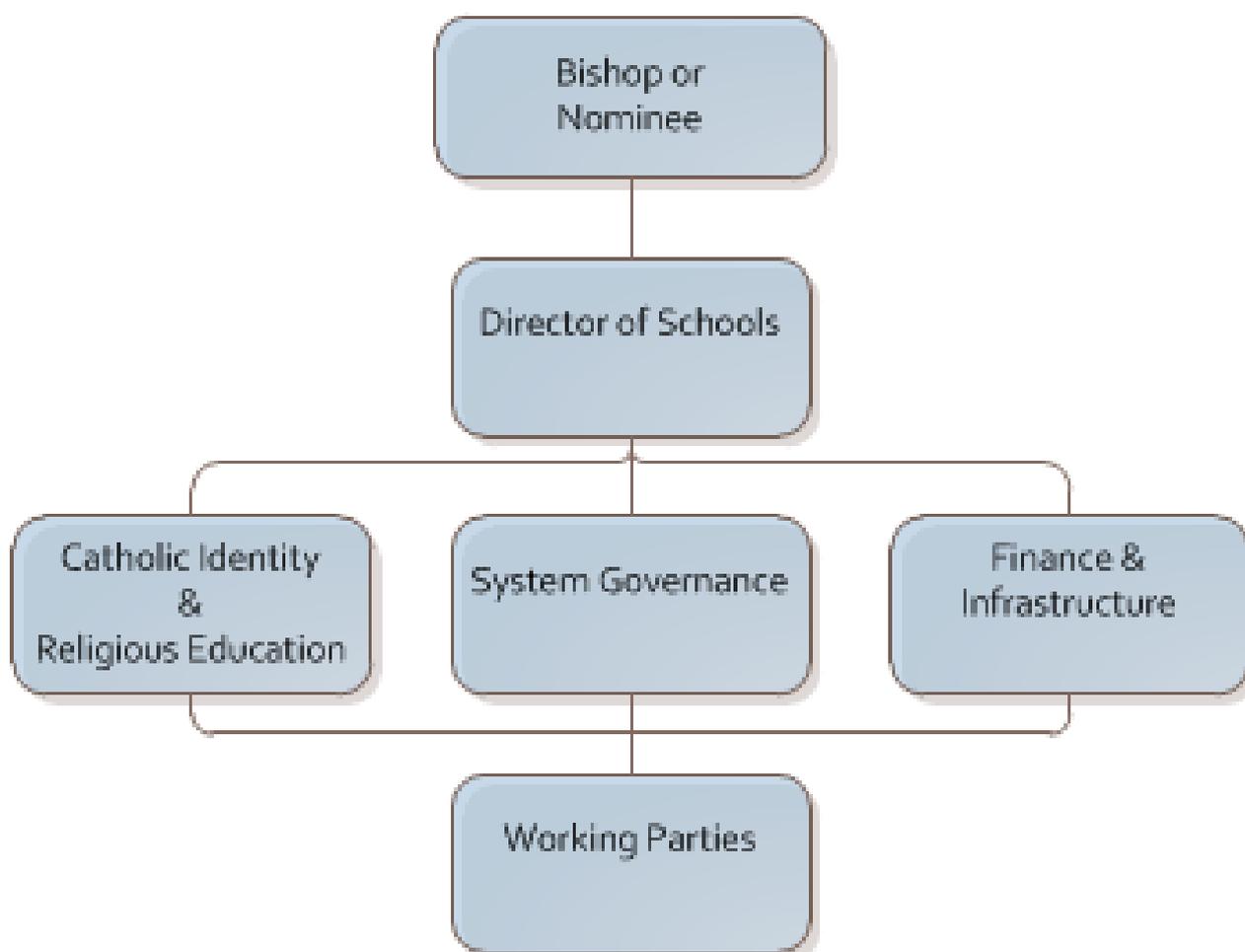




Diocese of Wagga Wagga Schools Advisory Council Constitution

Structure of Council



Vision & Mission

Vision

Our Catholic school communities encounter and engage with Jesus and His message.

Mission

We achieve this as communities of:



FAITH

teaching, celebrating and living our Catholic faith



LEARNING

inspiring, informing and engaging our communities in learning



CARE

building caring and supportive environments that promote wellbeing and learning



SERVICE

embracing leadership which fosters collaborative practices for mutual benefit and partnership and



STEWARDSHIP

caring for people, creation and resources

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PURPOSE

The Diocesan School Advisory Council (hereinafter referred to as the Council) is established to discern, provide advice and recommend to the Bishop of Wagga Wagga, through the Executive Director of Schools, broad educational policies and priorities which pertain to the system of schools in the Diocese of Wagga Wagga.

Stewardship and Accountability:

- to assess and monitor outcomes so as to advise the Bishop for the ongoing enhancement of the quality of Religious Education in all Catholic schools in the Diocese and;
- assess and monitor the overall quality of Catholic schools and the administration of the school system and its resources.

1. TASKS

Within the limits set by the Bishop, the Council shall carry out its work by undertaking the following tasks:

- identification and annual review of long term strategic directions for the Diocesan school system and for Catholic Identity & Religious Education in all Catholic schools in the Diocese;
- assessment of the extent to which the strategic priorities developed by the Director of Schools serve the identified long-term strategic directions and goals for the system of schools and is supported by the annual budget;
- monitoring, developing and recommending the structures for internal governance for schools;
- to provide broad advice on the development and formation of staff and leaders in Catholic Education;
- monitoring, developing and recommending policies for the appointment and oversight of the Executive Director of Schools and the staff of the Catholic Schools Office;
- monitoring selected areas of educational and administrative compliance with a view to promote quality education, minimise risk to the Diocese and to maximise efficiency and effectiveness of operation;
- advise on the effectiveness of system operations through the analysis of data on educational and financial performance;
- advise on provision of new schools, restructuring or closure of schools and effectiveness and efficiency of infrastructure provision;
- identification and development of statements of broad policy or understanding;
- develop a strategic approach for promotion of the interests of Catholic schools in the Diocese and wider community as well as in political and other arenas.

2. MEMBERSHIP

Members shall be appointed by the Bishop following a process of nomination.

Voting members of the Council will include:

- Bishop's nominee (ex officio – no voting rights)
- Director of Schools (ex officio – no voting rights)
- Up to eight additional members

Profile

As far as practicable the profile of the Council should reflect the geographical nature of the Diocese. Members shall be chosen from a broad base of the Catholic community that reflect a range of expertise, experiences and interests including:

- Theology and Religious Education theory and practice within and beyond Catholic Schools
- Parish Ministry
- Principals and Educational leadership
- Pedagogy
- Parents
- Religious institutes
- Tertiary education
- Business
- Financial and physical resource management
- Human resource management
- Legal affairs

The collective membership of the Council is devised to maintain a balance across all sections of the Diocesan community.

Individual members of the Council do not formerly represent any group but are chosen for their:

- Demonstrated commitment to the Catholic faith and to the Diocesan mission
- Understanding of the role of the Catholic school
- Awareness of the responsibilities of the Catholic Church in education
- Understanding of the role of Government in education
- Personal qualities and expertise in particular fields relating to the functions of the Council
- Ability to maintain confidentiality
- Ability to advocate on behalf of the Diocesan schools system when required

Appointment

1. Members shall be appointed by the Bishop, on advice from the Director of Schools.
2. The normal term for members, other than ex officio, will be for a term of three years, with a maximum of two consecutive terms.
3. In appointing new members to the Council it is important that a balance be maintained between desirable turnover and continuity of membership.
4. Upon recommendation of the Council, the Bishop may co-opt other persons as non-members, including Catholic Schools Office staff and others, to provide expert advice when required.
5. If a vacancy occurs mid-term, a replacement should be appointed as soon as possible.
6. Induction of new members should take place prior to the first meeting of the Council. A guideline for induction is attached to this document.

Quorum

A quorum will be half the voting members plus one.

Operation

1. The Council operates on a shared wisdom mode. Members of the Council, while drawing on their roles, interests, expertise and experience, do not act as nominees or representatives. They commit to working for the common good of Catholic education within the Council's areas of responsibility.
 - 1.1. The Council members seek to exercise a discernment model of decision making and achieve consensus where possible.
2. The Bishop shall chair the Council or in his absence, the Bishop's nominee.
3. The Director of Schools shall act as the Council's Executive Officer.
4. The Council shall elect from among its members three persons who will, with the Chair and Executive Officer, comprise the Council's Executive Committee;
 - 4.1. This committee may be convened by the Executive Officer at any time between Council meetings in order to deal with matters, either specifically delegated to it by the full Council, or which have emerged since the Council's last meeting;
 - 4.2. Minutes and documents of such meetings are to be kept and provided to the Council.
5. The Council is to meet at least four times each year, or more often according to its discretion.

6. The meetings will take place at Wagga Wagga or another location agreed upon by the Council;
 - 6.1. The meetings will be four half day meetings between 12-5pm;
 - 6.2. Members will be reimbursed for travel.
7. Decisions by the Council are to be taken by majority vote of those present, which is to be by secret ballot if any member requests it. In the case of a tie the Bishop will cast the deciding vote.

3. Standing Committees

The Council is assisted in its work by three standing committees. These committees are:

- Catholic Identity & Religious Education Committee
- System Governance Committee
- Finance and Infrastructure Committee

The Bishop will appoint Standing Committee Chairpersons.

Standing Committee membership shall be determined by the required expertise in the areas concerned. These people may be drawn from Catholic Schools Office Senior Staff and other persons with particular expertise and may be invited to join the Committee to assist with deliberations.

These standing committees reflect major areas of responsibility of the Council and operate for and through the Council.

The Standing Committees of the Council shall:

- a. Prepare advice for consideration by the Council;
- b. Provide advice to the Council on matters that it has been requested to investigate;
- c. Brief the Council on reports and recommendations received.

Catholic Identity & Religious Education Committee

The Religious Education Committee provides advice to the Council on governance and strategic matters relating to religious education, formation and new evangelisation. It will operate within the policy framework determined by the Council.

Membership

The Catholic Identity & Religious Education Committee shall comprise:

- a. one member of the Council;
- b. the Assistant to the Director of Schools for the Catholic Schools Office (who shall act as Executive Officer);
- c. up to four other people co-opted for their expertise in Theology, Religious Education, formation and new evangelisation.

The Chairperson and Executive Officer of the Council may attend meetings of the Committee.

Operation

- Re-visioning Catholic Schools as centres of new evangelisation in accordance with Catholic Schools at the Crossroads and Bishop Hanna’s Mandate to all involved in Catholic Schools in the Wagga Wagga Diocese;
- Enhancement of Catholic identity in Diocesan schools;
- Advise Council on matters pertaining to Religious Education and outcomes, the ongoing spiritual, theological and professional development of all engaged in Religious Education;
- Advise on the identification and preparation of future leaders, REC’s and formation of existing school leadership teams;
- Advise on the optimal use of Diocesan resources (human and other) in Catholic Identity & Religious Education;
- Make recommendations relating to budgetary requirements for Catholic Identity & Religious Education in Diocesan schools.

System Governance Committee

The System Governance Committee provides advice to the Council on governance and strategic matters relating to Diocesan schools. It will operate within the policy framework determined by the Council.

Membership

- a. one member of the Council;
- b. the Assistant to the Director of Schools for the Catholic Schools Office (who shall act as Executive Officer);
- c. up to four other people co-opted for their expertise in curriculum and assessment, parish/school relationships, school leadership, pedagogy, students performance data, compliance with legislative requirements, and public education and marketing.

The Chairperson and Executive Officer of the Council may attend meetings of the Committee.

Operation

- Advise on initiatives to support quality learning and teaching;
- Review and advise on student performance data;
- Advise on enrolment policies, retention and trends;
- Monitor compliance with State and Federal requirements;
- Develop and monitor principal, staff, parent and student surveys;
- Prepare responses to relevant educational proposals, curriculum documents etc emanating from Commonwealth, State, CEC NSW, BOS NSW and other bodies which have education implications for students in Catholic Schools;
- Recommending or promoting research on education issues to further the quality of education in Catholic Schools, and advising the Council where appropriate;
- Monitoring social, political and educational developments in the community and identifying issues on which the Council may develop a public position.

Finance and Infrastructure Committee

The Finance and Infrastructure Committee provides advice to the Council on any matter that may impact on the financial and capital works of the Diocesan Schools. It will operate within the policy framework determined by the Council.

Membership

- a. one member of the Council;
- b. the Manager, Finance & Business Resources for the Catholic Schools Office (who shall act as Executive Officer);
- c. the Diocesan Finance Officer or the Bishop's nominee;
- d. up to four other people co-opted for their expertise and experience in education, parent engagement, finance and legal matters, property development and information technology.

The Chairperson and Executive Officer of the Council may attend meetings of the Committee.

Operation

- The development and review of a strategic financial management plan;
- Determining and monitoring the immediate and long-term financial priorities of the Diocese;
- Developing policies on recurrent and capital budgets;
- Monitor the ongoing financial performance of Diocesan schools against the approved budgets;
- Monitor the Catholic Schools Office annual budget both recurrent and capital;
- Advising on the formula for the distribution of funding, and ensuring proper accountability in respect to grants received;
- Advise on school fee collection policy and performance;
- Advise on effectiveness of investment and debt management;
- Monitor legislative and administrative requirements of the Commonwealth, State and CEC capital programs and other funding programs.

Frequency of Meetings

Each Committee should meet at least four times a year and more frequently when required by circumstances. Each Committee shall meet approximately seven days prior to each Council meeting. A quorum will be half the members plus one.

Reporting Procedures

Minutes of Committee meetings shall be kept. The Committee shall prepare a written report on recommendations, information, or discussions for the Council. The Council member of each Committee will present a report to the Council at each Council meeting.

Working Parties

From time to time it may be necessary to form a Working Party to investigate and report on a particular issue. For this purpose a wide range of other persons may be invited to bring their knowledge and experience to the committee to provide briefing and reports.

Appendix A

Guidelines for Selection and Formation of Council Members

PURPOSE

The Diocesan School Advisory Council (hereinafter referred to as the Council) is established to discern, provide advice and recommend to the Bishop of Wagga Wagga, through the Executive Director of Schools, broad educational policies and priorities which pertain to the system of schools in the Diocese of Wagga Wagga.

Stewardship and Accountability:

- to assess and monitor outcomes so as to advise the Bishop for the ongoing enhancement of the quality of Religious Education in all Catholic schools in the Diocese and,
- assess and monitor the overall quality of Catholic schools and the administration of the school system and its resources.

The constitution of the Council provides that its membership be drawn from a broad base of the Catholic Community that reflects the geographical nature of the Diocese and a range of expertise, experiences and interests. The collective membership of the Council is devised to maintain a balance across all sections of the Diocesan community and do not formally represent any group. Consideration should therefore be given to representation of a balance of gender, age, background, experience and perspective.

Once selected each member will be contacted and invited to participate in an induction program. This will be conducted in a format, time and place to suit the new members. It will be conducted before the first meeting of the year and will be organised by the Council's Executive.

The induction program will provide members with an introduction and overview of the Wagga Wagga Diocese System of Schools and the School Advisory Council. This should include but not be limited to:

- Catholic Schools Office Wagga Wagga Vision and Mission
- Overview of the Diocese of Wagga Wagga
- Profile of the Catholic Schools Office Wagga Wagga and system of schools
- Membership of the Catholic Schools Office Diocese of Wagga Wagga School's Advisory Council
- Council Executive
- Operational Guidelines
- The Council Constitution
- The Bishop's Mandate 'Continuing the Adventure'.
- The Catholic Schools Office Framework for Learning
- The role of the Catholic School
- The role and responsibilities of the Catholic Church in Education
- The role of state and federal governments in education

Further induction may take place once a member has selected a Standing Committee. There may be specific knowledge requirements that would necessitate further training.

In the event of a mid-term vacancy, the Council Constitution requires that a replacement be appointed as soon as possible.

General Competencies required within the Council

1. Understanding of the role of the Catholic School.
2. An awareness of the responsibilities of the Catholic Church in Education.
3. An awareness of the wider agencies connected to the Diocese and their role.
4. The capacity to reflect theologically.
5. Understanding of the role of Government in education.
6. Financial management, Commercial Acumen, Asset Management.
7. Organisational Development, Strategic Planning.
8. Legal awareness.
9. Human resources management.
10. The ability to act as spokesperson for the Council.
11. The ability to advocate on behalf of the Diocesan schools system when required.



Appendix B

**Diocese OF Wagga Wagga
SCHOOLS ADVISORY COUNCIL**

Invitation/Application form for position of Council Member
This document is to be completed and sent to execsec@ww.catholic.edu.au

Title:	Surname:	Given Names:
Residential Address:		Post Code:
Postal Address:		Post Code:
Home Phone:		Work Phone:
Mobile:		Email:

Employment

Current Position:	Present Employer:
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Other Particulars

What is your experience in Governance?
What opportunities have you had to experience the work of Catholic schools?
Briefly describe the specific areas of competency you believe you would bring to the council?

Signature

Date.....