



St Anthony's School Alphington - Governance Statement

St Anthony's Primary School provides a Catholic education for the children within the Parish of Alphington.

Democratic Principles

St Anthony's Primary School aims to promote lifelong learning and active participation as citizens in Australian society. Learning and Teaching practice is based on an integrated curriculum. An important focus of curriculum development and implementation is Community and Citizenship, which is developed and explored in line with the Victorian Curriculum

The programs of St Anthony's Primary School and the teaching of those programs support and promote

- The principles and practice of Australian democracy
- The elected government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- Values of openness and tolerance

This is communicated using a variety of media, through the policies, programs and documentation and practices of the school. This occurs formally at the enrolment interview on application for enrolment to St Anthony's Primary school and through newsletter items, at regular school assemblies and weekly flag raising ceremonies.

Governance Structure at St Anthony's Primary School

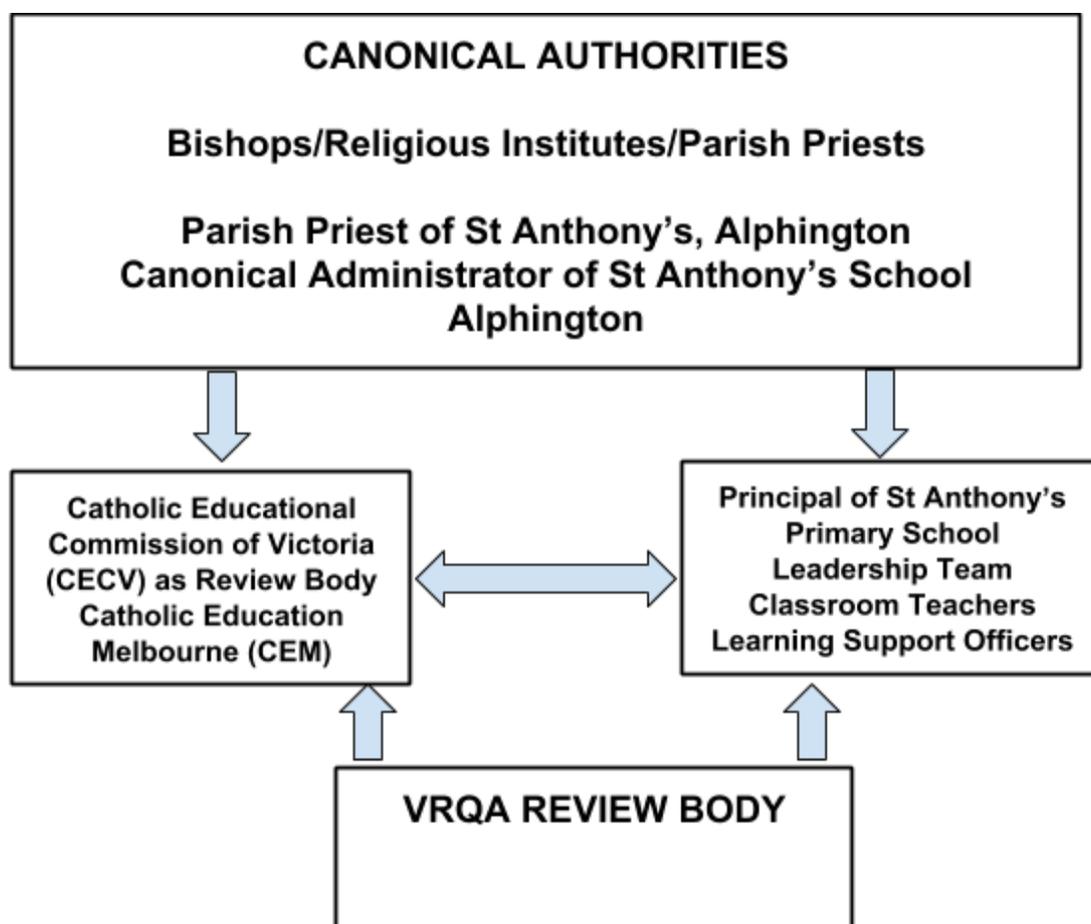
As a Victorian Catholic school, St Anthony's Primary school operates under the canonical authority of the Archbishop of the Melbourne Archdiocese and the Parish Priest of Alphington. As the canonical administrator, the Parish Priest is the governing authority of St Anthony's Primary School and the Principal is his delegate, with responsibility for the day to day running and management of the school, its community and its facilities and leadership of the school community.

Catholic Education Melbourne (CEM) acts on behalf of the Archbishop to assist St Anthony's Primary School to maintain the highest possible standards of learning and teaching.

The Catholic Education Commission of Victoria Ltd (CECV) is delegated authority by canonical authorities to fulfil accountability and reporting requirements to the Australian and Victorian governments, working through diocesan Catholic Education Offices. St Anthony's Primary School ensures it complies with all requirements of the Catholic Education Office Melbourne as requested.

St Anthony's Primary School utilizes the policies developed by CECV and CEM in developing its own policies and strategies to meet legal, financial, educational and reporting obligations.

The following diagram demonstrates the structure of St Anthony's Primary School as an entity and within the Victorian Catholic Education sector.



School's structures for managing its financial and legal obligations

The Parish Priest is responsible for the financial management and legal obligations of St Anthony's Primary School. The Principal is delegated responsibility for the management of the school's funds by the Parish Priest. The Parish Priest and Principal will engage an accountant whose responsibility it is to ensure the school's finances and legal obligations are carried out.

The School Accountant will complete the Annual Financial Statement (AFS) in consultation with the Parish Priest and the Principal. The Parish Priest and the Principal will sign the completed AFS as being true and correct. From the AFS, the school will complete the Australian Government's online Financial Questionnaire. Support and advice is systematically given by finance consultants at the Northern Region Catholic Education Office.

An annual audit will be carried out of the school's finances. The Parish Priest, Principal and School Accountant will be present for the annual audit and subsequent discussion regarding the auditor's findings (exit meeting). The Parish Priest and Principal are required to attest to the honesty, accuracy and integrity of the AFS at the audit exit meeting.

Functions and Duties of the Governance of St Anthony's Primary School

The Parish Priest and Principal have the responsibility to (but not limited to):

- Develop, review and assist in implementing a vision and mission for Catholic education for St Anthony's Primary School, Alphington, from which policy will be developed; this is done with input from representative of the whole school community
- Ensure there is consultation and collaboration with representatives of the school community, staff, students and parents in developing school policy where it is appropriate
- Develop, review and implement the School Improvement Plan and Annual Action Plan
- Lead the school in its cyclical review process, (every four years) which is completed by representatives of the whole school community and involves input by an independent reviewer appointed by Catholic Education Melbourne.
- Ensure the CEM Financial and *Administrative Procedures Manual* is used as a guide for the school's finance management
- Ensure the completion of the *Annual Financial Statement (AFS)* and the completion of the Australian Government's online *Financial Questionnaire*
- Utilize the Legal Issues in Schools (CECV 2003 currently under review) document for advice on a wider range of legal issues, in particular those relating to use of the internet, enrollment, employment of staff, sexual harassment, and mandatory reporting
- Refer to the CEM and CECV policies in developing school based policies, practice and procedures
- Ensure teaching staff are registered with the Victorian Institute of Teaching, have a current Criminal Record Check and have signed the Child Safe Code of Conduct
- Ensure non teaching staff, parent/community helpers and volunteers have a Working with Children Check and have signed the Child Safe Code of Conduct
- Obtain professional advice on employment and industrial relations matters from the CECV Industrial Relations Unit as required and ensure that workplace requirements and agreements are adhered to
- Determine the School's Enrolment Policy

- Encourage close relationship between the Parish and its primary school
- Prepare an Annual Report to the Community of the Parish and ensure this is publicly available
- Ensure parents and students have access to information about student's achievement
- Oversee promotional activities of the school
- Set the level of school fees and levies annually
- Demonstrate a strong commitment to the care, safety and wellbeing of all students at our school and ensure policies, procedures and strategies are in place to keep students safe from harm, including all forms of abuse in our school environment, on campus, online and in other locations provided by the school.
- Development of the School Improvement Plan for St Anthony's Primary School, Alphington (the school's structures and plans for developing its strategic direction)

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The School Improvement Framework, diagrammatically represented above, forms the basis of the development of school policy and practice in the spheres of Education in Faith, Learning & Teaching, Leadership & Management, Student Wellbeing and School Community. Central to each of the overlapping spheres is the Catholic School Vision. School Improvement in context refers to:

“A systematic approach to effective organisation within a school to ensure improvement of the learning opportunities and outcomes for all students. Within a Catholic school context this should reflect the true nature of Catholic schooling to educate in faith and knowledge. Effective school improvement is an approach which values students and the importance of preparing all students to value themselves and to be valuable members of society in this millenium.”
(Catholic Education Victoria Network, School Improvement Framework Glossary 2007)

In order to plan strategically for a school improvement a School Improvement Plan is developed as part of the four year cyclical review process of the school. The School Improvement Plan is defined as:

“A document that draws on evidence and analysis generated by the review process. It should be developed in the context of the Strategy Plan for Catholic Education within the Melbourne Archdiocese and should identify outcomes with clearly identified targets.” (Catholic Education Victoria Network, School Improvement Framework Glossary 2007)

The Parish Priest, Principal and Leadership Team of St Anthony’s Primary School will develop the School Improvement Plan, with input from staff, students and parents where appropriate, utilising the School Improvement Framework as outlined above.

The St Anthony’s Primary School Philosophy and Vision Statement will inform all areas of the School Improvement Plan and subsequently all its policy, practices and procedures.

In 2018 the school will be involved in a school review process whereby an independent reviewer will engage and collaborate with the school in the review of school’s achievement of its goals in the previous four year period. At the culmination of this process a School Improvement Plan (SIP) for the following four year period will be developed with input from the whole school community (Parish Priest, all staff, students and parents), CEM Regional Principal Consultant and the Independent Reviewer appointed by CEM.

Each year an Annual Action Plan will be developed from the School Improvement Plan. This will detail the strategies and timelines for the implementation of the particular aspect of the School Improvement Plan in that year.

It is the responsibility of the Parish Priest, Principal and Leadership Team to ensure the School Improvement Plan is developed with input from all school community representatives, where appropriate, and that the Annual Action Plan which is developed from the School Improvement Plan, is executed.

Leadership Team of St Anthony's Primary School

A Leadership Team is appointed by the Principal in consultation with the Parish Priest. It will consist of the Parish Priest, Principal, Deputy Principal and other key leaders of staff as decided by the Parish Priest and Principal.

The purpose of the Leadership Team is to work together to lead the vision of St Anthony's Primary School through the implementation of the School Improvement Plan.

Goals of the Leadership Team:

- To improve student learning outcomes
- To improve opportunities for education in faith
- To ensure student and staff wellbeing
- To enable school community connectedness
- To plan strategically and manage for the future of the school and its community by ensuring that the School Improvement Plan is a working document and the Annual Action Plan is specific for week by week and term by term action
- To continue the professional development of the Leadership Team using Catholic Education Melbourne (CEM) Leadership Framework.

Roles and Responsibilities of the Leadership Team:

All members of the Leadership Team are responsible for the overall implementation of the School Improvement Plan.

Each Leadership Team member takes on the responsibility for:

- Coordinating, implementing and monitoring certain aspects of a sphere within the School Improvement Plan.
- Communicating with relevant members of the school and wider community to gather information to inform future planning
- Providing ongoing feedback to all stakeholders regarding relevant issues
- Contributing to the strategic development of an Annual Action Plan
- Being an active member of the Leadership Team through participation and commitment to the vision of the school.
- The ongoing professional development of themselves and colleagues
- Ensuring that they are a positive role model in "living" the vision of the school

Resources

Catholic Education Commission of Victoria (CECV 2003, current under revision) Legal Issues in Schools www.admin.cevn

Catholic Education Commission of Victoria (CECV 2005, Financial and Administrative Procedures Manual, Catholic Primary Schools www.admin.cevn

Catholic Education Commission of Victoria (CECV 2008, Notes to Accompany the Annual Financial Statement www.admin.cevn

Victorian Government School Reference Guide at

<http://www.education.vic.gov.au/management/governance/referenceguide/default.htm>