1.0 Decree for the Establishment of the Association of Canonical Administrators

With the approval and under the direction of the Bishop of Sale, Nagle College has been established to provide Catholic Education, according to the precepts, teachings and practices of the Catholic Church. The College is administered by the body of Parish Priests (Canonical Administrators) under the supervision of the Bishop and is acknowledged as Catholic by his authority.

The member Parishes of Bairnsdale/Omeo, Lakes Entrance and Orbost are the Parishes for the time being and the person(s) duly appointed to administer these Parishes form the Board of Canonical Administrators.

The Association of Canonical Administrators of Nagle College is hereby established as a private juridical person according to Canon §116. The College will be governed by the Association of Canonical Administrators approved for the Diocese of Sale and by the ordinary administration as defined in Canon Law and determined by the Bishop.

The decree will take effect from September 2016

Given in the State of Victoria, on 26/10/2016

Countersigned

Bishop of Sale
2.0 Statute for Canonical Administrators

The Association of Canonical Administrators of Nagle College, a private juridical person in accordance with the provisions of Canon Law (cf. Canon § 116), set up by decree of the Bishop is governed by the following statutes:

Members
The members of the Parish Priests for the time being, or the person(s) duly appointed to administer the Parishes of:

- Bairnsdale / Omeo
- Lakes Entrance
- Orbost

The members of the collegial body will elect one of its members as the President to act on behalf of the College.

Ownership
According to Agreed Formula
Bairnsdale 79%; Lakes Entrance 17%; and Orbost 4%.

Role:
1. To act within the provisions of the ordinary administration as defined in Canon Law and determined by the Bishop.
2. To oversee and be responsible for the financial arrangements of the College including but not limited to:
   a. Approving budget
   b. Entering into borrowing
   c. Signing contracts
3. To appoint the Principal after ratification from the Bishop. The process of selection is to be according to the Diocesan Policy. The President will sign the contract with the Principal.
4. To approve any major changes in the nature of the College.
5. To carry out such other duties necessary to promote and sustain the purpose of the College.
3.0 Agreed Formula for Ownership

Ownership of the land and buildings of the College shall be vested in "The Roman Catholic Trusts Corporation for the Diocese of Sale" on behalf of the member parishes and according to the Agreed formula.

The agreed formula being: Bairnsdale 79%; Lakes Entrance 17%; and Orbost 4%.
4.0 Profile of Our Parish and School

4.1 History of the Parish and School
The Diocese of Sale is divided into six geographic regions, with varying numbers of parishes and geographic spread. When regions were created in 1998 there were originally seven but in the rapidly growing western end of the diocese, the common interests of two regions prompted them to amalgamate in 2001.

The parishes of Bairnsdale-Omeo and Lakes Entrance-Orbost make up the East Region in the Diocese of Sale. It covers a vast geographic area which includes most of Victoria’s rugged hill country, the Gippsland Lakes and spectacular coast line. The population is small and declining as people leave the area seeking better employment opportunities elsewhere.

4.2 Vision Statement for the Parish

Vision

We are a welcoming community where the word of God, through the message of Jesus Christ is made known and lived.

Our Mission is to:
- Take inspiration from Mary, the Mother of God, to live the message of Jesus Christ
- Empower our community to activate their gifts to build a better world
- Strengthen and grow our faith

4.3 Vision and Mission Statement for the School

Vision Statement

"I have come that they may have life, and have it to the full" John 10:10

Inspired by the life of Christ, our Presentation Heritage and the Salesian Charism, Nagle College is a Catholic community that welcomes, builds strong relationships, evangelises and prepares young people for life.

Mission Statement

So that all members of the Nagle College community can live out the College Motto “Let Your Light Shine”, we will:

- Develop a safe, nurturing and hope-filled community based on Christ’s message of love, justice and service.
- Provide innovative, inclusive and engaging educational pathways that enable students to develop their potential to become lifelong learners in the 21st century.
- Build a culture that promotes and accepts personal excellence.
- Be people of dignity, respect, compassion, resilience and unconditional love.
- Be conscientious stewards of the environment.
- Continue to build sustainable relationships with faith communities, other educational institutions, and community organisations and businesses.
- Create leadership opportunities and provide formation for all members of the college community.
- Celebrate the traditions and rituals of our Catholic Story.
5.0 Parish and School

The relationship between the member parishes and the secondary school in the provision of Catholic education is crucial to the faith development and learning outcomes of students, the enlivening of parish life and the development of community. It is important that schools and boards:

- recognise, develop and maintain fruitful relationships within the parish
- recognise the role of the school in the overall mission of the parish
- recognise the contribution of parish to school
- understand the relationship of school to parish
- play an active role in the life of the parish, including the education of all within the parish.

Catholic schools:

- are partners with parents in the education of their children
- are partners with the Church in faith education
- are community providers of a public service
- are available to families across Victoria, in city and remote areas
- are committed to the achievement of the public goals of excellence and equity
- are significant service providers delivering a cost-effective service to the community
- practise and celebrate Christian values
- offer an outstanding education as schools of first choice for Catholic parents
- provide religious education and opportunities for faith development in communities where prayer and sacramental celebrations are integral
- are welcoming communities and promote quality interpersonal relationships
- are inclusive, safe and foster a strong sense of wellbeing
- educate students for engagement in civic and public life, involving community service and issues of social justice
- provide high quality academic, social and vocational education
- build environments focused on achievement, challenge, creativity and enjoyment
- include highly qualified and caring teachers committed to the ethos of Catholic education
- are accountable for the proper expenditure of government funds and parent fees
- are accountable to parents and governments for student learning.

6.0 The Governing Principles for the School Advisory Board

The establishment of School Advisory Boards coincided with the changes brought about by Vatican II for the laity to take a more active role in the Church and the expansion of the Catholic education sector in the late 1960s and 1970s.

The Bishop of Sale supports the establishment of School Advisory Boards for secondary schools which encourage partnership and participation of school, parish and the wider community in the life of the school and parish.

While the provision of a school environment that supports the Catholic ethos is largely the responsibility of the parish priest, principal and school staff; School Advisory Boards play a significant role in supporting the spiritual and educational welfare of students.
In all juridic matters, the Parish Priest acts in the person of the parish, in accordance with Canon law. The power of jurisdiction (Can. 129 § 1) is those with Sacred Orders.

Lay members of Christ’s faithful can co-operate in the exercise of this same power in accordance with Canon Law. (Can. 129 § 2).

Canonical Administrators/Parish Priests are authorised by the Church as civil and canonical owners. This authority cannot be delegated.

The School Advisory Board operates as the principal consultative and advisory body in the school. The School Advisory Board is accountable to the Canonical Administrators. This body acts as an advisor on strategic planning, support to the Principal, school renewal and development, policy, and general leadership. The sole purpose ultimately being to serve and work towards the mission and vision of the School.

7.0 Governance and Authority

7.1 Parish and Canon Law

Within the provisions of Canon Law, the Parish Priest in consultation with the parish community is responsible for providing for the Catholic education of parish children and young adults as well the catechetical formation of the faithful and outreach to those who are no longer practising their faith or who do not profess the Catholic religion.

The Parish School Advisory Board provides advice to the Parish Priest within the context of this Constitution and the Vision Statement of the parish.

7.2 Diocese

With the approval and under the direction of the Bishop of Sale, Nagle College has been established to provide Catholic education, according to the precepts, teachings and practices of the Catholic Church.

This school is administered by the Association of Canonical Administrators under the supervision of the Bishop of Sale and is acknowledged as Catholic by his authority.

The governance of this school is undertaken by the Canonical Administrators with the support of the principal. The school has been established as and is a not-for-profit organisation.

The Parish School Advisory Board provides advice to the Principal within the context of this Constitution and the school’s Vision and Mission Statements.

The Canonical Administrator reserves his authority in matters relating to:

- The Catholicity of the school
- Diocesan regulations
- Employment of staff
- Contractual Matters
- The formation and dissolution of the Board
- Appointment of Board members and office bearers
- The appointment and dismissal of the Principal
- School finances.
7.3 **Board Responsibility**

Within the provisions of Canon Law, the School Advisory Board is responsible to the Canonical Administrators, who in turn are subject to the vigilance of the Bishop of Sale.

7.4 **Principal**

The School Advisory Board has no responsibility for the internal management and administration of the school, which are the responsibility of the school Principal under the supervision and direction of the Canonical Administrators.

8.0 **Land**

The ownership of the land and buildings thereon shall be vested in the "Roman Catholic Trusts Corporation for the Diocese of Sale, which shall hold such in trust for the member parishes on the basis agreed and set out in the agreed formula.

9.0 **Definitions**

The **Bishop** is the Catholic Bishop for the time being of the Diocese of Sale or the person duly appointed to administer the Diocese.

The **Parish** is as defined by the Bishop of Sale in accordance with Canon Law.

The **Parish Priest** is the Parish Priest for the time being of a member Parish or the person duly appointed to administer the parish.

The **Canonical Administrators** are the Parish Priests of the member Parishes.

The **Parish School Advisory Board** is the body responsible for advising the Parish Priest and Principal according to the provisions of this Constitution.

10.0 **School Advisory Board Purposes**

The purposes of the School Advisory Board are to:

a) act as an advisory body to the Canonical Administrators and Principal, on matters concerning Catholic education in the school

b) act as a forum for discussion on matters concerning education in the school

c) provide a link between the Parish Priest, principal and parishioners in relation to the provision of Catholic education in the parish communities to promote community development by fostering a strong interrelationship between parish and the secondary school.

11.0 **School Advisory Board Responsibilities**

The responsibilities of the Parish School Advisory Board are to:

a) support the Catholic Identity of the school and to support the Religious Education programs
b) provide advice on the development and review of school policies prior to ratification

c) plan for the future of the school and its ability to accommodate future enrolments

d) provide advice on budget planning and finance-related matters

e) contribute to the selection process for the school Principal

f) be a forum for ‘consultation’.

12.0 The School Advisory Board

12.1 Membership

The School Advisory Board shall be composed of at least eight (8) members who appreciate, value and share the educational mission and ethos of the Catholic Church. It shall consist of:

a) the Canonical Administrators (ex officio)
b) the school Principal (ex officio)
c) six (6) Parish representatives These will be parents of children attending the school
d) the College Business Manager (in attendance)
e) a nominee of the Director of Catholic Education of the Diocese of Sale

Up to four (4) other persons co-opted for a period of time to serve a particular need on the School Advisory Board through the Principal

No paid employee of the College may be a parent representative on the Board.

12.2 Ordinary Meeting

12.2.1 The School Advisory Board should meet at least 4 times per year and at least once per term.

12.2.2 A quorum, comprises a majority plus one of the School Advisory Board members at the time of the meeting and members must be present at all time during a meeting.

12.3 Annual General Meeting

12.3.1 The Annual General Meeting (AGM) of the School Advisory Board shall be held once a year.

12.3.2 An annual report is completed towards the end of each year and communicated to the parish communities.
13.0 Office Bearers

13.1 Following the AGM, the School Advisory Board will elect a Chair.

13.2 The School Advisory Board will elect a Deputy Chair who shall carry out the duties of Chair in his/her absence.

14.0 School Advisory Board Executive Committee

14.1 The School Advisory Board shall form an Executive Committee which may comprise:

a) Chair  
b) Deputy Chair  
c) President of the Canonical Administrators, or his nominee  
d) Non ex-officio member of the Board  
e) Principal

The School Advisory Board Executive Committee provides support to the Canonical Administrators and the Parish School Advisory Board and operates with terms of reference determined by the School Advisory Board.

15.0 Other Committees

Other Committees, Sub Committees, or Working Parties, may be established through the School Advisory Board in response to identified needs of the School.

Examples could include:

- Finance Committee
- Fundraising Committee
- Faith Formation Committee
- New Building Committee
- Parents and Friends

A committee must have clear terms of reference and clarity in terms of accountability.

Please refer to Attachment 2.
16.0 Appointment of School Advisory Board

16.1 The Parish Priest will appoint School Advisory Board members nominated or elected under categories 12.1 (c), (d), (e) and as per section 13.

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

16.3 The terms of appointment for members of the School Advisory Board are as follows:

16.3.1 The six parents of children at the school will be elected for three years, and may be re-elected for a maximum of two terms

16.4 The term of appointment for the Board Chair will be for three calendar years and may be eligible for re-election.

17.0 Elections

17.1 The School Advisory Board will make all the required preparations for and ensure the proper conduct of elections.

17.2 Such preparations will include a vigorous recruitment program.

17.3 The School Advisory Board membership is as stated in Section 11.1. Only parents of the children attending the school at the time of the Annual General Meeting shall have the right to:

17.3.1 Nominate a candidate for election

17.3.2 Vote in the election

17.3.3 Be eligible for election to the school advisory board

17.4 The six Parent positions representing their Parish to be filled by election will be elected biennially with two positions to be filled each alternate year, to coincide with the Annual General Meeting.

17.5 The process for the election will be as follows:

17.5.1 The School Advisory Board will call for nominations for the vacant positions of Parent representatives six weeks prior to the date of the Annual General Meeting.

17.5.2 Nominations must be signed by the person nominated and bear the date on which the nomination is made and forwarded to the Principal of the School Advisory Board

17.5.3 Nominations must be lodged in writing with the Principal by the declared return date.

17.5.4 Voting shall be by secret ballot.
17.5.5 Where the number of nominations equals or is less than the number of vacancies, the nominees will be declared elected to the School Advisory Board without the need for a ballot.

17.5.6 Where the number of nominations exceeds the number of vacancies, each person eligible to vote will indicate on the ballot paper, the names of the preferred candidates equal in number to the vacancies.

17.5.7 The Principal or nominee will act as the Returning Officer. This Returning Officer must not be a member of the Board or eligible to be a candidate or vote in the election.

17.5.8 Those candidates up to the number required who have received the greatest number of votes will be declared elected.

17.6 The Returning Officer will be responsible for the conduct of the elections, the determination of which votes are formal and informal, the counting of votes and the declaration of results.

17.7 A member elected or appointed to fill a casual vacancy will be entitled to hold office for the un-expired portion of the original term of office only.

17.8 The maximum term of appointment for any Parent/Parishioner Representative appointed in accordance with Section 11.1 will be for no more than two consecutive terms (i.e. 6 years continuous).
18.0 Returning Officer

18.1 A nomination form will be forwarded to all parents, six weeks prior to the AGM, and will seek the name, signature and date of the nominee. The nomination form must be returned to the school office before the set closure date. Only parents or guardians of students currently at the school are eligible to nominate as candidates and to vote at these elections.

18.2 Soon after nominations close, a ballot paper will be drawn up listing the names of all people nominated in alphabetical order. Those eligible to vote will be asked to indicate their vote by placing a tick beside each of the names of the people they wish to vote onto the School Advisory Board. A voter may vote for one to four candidates, the actual number of votes being determined by the number of vacancies. Each parent or guardian may use only one ballot paper to record his or her vote for the candidates nominated. On completion of voting each parent/guardian is required to place that vote in an envelope, sign the outside front of the envelope and return the signed envelope to the school office.

18.3 Each tick on a returned formal ballot paper will carry equal weight. In the event of a deadlock in counting that makes it impossible to determine the membership, the names of those with equal number of votes will be placed in a hat and the required number of names to fill the remaining vacancy/ies will be drawn out by the Electoral Officer in the presence of the Parish Priest (or his nominee).

18.4 A ballot paper that is not marked in the prescribed way will be declared informal. Informal ballot papers will be put aside and not counted.

18.5 The Electoral Officer will be responsible for the conduct of the elections, the determination of which votes are formal or informal, the counting of votes and the declaration of results. He/she will be responsible for checking all envelopes to determine the eligibility of voters, for opening all envelopes face down and for discarding of all the envelopes and counting the formal votes. The Electoral Officer in not eligible to be a candidate for election, or vote in elections.

The Electoral Officer notifies the Parish Priest of the result and he notifies the successful and unsuccessful candidates.

19.0 Board Handbook

19.1 Based upon this Constitution, the School Advisory Board shall produce and follow a Handbook to guide the operations and protocols of the School Advisory Board.

20.0 Change of Constitution

20.1 This Constitution may be changed only if the Canonical Administrators, after consultation with the School Advisory Board, decides upon alterations or accepts any alterations proposed by two-thirds of the members of the School Advisory Board.

20.2 Notice of any proposed change to the Constitution must be given to School Advisory Board members, in writing, 14 clear days in advance of an Extraordinary School Advisory Board Meeting called specifically for the purpose of discussing the matter.
20.3 Notwithstanding the above, the Canonical Administrators may direct change(s) to the Constitution at any time.

20.4 All changes must be endorsed by the Bishop of Sale.

20.5 Notwithstanding the above, the Bishop may direct change (s) to the constitution.

21.0 Confidentiality and Solidarity

21.1 School Advisory Board confidentiality and solidarity are key ingredients in building trust among 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 Chair prior to a School Advisory Board meeting.

21.2 School Advisory Board members should also respect the right of individuals to express their views freely at meetings without fear of being named outside the meeting, as taking particular positions. A sense of trust and harmony among members is vital for the wellbeing of the School Advisory Board.

22.0 Conflict of Interest

22.1 All members of the School Advisory Board have an obligation to declare any pecuniary interests or conflict of interest with respect to the school and the proper exercising of their duties as School Advisory Board Members.

23.0 The Dissolution of the College

If upon the winding up or the dissolution of the College (other than for purposes of reconstruction, amalgamation, or reorganisation of the College), there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall be paid or distributed to the Member Parishes, according to the agreed formula. If possible this should be used for purposes similar to those of the original foundation, namely Catholic Education. Any disputes from such dispersal shall be referred to the Bishop for arbitration.
This Constitution was ratified by the President of the Canonical Administrators on:

Signed: 

Date: 26-10-2016

This Constitution was ratified by the Bishop of Sale:

Signed: + Pat O'Regan

Date: 
Role Descriptions

1. President

The President of the Canonical Administrators is ex-officio President of the School Advisory Board.

The President:

a) Shares his pastoral vision and offers other spiritual insights that will enrich and improve the quality of the Board's work.

b) Furnishes the Board with vital information and guidance.

c) Ensures that the Board carries out faithfully the policies of the Member Parishes and the Diocese.

d) Participates in discussion, fostering a final consensus. In the event of an unresolved contentious issue, the President has the right to refer the matter to the Director of Catholic Education and to the Bishop.

e) May choose to act as Chair.

2. Principal

The Principal is first and foremost, a professional educator, and is responsible, with the school staff, in accordance with the Catholic Education Commission of Victoria Ltd (CECV) and Diocesan policy for the actual operation of any and all educational programs. The Principal is also the Executive Officer of the School Advisory Board.

As the professional educator, the principal takes a leading part in policy development. It is most often the Principal who sees the need for a policy. It is the Principal who identifies the main issues, or policy elements, states alternative courses of action, and seeks the advice of the School Advisory Board.

Further responsibilities of the Principal include:

a) Sharing fully with the School Advisory Board all information, unless confidential, that may help members in discussion and formulation of recommendations; and servicing the School Advisory Board with reports and recommendations.

b) Helping the School Advisory Board to come to an understanding and an appreciation of the Catholic school, its vision and mission.

c) Advising the School Advisory Board about those professional matters of education that have a bearing on the School Advisory Board's functions.

d) Promoting constant harmony and mutual trust within the School Advisory Board by acting as a community builder.

e) Being a primary contributor to the Christian atmosphere and tone of the School Advisory Board.
f) Facilitating continuing formation of the School Advisory Board members regarding educational trends, and new directions.

g) Supporting fully the School Advisory Board's efforts.

h) Being the official avenue of communication between the School Advisory Board and the staff.

i) Providing all relevant material and research to assist the School Advisory Board in its planning for the future.

3. The Chair

The Chair is the key to the School Advisory Board meeting's success. It is the Chair's responsibility to ensure:

a) That the School Advisory Board functions smoothly and efficiently in accordance with the Constitution. That all members have studied and understand the Constitution and all attachments.

b) That all members abide by the 'Code of Ethics for Board Members'

c) That good communications are established and maintained between the School Advisory Board and all individuals and groups interested in the school's welfare, particularly at a local level.

d) That meetings are kept moving - by focusing on main issues, by helping discussion, and by maintaining enough formality to allow for full participation without unnecessary discussion.

e) That all School Advisory Board members take an active part in discussion, bringing about recommendations that are owned.

f) That School Advisory Board members respect the opinions and view of others and show forth, in their deliberations, principles of Christian justice and charity.

g) That consensus is always aimed at, even though it cannot be achieved in every case. The Chair works to build agreement helps members see where they disagree, and ends discussion when it is obvious that a consensus cannot be reached.

h) That no member - including the Chair, regularly dominates the meeting to the exclusion of the opinions and ideas of others. The Chair seeks other opinions and the expression of opposing views.

i) That harmony and mutual trust are promoted within the School Advisory Board, and members are encouraged to respect other opinions and views.

4. The Minute Secretary (In-attendance)
The Minute Secretary assists the Board and is a member of staff with suitable secretarial skills. His/her responsibilities include:

a) In consultation with the Principal, making the necessary preparations for holding meetings, including circulating agendas and minutes.

b) Ensuring that the minutes of meetings are accurately taken, properly preserved, and circulated to members at least one week before the meeting.

c) Sharing with other School Advisory Board members all information relevant to the School Advisory Board’s operation.

d) Ensuring that School Advisory Board communications are always stated to be "on behalf of the School Advisory Board".

5. Parent Representatives from Member Parishes

a) The Parent Representatives enhance the transparency of the Board and bring a parent perspective to its deliberations.

b) The usual avenue of approach to the Board for parents shall be through the Parent Representatives.

c) The usual avenue of approach to parents by the Board shall be through the Principal.

6. Business Manager (In-attendance)

a) Given the importance of the financial operations of the College, the Business Manager attends meetings to provide regular first hand reports and updates to the membership.

b) Assists the Principal provide budget and current spending figures to the regular meetings thus bringing a financial perspective to the discussions of the Board.
Sub-Committees

1. Committees of the Board

   a) The Board is empowered to appoint committees, as it deems necessary.
   b) Membership of committees is not confined to members of the Board; however, at least one Board member is required to serve on each committee.
   c) The duties of any committee shall be clearly defined by the Board.
   d) Each committee of the Board shall elect its own Chairperson.
   e) Each committee of the Board shall keep Minutes of its meetings and circulate them to members of its meetings.
   f) In all cases a committee of the Board makes its recommendations to the Board.
   g) As soon as a committee's specific task is completed, or even earlier if the Board so determines, the committee is dissolved.
Attachment 3

Code of Ethics for Board Members

Being a member of a Board involves many kinds of responsibilities and relationships. The information that is shared demands a professional ethic that should be understood and observed by all. Board members must know how to handle confidences, what action they should take if complaints are made to them, and how they should relate to their many publics. Policy and procedure with regard to the Code of Ethics should be adequately discussed with new Board members and periodically studied by all concerned.

a) A Board member must give the necessary time and thought to the work of the Board so that effective service may be rendered.

b) A Board member must base his/her personal decision upon all available facts in each situation, and if there is voting he/she must vote with honest conviction unswayed by partisan bias.

c) A Board member must be able to abide by and uphold the final decision of the Board regardless of the stand taken on any issue.

d) A Board member must work with fellow Board members in a spirit of harmony and co-operation regardless of any differences of opinion that will inevitably arise during discussions.

e) An individual member of the Board is not in a position to make personal comments on behalf of the Board. All matters raised with an individual member should be referred to the Board for discussion and action.

f) A Board member must maintain appropriate confidentiality in regard to Board business.

g) Advisory Board confidentiality and solidarity are key ingredients in building trust among members. Members owe no duty of reporting to any member of the community other than such matters that are determined by the Advisory Board for reporting.

h) Advisory Board members should respect the right of individuals to express their views freely at meetings without fear of being named outside the meeting as taking particular positions.

i) A Board member must realize that the welfare of the students comes first in decisions.

j) A Board member is never to use his/her position on the Board to benefit either himself/herself or any other individual or agency apart from the total interest of the school. This applies particularly in the case of letting contracts.

k) A Board member approached with a complaint that is of an internal school administrative or personal nature is to refer the person to the Principal and not become involved in matters that are outside his/her competence. Such matters might include difficulties, disputes or grievances involving a student or parent with a teacher, or grievances involving members of staff. The Board member may, however, wish to follow up the concern personally with the Principal at a later time. If the complaint is about the Principal, the complainant is advised to speak to the Parish Priest.

l) A Board member is to declare any personal interest he or she may have in matters being dealt with by the Board. This applies particularly in the case of difficulties, disputes, grievances or complaints against the school.

m) Each Board member must undertake the duties and responsibilities as set out in the Board Constitution.