

SECTION: STATEMENTS
CODE: S3
STATEMENT NAME: COLLEGE GOVERNANCE STRUCTURE
ADOPTED: APRIL 2010
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PREAMBLE:

The VRQA Minimum Standards for School Registration includes a standard concerning school governance. This standard is as follows:

The governance of a school must be structured to enable the school to develop its strategic direction, effectively manage its finances and fulfil its legal obligations.

The purpose of this statement is to demonstrate that the school's governance is properly structured in relation to its strategic, financial and legal obligations.

STATEMENT:

Governance of Schools in the Diocese of Sale Governance and Strategic Planning

Marist-Sion has a College Advisory Board which is not a canonical authority but which has been delegated specific functions such as:-

- promoting the Catholic nature of the college
- establishing and reviewing the objectives of the college
- ensuring that the curriculum and educational standards are adequate to meet the needs of the students
- planning, implementing and evaluating the financial and building programs necessary for the recurrent and long-term effectiveness of the college
- overseeing the college's finances.

The canonical authorities of Diocesan schools are also the employers of principals and staff in their schools. Employers of Catholic school staff delegate to principals the leadership and management responsibility for all operational matters related to the school.

Online and print publications on CEVN can assist Catholic secondary school boards to perform their functions.

Financial

The school's Annual Financial Statement (AFS) to the CECV includes details of receipt and expenditure of funds. From the AFS, schools complete the Australian Government's online Financial Questionnaire. Refer CEVN/Data Collection.

Catholic secondary colleges are guided by CECV audit guidelines published on CEVN.

Legal

The document *Legal Issues in Schools* (CECV 2003, currently under revision), available on CEVN, advises schools on a wide range of legal issues. Specific CECV and diocesan policies also address legal requirements, such as privacy, criminal records checks, Working with Children checks, use of the internet, enrolment, employment of staff, sexual harassment, and mandatory reporting.

The CECV Industrial Relations Unit provides professional advice on employment and industrial relations matters.

These may be accessed through CEVN and should be consulted for legal or procedural matters not specifically covered by Catholic sector policies or advice.

Resources

- Catholic Education Commission of Victoria 2008, Notes to Accompany the Annual Financial Statement, Data Collection/Annual Financial Statement in Catholic Education Victoria Network (CEVN) www.admin.cevn
- Catholic Education Commission of Victoria 2003, *Legal Issues in Schools* (under revision), under Documents/Melbourne Archdiocese/Legal Matters in Catholic Education Victoria Network (CEVN) www.admin.cevn
- Victorian Government Schools Reference Guide at <http://www.education.vic.gov.au/management/governance/referenceguide/default.htm> or through Schools Reference Guide under Links in Catholic Education Victoria Network (CEVN) www.admin.cevn

The Governance Structure of the School

The governing body of the school is the canonical authority which has jurisdiction over the school. The canonical authority has responsibility for authorising the governance structure of the school and its management. The canonical authority for the school is the Association of Canonical Administrators of Marist-Sion College.

The school is advised by a Board which acts as an advisory board and is not the canonical authority. The Board is appointed by the canonical authority to assist the Parish to achieve its goals for education. In a spirit of co-operation the canonical authority, principal and representatives of staff, parents and parish act as a forum for discussion on matters concerning the operation of the school. In this way the Board is a prominent sign of an educative community which honours the importance, the richness and the responsibility of all participants, in particular the primacy of parents, in the education of young children.

The primary task of the Board is to advise, assist and support the canonical authority and the principal in the efficient management and development of the school as a Catholic school in accordance with the vision and educational goals of the school, parish and diocese.

The Board takes up its role through its contribution to school decision-making and through its participation in activities that uphold the mission of Catholic education as expressed in the vision and mission statements of the school.

More specifically, the functions of the Board are as follows:

- a) Assisting in the formulation and review of the school's mission, priorities, goals and policy in conjunction with canonical authority, principal, school staff and parents, and in accordance with the priorities and policies of the Catholic Education Commission of Victoria and the Diocese of Sale
- b) Assisting the principal to promote the Catholic ethos of the school
- c) Assisting the principal to develop an appropriate curriculum for the school
- d) Assisting in the preparation of the school budget and the regular monitoring of the school's financial operation
- e) Maintaining and developing the facilities and infrastructure of the school
- f) Planning for the future
- g) Assisting in the selection of a lay principal in accordance with diocesan guidelines when such an appointment is being made

- h) Working in collaboration with school parent groups
- i) Developing school-community relationships and encouraging home-school interaction
- j) Facilitating the integration of new families to the school community
- k) Developing local strategies for the promotion of Catholic education
- l) Making annual educational reports to the parish and school community
- m) Assisting the principal with the pastoral care of members of the school community

School-Based Supporting Documents

- a) Constitution of the School Board
- b) Four Year Strategic Plan
- c) Annual School Improvement Plan