix. the provision of resources to support the educational program.
- d. The Network is an affiliate of the Catholic Schools Parents Queensland and CSPQ – Diocese of Toowoomba. Affiliation requirements are determined by the CSPQ.
- e. The Network 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 Forum procedures

- a. Principal's role
 - i. At the Network's first Forum of the year, the principal is to revisit the constitution with the Ordinary members to ensure understanding and engagement.
 - ii. Consistent with this Constitution the principal will
 - manage the administration of the affairs, including the plan, possessions and funds of the Network as described in this Constitution
 - interpret and apply the Constitution with regard to any matter concerning the activities of the Network.
- b. Working parties
 - i. Working parties are 'fit for purpose' groups which are convened to fulfil a need identified by the Network.
 - ii. Membership of Working parties will include a Working party coordinator and any number of people with the skills or interests to plan, implement and review a project, event or activity as determined by the principal.
- c. Appointment of Working party coordinators and members
 - i. The Working party coordinator/s will be elected at the first Forum of the year or as required at subsequent Forums.

- ii. The term of office of the appointed a Working party coordinator/s will be determined by the project, event or activity that is being coordinated.
 - iii. A person may nominate themselves or another to join a Working party according to their skills and/or interest level.
- d. Termination of Working party coordinators
- i. Any Working party 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 principal unless a later date is specified in the notice when it will take effect on that later date.
 - i. Any Working party coordinator may be removed from office 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.
 - ii. A recommendation in relation to a termination and the reasons for considering termination is to be made by the principal to the Senior Education Leader.
 - iii. The Working party coordinator concerned will be given fair opportunity to present his/her case to the Senior Education Leader.
 - iv. The Senior Education Leader will advise the Working party coordinator of the decision, in writing, within seven days.
 - v. An appeal of the Senior Education Leader's decision can be made by the Working party coordinator to the Executive Director: Catholic Schools who makes the final determination to uphold or overturn this decision.
 - vi. The Executive Director: Catholic Schools, reserves the right to remove from office a member or members of the Executive for reasons specified in 4.d.ii.
- e. Functions of the Working party coordinators
- i. Except as otherwise provided by this Constitution and subject to resolutions of the members of the Network carried at any Forum, Working party coordinators will
 - operate within the parameters set by and under the direction of the principal
 - discuss and plan the project, event or activity
 - attend Forums to seek approval and/or endorsement of the Working party's plans.
- f. Meetings of the Working parties
- i. All Working parties meet as required, as determined by the Working party coordinator to plan and implement the approved project, event or activity.

5. Forums

- a. Forums
- i. Forums are to be held at least four times a year.
 - ii. Forums are to be designed to inform, educate or consult with parents/guardians and are to be linked to the school strategic and annual action plan, policy development or review and/or education priorities and programs.
 - iii. An agenda for each Forum is to be determined by the principal and communicated to ordinary members as per this Constitution.
 - iv. The first Forum of each year is to include the requirements described at 5b.

- v. Subsequent Forums are to include the requirements at 5c.
 - vi. Special Forums can be called by the principal for a specific purpose.
- b. Agenda for first Forum of the year
- i. The business to be transacted will include
 - the presentation of the minutes of the previous first Forum of the year
 - business arising from the minutes
 - the principal's report, including presentation of the Strategic plan, Forum topics and Working party projects, events and activities (inclusive of budget)
 - the election of working party coordinators, including CSPQ – Diocese of Toowoomba delegates (if applicable)
 - noting of the annual levy to be paid to CPSQ.
 - ii. After the first Forum the principal is to notify CPSQ of the membership of the Executive, including the delegate/s on CSPQ – Diocese of Toowoomba (if applicable).
- c. Agenda of subsequent Forums
- i. The business to be transacted at subsequent Forums will include
 - the presentation of the minutes of the previous Forum
 - business arising from the minutes
 - CSPQ – Diocese of Toowoomba delegate/s report (if applicable)
 - the Working party coordinators' reports (if applicable)
 - the Principal's report which may include
 - progress of Strategic plan initiatives and associated budget
 - implementation of school policy
 - progress reports on school operational matters including building, facilities and budget
 - Religious Education and Religious Life of the School.
- d. Calling and conduct of Forums
- i. The principal will schedule and communicate Forum dates and agendas at the beginning of each school year; and determine the manner by which this information is communicated.
 - ii. The principal will convene special Forums if and when required.
 - iii. The principal will conduct all Forums in accordance with agreed and accepted rules for the conduct of Forums.
 - iv. Matters at Forums 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.
 - v. 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.
 - vi. Voting will be by show of hands, unless a simple majority of ordinary members present move that a secret ballot be conducted; the principal will appoint two ordinary members to conduct the secret ballot in such manner as he/she will determine; the result of the ballot as declared by the principal will be deemed to be the resolution of the matter.

- vii. Accurate minutes of all questions, matters, resolutions and other proceedings of every meeting of the Executive, Forums and any special Forums will be maintained and available for parents to access and read.

6. Alteration of the Constitution

- a. Clauses of this Constitution pertaining to structure and membership of working parties and frequency and timing of meetings may be amended at the first Forum of the year or any other Forum where the suggested change/s is/are made available to all ordinary members at least one week prior to the scheduled Forum date.
- b. Notice of any proposed amendment/s should be given in writing to the principal; the notice should be signed by four ordinary members who support the proposal; immediately following receipt of such Notice, and at least one week before the Forum, the principal will make available to all members the proposed amendment to be considered at the first Forum of the year or a subsequent Forum.

7. Funds

- a. The income and any assets of the Network will be applied in achievement of the strategic plan and associated priorities of the school.
- b. The financial year for the Network will be from 1 January to 31 December.
- c. The funds generated by the Forum's activities will be banked by the school finance officer, into the school's operating account. Transactions will be coded to the Network and its planned activities.
- d. The principal is to present an updated report to each Forum of how funds have been expended as per the approved Network plan.
- e. All moneys will be banked as soon as practicable after they are received.
- f. The Network is not to hold assets and are to operate in a 'not-for-profit' model ie any funds generated are to be applied to meeting the priorities of the school.
- g. The Network will not borrow money.
- h. As soon as practicable after the end of each year, the Network's financial transactions will be audited as a part of the school's annual audit. A statement of transactions will be presented at first Forum in the following the calendar year in which the audit was made.
- i. In the event that this is not possible, the statement of transactions will be presented to the next Forum.
- j. Where practicable, all cash will be placed in the school safe, during and immediately following a Network coordinated event; cash will not be taken to a Network member's residence unless approved by the principal. If deemed necessary the principal will nominate two 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 Network will not hold itself out as agent of the school and has no authority to bind the school.
- b. The Network cannot enter into any contracts without the authority and agreement of the principal.

9. Dissolution

- a. The Network 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 Forum convened to consider the question.
- b. In such an event, the financial and other assets of the Network remaining after the payment of all expenses and other liabilities will automatically transfer to the school.

10. Approval

This Constitution for the Community Engagement Network at Good Samaritan College was approved by the Executive Director: Catholic Schools on behalf of The Corporation of the Roman Catholic Diocese of Toowoomba on 5 December 2024.

11. Version control and history

Effective date

5 December 2024

Review date

5 December 2027