Maximise your participation in your child’s education by joining the School Education Board.

The Sacred Heart School Education Board is made up of interested parents and teachers who review and discuss the issues that affect the life of our school. The Annual General Meeting of the School Education Board will be held on Wed Mar 11, 2015 in the school staff room at 7pm. All positions will be made vacant and we are calling for nominations from people interested in being more involved in their children’s education. Please obtain a role description and nomination form from the office. Nominations will close on 25 February.

Name of Nominee ___________________________________________

Contact ph. no. for the Nominee (H)_______________________ (M) _______________________

Children at the school (1) ___________________________ Class ____ (2) ___________________________ Class ____
(3) ___________________________Class ____ (4) ___________________________ Class ____

Reasons for Nomination
Please include your experiences that would enhance your position as a member of the School Education Board.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Signature of the Nominee: ________________________________________________________________

Seconded by: Name:__________________________________________ ph. No. (H)_____________________
Signature ______________________________________________ (M)_________________________

Children at the school (1) ___________________________ Class ____ (2) ___________________________ Class ____
(3) ___________________________Class ____ (4) ___________________________ Class ____

Reasons for supporting the above nomination:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Please note: This document is confidential between the Nominee, Seconder, Parish Priest and Principal.
Nomination Process:
All parents of children in the school are welcome to apply to be a member of the School Education Board.

School Education Board Members:
1. Complete School Education Board Nomination Form (available from school office)
2. Ask another parent at the school to ‘second’ your nomination (see form)
3. Hand completed form to Parish Priest
4. Meet with Parish Priest to discuss your nomination
5. Appointment of board members by Parish Priest and Principal is notified
6. New board members presented to the Board by Parish Priest and / or the Principal

Parent Association Member:
1. Complete School Education Board Nomination Form (available from school office)
2. Ask another parent at the school to ‘second’ your nomination (see form)
3. Hand completed form to Parish Priest
4. Meet with Parish Priest to discuss your nomination
5. Nominations are announced to the Parent Association by the Parish Priest or Principal
6. Parent Association elects School Education Board representative from the nominees presented
7. Appointment of board members by Parish Priest and Principal is notified
8. New board members presented to the Board by Parish Priest and / or the Principal

Parish Representative:
1. Parishioner nominated by the Parish Priest with an interest in the life of the School / Parish

Other Person
1. By recommendation of the board, the Parish Priest or Principal may co-opt other persons for a period of time to serve a particular need on the School Education Board

All members of the board including School Education Board Members, Parent Association Member, Parish Representative and Other Person have an active voice (including full voting rights)

Supporting Documents
Sacred Heart Primary School Education Board Constitution
Catholic Education Office Melbourne: Guidelines for Parish / School Education Boards
Reviewed February 2014