



SCHOOL GOVERNANCE

St Pius X Catholic Primary School is a school, which provides a Catholic education for the children within the Catholic Parish of West Heidelberg.

Democratic Principles

St Pius X Catholic 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 and implemented through an inquiry approach. An important focus of curriculum development and implementation of AUS Vels with a specific focus on Community and Citizenship.

The Civics and Citizenship domain in AUS Vels provides students with knowledge, skills and opportunities to understand and practise what it means to be a citizen in a democracy. Citizens require knowledge and understanding of civic institutions and the skills and willingness to actively participate in society. They need knowledge of political and legal systems and processes and the history that underpins them in order to achieve civic understanding. They need to understand their rights and responsibilities as citizens, and democratic values and principles such as democratic decision making, representative and accountable government, freedom of speech, equality before the law, social justice and equality. This domain facilitates the practice of citizenship skills, the exploration and development of values and dispositions to support citizenship and the empowerment of informed decision making. Teaching of civics engages students in active interaction with the community.

The programs of St Pius X Catholic 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; and,
- values of openness and tolerance.

This is communicated using a variety of media, through the policies, programs, documentation and practices of the school, such as newsletters, school assemblies and weekly flag raising ceremonies.

Governance Structure of St Pius X Catholic Primary School

As a Victorian Catholic school, St Pius X operates under the canonical authority of the Archbishop of the Melbourne Archdiocese and the Parish Priest of the Catholic Parish of West Heidelberg.

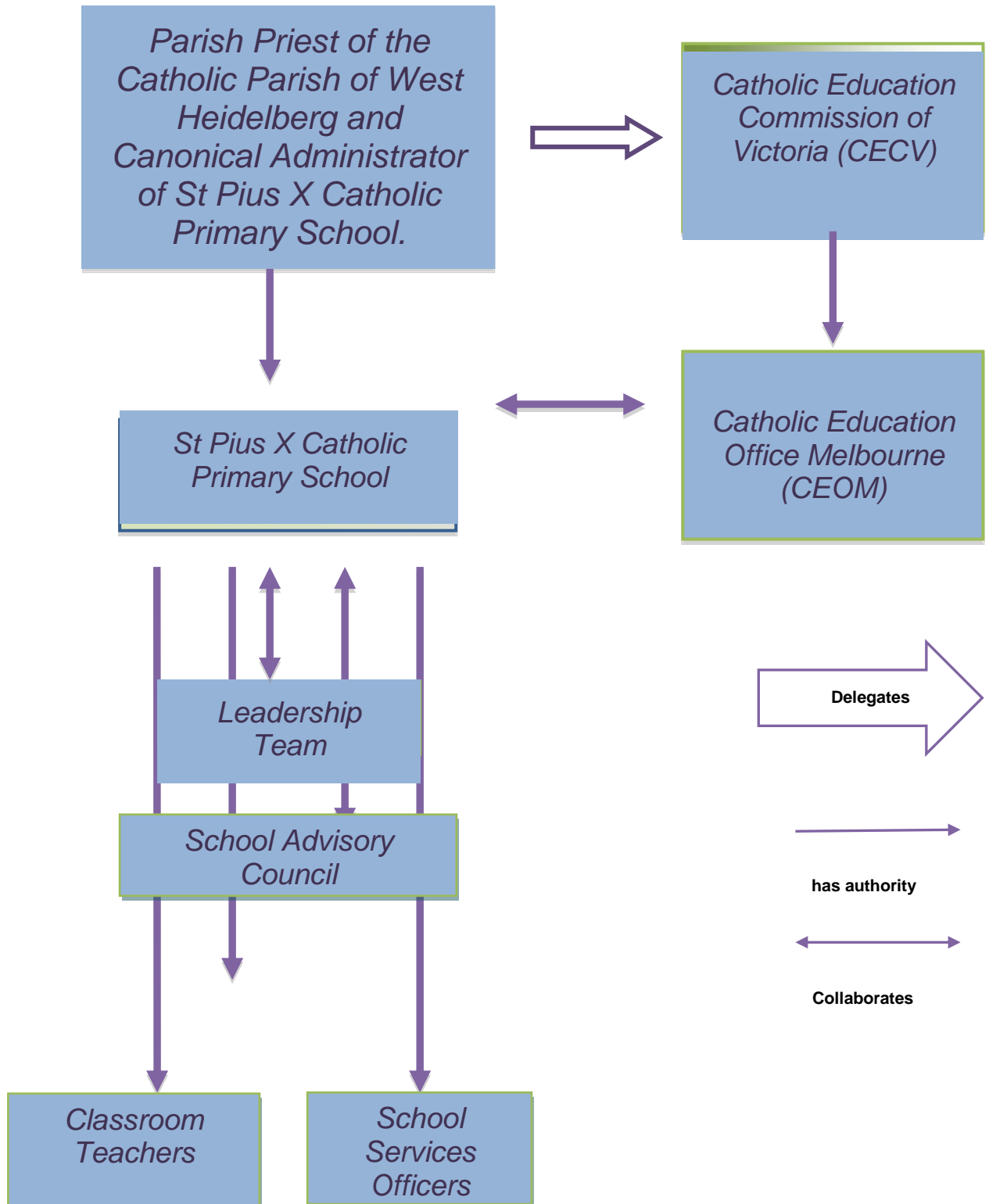
As the canonical administrator, the Parish Priest is the governing authority of St Pius X and the Principal is his delegate, in taking responsibility for the day to day running and management of the school, its community and its facilities.

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

As the authority of all canonical administrators and therefore the Parish Priest, Catholic Education Commission of Victoria Ltd (CECV) is delegated authority by canonical authorities to fulfill accountability and reporting requirements to the Australian and Victorian governments, working through the diocesan Catholic Education Melbourne. St Pius X Catholic Primary School ensures it complies with all requirements of the Australian and Victorian governments for Catholic Schools and reports this information to the Catholic Education Melbourne as requested.

St Pius X Catholic Primary School utilises 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 Pius X Catholic Primary School as an entity and within the Victorian Catholic Education sector.



The **Leadership Team** consists of the Principal, Deputy Principal and those persons holding **Positions of Leadership** and other nominated staff members. This team meets on a fortnightly basis. The purpose of the Leadership Team is to strategically work together to lead the vision of St Pius X Primary School through the implementation of the School Improvement Plan.

The role of this team is to ensure the learning and teaching practices in all curriculum areas are continually improving and that student learning and well-being is a priority.

The Function and Responsibility of the Parent Representative Council.

See – Parent Advisory Council Constitution and Protocols

School's structures for managing its financial and legal obligations

The Parish Priest is responsible for the financial management and legal obligations of St Pius X Catholic Primary School. The Principal is delegated with 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), which will be completed in consultation with the Parish Priest and the Principal. The Parish Priest and Principal will sign the completed AFS as being true and correct. Support and advice is systematically given by finance consultants at the Eastern Regional Catholic Education Office (North Eastern).

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 discussions regarding the auditors' 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 Pius X Catholic Primary School

The Parish Priest, Principal, Deputy Principal and Leadership Team have the responsibility to *(but not limited to)*:

- develop, review and assist in implementing a vision and mission for Catholic Education Melbourne for St Pius X Primary School, West Heidelberg from which policy will be developed; this is done with input from representatives from 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 Office Melbourne
- ensure the CEM *Financial and Administrative Procedures Manual* is used as guide for the schools finance management
- ensure the completion of the *Annual Financial Statement* 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 wide range of legal issues, in particular those related to use of the internet, enrolment, 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* and have a current *Criminal Record Check*
- ensure non teaching staff and parent/community helpers and volunteers have a *Working With Children Check/Police Check*
- 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 Parish Community
- oversee promotional activities of the school
- set the level of school fees and levies annually

Development of the School Improvement Plan for St Pius X Catholic Primary School (the school's structures and plans for developing its strategic direction)



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 this 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 millennium.” (*Catholic Education Victoria Network, School Improvement Framework Glossary 2007*)

Process of continual School Improvement

Schools and Catholic system authorities have a joint responsibility to work collaboratively to ensure that students are provided with optimal learning environments within which to achieve their potential in terms of learning outcomes.

Resources and information related to other key dimensions of school improvement, such as the provision of a structured and comprehensive curriculum and a coordinated program for ensuring students' safety and wellbeing, are presented in the Curriculum and Student Support section of this site.

In order to plan strategically for 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:

- improvement frameworks and strategies
- effective monitoring of school and students' performance
- leadership and the building of leadership capacity
- governance structures
- the planning and provision of suitable and safe school infrastructure and facilities
- access to demographic and enrolment projections.

The Parish Priest, Principal and Leadership Team of St Pius X Catholic Primary School will develop the School Improvement Plan, with input from staff, and School Advisory Council where appropriate, utilizing the School Improvement Framework as outlined above.

The St Pius X Catholic Primary School Philosophy and Vision Statement will inform all areas of the School Improvement Plan and subsequently all its policy, practices and procedures.

In 2016 the school will be involved in a school review process whereby an independent Reviewer will be engaged to 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 for the following four-year period will be developed with input from the whole school community (Parish Priest, Principal, all staff, students and parents), CEOM Regional Principal Consultant and the independent Reviewer appointed by CEOM.

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

It is the responsibility of the Parish Priest, Principal, Deputy 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.