1. Profile of Our School

History of the school

Mother of God Primary School is situated in East Ivanhoe and is located in an established residential area in the north-eastern suburbs of Melbourne. Mother of God School was officially opened to the parish community in 1963 and remains a part of the Catholic Parish of Ivanhoe today. The Sisters of St Joseph of the Apparition were appointed to teach in the parish school. Mother of God has an enrolment of approximately 140 students. We value the community aspect of school life and, as stated in our Vision statement, we invite, instruct, initiate and invigorate all who come to our school. Mother of God is committed to the continual development of a performance and development culture. Mother of God provides a well-resourced learning environment well equipped for learners of the 21st Century. Mother of God has a culture of inquiry that also reflects the Catholic dimension of our school community enabling our students to be responsible and engaged learners.

Vision Statement
2. The Governing Principles for the School Board

Accountability

Collegiality

Confidentiality

Consensus

Diversity

Dynamic Debate

Engagement

Participation

Partnership

Respect

Transparency

Trust
3. Governance and Authority

With the approval and under the direction of the Archbishop of Melbourne, Mother of God Primary School, has been established to provide Catholic education, according to the precepts, teachings and practices of the Catholic Church. This school is administered by the Parish Priest of the Catholic Parish of Ivanhoe under the supervision of the Archbishop of Melbourne and is acknowledged as Catholic by his authority.

The governance of this school is undertaken by the Parish Priest with the support of the Principal. The Parent Representative Council (PRC) provides advice to the Principal within the context of this Constitution and the school’s Vision statement.

The Parish Priest reserves his authority in matters relating to:

- the Catholicity of the school
- diocesan regulations
- employment of staff
- the formation and dissolution of the board
- appointment of board members and office bearers
- the appointment and dismissal of the Principal
- school finances.

Within the provisions of Canon Law, the PRC is responsible to the Parish Priest, who in turn is subject to the vigilance of the Archbishop of Melbourne.

The PRC has no responsibility for the internal management and administration of the school, which are the responsibility of the school principal.

4. Definitions

The Archbishop is the Catholic Archbishop for the time being of the Archdiocese of Melbourne or the person duly appointed to administer the Archdiocese.

The Parish Priest is the Parish Priest for the time being of the Catholic Parish of Ivanhoe or the person duly appointed to administer the Parish.

The PRC is the body responsible for advising the Principal according to the provisions of this Constitution.

5. Land and Buildings

   a. The ownership of land and buildings thereon is vested in the Roman Catholic Trusts Corporation for the Diocese of
Melbourne, which shall hold such in trust for the parish in accordance with Canon Law.

b. The costs of all land and buildings, comprising buildings equipped to satisfy the requirements of a parish school, shall be underwritten by the Parish.

6. The Parent Representative Council (PRC)

6.1 The PRC shall be composed of at least nine members who appreciate, value and share the educational mission and ethos of the Catholic Church. It shall consist of:

(a) the Parish Priest (ex-officio)
(b) the school Principal, who shall be the executive officer of the board (ex-officio)
(c) the school Deputy Principal or staff representative (ex-officio)
(d) seven (7) parents of children attending the school elected by the parents of the school ideally selected by the class level their child attends, so each year level is represented
(e) other persons co-opted for a period of time to serve a particular need on the PRC.

6.2 The PRC should meet at least 8 times per year and at least once in every school term.

6.3 An Annual General Meeting (AGM) of the PRC shall be held each school year.

7 Office Bearers

7.1 Following the AGM, the PRC will elect from its own members a chairperson. Ex-officio members and employees of the school shall not be eligible to hold the office of Chairperson.

7.2 The PRC will elect a Deputy Chairperson who will carry out the duties of Chairperson in his/her absence.

7.3 The PRC will appoint a secretary from its membership.

7.4 The PRC will appoint a treasurer from its membership.

8 PRC Committees

8.1 The PRC shall establish at least two standing committees:

- the PRC Executive Committee
- the PRC Fund Raising Committee / Events Coordination

8.2 Other committees, or working parties, may be established by the PRC in response to identified needs of the PRC.
9 The Executive Committee

9.1 The PRC shall form an Executive Committee which may comprise:
   (a) Chairperson
   (b) Parish Priest, or his nominee
   (c) non ex-officio members of the PRC
   (d) Principal
   (e) PRC secretary.

9.2 The Executive Committee provides support to the Principal and the PRC and operates with terms of reference determined and ratified by the PRC.

10 The Fund Raising Committee (Events Coordinator)

10.1 The PRC shall form a Fund Raising Committee which may comprise:
   (a) Events Coordinator as appointed by the PRC
   (b) Principal, or staff nominee
   (c) 1 non ex-officio members of the PRC and the PRC Treasurer

10.2 The Fund Raising Committee provides support to the Principal and the PRC and operates with terms of reference determined and ratified by the PRC to raise funds for school related purposes.

11 PRC responsibilities

The specific responsibilities of the board are to:

11.1 Promote the Catholic ethos of the school and to support the Religious Education programs

11.2 Support the development and promotion of community, in particular the community of the Catholic Parish of Ivanhoe

11.3 Act as a forum for discussion on matters concerning education in the school

11.4 Provide advice on the development and review of school policies

11.5 Provide advice on budget planning and finance-related matters

11.6 Contribute to the selection process for the school Principal.
12 Appointment of PRC Members

12.1 The Parish Priest will appoint PRC members nominated or elected under categories 6.1 (d) and (e).

12.2 In the event of a casual vacancy, the vacancy will be filled by appointment of the Parish Priest via a recommendation of the PRC. Any person appointed to a casual vacancy shall hold office for the balance of the term of the PRC member who is vacating the position.

12.3 The terms of appointment for members of the PRC are as follows:
- The seven (7) parents of children at the school will be eligible for election each year to a maximum term of three years
- Attend a minimum of 5 meetings within a calendar year

12.4 The quorum for a meeting of the PRC shall be ½ the membership plus one including the School Principal or staff representative. The School Principal or staff representative must be in attendance at each meeting of the PRC.

12.5 The term of appointment for the PRC office bearers will be for each calendar year and may be eligible for re-election.

13 PRC Handbook

Based upon this Constitution, the school PRC shall produce and follow a Handbook to guide the operations and protocols of the PRC.

14 Change of Constitution

14.1 This Constitution may be changed only if the Parish Priest, after consultation with the PRC, decides upon alterations or accepts any alterations proposed by two-thirds of the members of the PRC.

14.2 Notice of any proposed change to the Constitution must be given to PRC members, in writing, 14 clear days in advance of an extra ordinary PRC meeting called specifically for the purpose of discussing the matter.

14.3 Notwithstanding the above, the Parish Priest may direct change(s) to the Constitution at any time.

15 Confidentiality and Solidarity

PRC confidentiality and solidarity are key ingredients in building trust among PRC members. At times, there will be a good reason to declare an issue, a paper and/or a discussion as confidential. This should be done by the chairperson prior to a PRC meeting.
PRC members should also respect the right of individuals to express their views freely at PRC meetings without fear of being named outside the PRC meeting as taking particular positions. A sense of trust and harmony among PRC members is vital for the wellbeing of the PRC.

This Constitution was ratified by the Parish Priest of the Catholic Parish of Ivanhoe in March 2014 by Fr. Thang Vu Parish Priest of the Catholic Parish of Ivanhoe.