

CATHOLIC SCHOOL ADVISORY COUNCIL

TRANSITIONAL TERMS OF REFERENCE (2020 - 2021)



**CATHOLIC
EDUCATION**
WESTERN AUSTRALIA

November 2020

Updates to the CECWA Catholic School Board Constitution

The current CECWA Catholic School Board Constitution is under review to ensure that it meets the new governance requirements of Catholic Education Western Australia Limited (CEWA Ltd). The updates below to the CECWA Catholic School Board Constitution are to provide diocesan Catholic schools with the Catholic School Advisory Council Transitional Terms of Reference, until the review is completed by CECWA.

The CECWA Catholic School Board Constitution is now referred to as the Catholic School Advisory Council Transitional Terms of Reference.

The following changes have been made to the current CECWA Catholic School Board Constitution. All other clauses and terms not mentioned remain unchanged.

Clause	Current CECWA Catholic School Board Constitution	Catholic School Advisory Council Transitional Terms of Reference
All	Catholic School Board	Catholic School Advisory Council
All	Board	Advisory Council
All	Constitution	Terms of Reference
All	Parents and Friends' Association	Catholic School Parents WA
Cover Page	Catholic School Board Constitution	Catholic School Advisory Council Transitional Terms of Reference
Preamble	<p>The Principal of a Catholic School is employed by the Bishop of the Diocese and as such is accountable to the Bishop of the Diocese through the Executive Director of Catholic Education.</p> <p>The Principal of a Catholic School is an Ex- Officio member of the School Board and is answerable to the School Board in the areas designated in the Constitution.</p>	<p>The Advisory Council supports the Principal in accordance with these Terms of Reference and CECWA's Delegations of Authority. The Advisory Council is not involved in the daily operations of the school.</p> <p>The Principal is an employee of CEWA Ltd, is accountable to the Executive Director and is an Ex-Officio member of the Advisory Council.</p>
2 (Definitions)		Add definition of endorse to mean "resolves in a meeting of the Advisory Council to declare support of".
1.4 (Financial responsibility)	The financial management of the School is, upon the adoption of this Constitution,	The Advisory Council supports and advises the Principal on school financial matters such as financial performance

	deemed to be conferred on the Board by the Diocese.	against budget, sustainability and recurrent and capital planning.
6 (Indemnity)	The Bishops of Western Australia have issued Deeds of Indemnity for Board members in exercising their responsibilities in accordance with this Constitution.	All schools must hold a current Directors and Officers Liability insurance policy with Catholic Church Insurance to cover Advisory Council members and CEWA Ltd against losses for any unintentional wrongful act committed.
7 (Functions)	<p>7(e) Liaising in all matters relating to the financial management of the School with persons and organisations in the local Catholic community.</p> <p>7(f) Managing all the finances associated with the School.</p>	<p>7(e) Endorsing the Principal's annual school budget before submission to CECWA for approval.</p> <p>7(f) Advising the Principal on school financial matters such as performance against budget, sustainability and capital and recurrent planning.</p>
13 (Financial Management)	<p>13.1 The Board is responsible not only to the local School Community, but also to the CECWA for the financial administration of the School, and as such it is required to account for and administer all income, recurrent and capital, from whatever source, and all expenditure for the School.</p> <p>13.2 The Board does not have the authority to undertake any financial commitment involving expenditure beyond the limits of its known annual income from all sources.</p> <p>13.3 No funds may be borrowed without the approval of the Executive Director.</p> <p>13.4 By the end of November each year, the Board shall prepare and submit to the CEWA a budget of income and expenditure for the</p>	<p>13.1 The Advisory Council's financial delegated authority is as defined in the CECWA Delegations of Authority. The Advisory Council must operate within this delegated authority.</p> <p>13.2 Annual school budget:</p> <p>(a) The Principal must prepare the annual school budget and present it to the Advisory Council;</p> <p>(b) The Principal has no authority to undertake any financial commitment involving expenditure beyond the limits of the school's known annual income from all sources (ie the Principal must prepare and maintain a balanced budget);</p> <p>(c) The Advisory Council endorses the annual school</p>

	<p>ensuing calendar year.</p> <p>13.5 No commitment of Parish funds shall be made without prior approval of the Parish priest.</p> <p>13.6 The CECWA may give directions from time to time concerning priorities and limits of expenditure, whether recurrent or capital.</p> <p>13.7 The Board has the responsibility for setting and collecting tuition fees in accordance with the policies and guidelines of the CECWA as issued from time to time.</p> <p>13.8 Adequate funds must be made available to the Principal for the day to day operations of the School.</p> <p>13.9 Books of account shall be maintained to a professional standard. The Board shall have such books audited by a registered auditor, accredited with CECWA.</p> <p>13.10 A copy of the annual statement of each School's receipts and expenses shall be available for perusal by any member for the School's community.</p> <p>13.11 Financial returns, as required by the CECWA and government agencies, shall be made by the Board by the appointed date.</p> <p>13.12 A bank account shall be maintained by the Board for all income and expenditure to do with the School. This account shall be kept quite separate</p>	<p>budget (including tuition fees and charges). The Chair (in consultation with the Principal) should contact the Executive Director if the Advisory Council has concerns with the budget; and</p> <p>(d) Once endorsed by the Advisory Council, the Principal must submit the annual school budget to CEWA by the end of November each year for approval by CECWA.</p> <p>13.3 Monitoring of school finances:</p> <p>(a) The Principal must provide at each Advisory Council meeting the year to date Income and Expenditure Statement (compared to budget), Balance Sheet and Cash Flow Statement. Other financial reports may be requested by Advisory Council members and provided by the Principal as considered necessary; and</p> <p>(b) The Advisory Council must support and advise the Principal on school financial matters such as financial performance against budget, sustainability and recurrent and capital planning.</p> <p>13.4 CECWA may give directions at any time concerning priorities and limits of expenditure, whether recurrent or capital.</p> <p>13.5 The setting and collection of school tuition fees must be in accordance with the policies and guidelines of CECWA.</p>
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	<p>from any other that is related to Parish or church accounts. In all cases this account shall be in the name of: RC Archbishop/Bishop of (diocese) (name of School) Catholic School Board.</p> <p>13.13 There shall be at least two signatories for the bank account. Signatories may be the chairman, treasurer, Principal, Parish priest or other such persons as approved by the Board. All payments shall be authorised.</p> <p>13.14 With respect to School staff, the Board shall:</p> <p>(a) monitor the financial implications of the employment of new staff in the context of maintaining a balanced School budget;</p> <p>(b) make provision for the payment of salaries of all staff and stipends of members of religious orders according to the terms of their appointment;</p> <p>(c) ensure the superannuation, long-service and other benefits to which staff may be entitled are provided for.</p>	<p>13.6 The Principal must make and keep written financial records of the school that:</p> <p>(a) correctly record and explain the school's transactions and financial position and performance;</p> <p>(b) enable true and fair audited consolidated financial statements of CEWA Ltd to be prepared in accordance with Australian Accounting Standards;</p> <p>(c) correctly record the school's operations; and</p> <p>(d) are kept secure and retained for at least 7 years.</p> <p>13.7 The Principal must maintain a school bank account with a Catholic Development Fund for all school transactions and operate it in accordance with CECWA's Delegations of Authority. The account must be kept separate to Parish or church bank accounts and operations.</p> <p>13.8 Financial returns, as required by CECWA and government agencies, shall be made by the Principal by the required date.</p>
14 (Policy Formation)	14.1 Although the Board has no authority in the internal operation of the School, it is a legitimate function of the Board to provide an Advisory service to the Principal and staff with respect to the formulation and review of School policy.	Clause 14 deleted (school based policies removed).

	<p>14.2 In exercising this Advisory function Board members are required to be mindful of the responsibility which belongs to the Principal and staff to make decisions in accordance with CECWA policy and guidelines, on all such matters as curriculum, pastoral care and methods of teaching and learning.</p>	
15 (Public Relations)	Previously Clause 15.	Becomes Clause 14 (Public Relations)
16 (Planning and Development)	<p>Previously Clause 16.</p> <p>16.1 The Board is entrusted with the duty of planning, on behalf of the School Community, with the School staff (through the Principal) and with the CECWA to meet the present and future needs of students.</p> <p>16.2 The Board shall ensure that it is informed and operates in accordance with the CECWA planning policy and guidelines.</p>	<p>Becomes Clause 15 (Planning and Development)</p> <p>15.1 The Principal is responsible for the preparation and presentation of the school Strategic Plan in collaboration with the Advisory Council and all other relevant stakeholders. The Strategic Plan should align with CEWA Ltd's Strategic Directions.</p> <p>15.2 The Advisory Council provides planning and development advice to the Principal on meeting the present and future needs of its school students.</p> <p>15.3 The Advisory Council must ensure that it is informed and operates in accordance with CECWA policies and Delegations of Authority.</p>
17 (General)	Previously Clause 17.	Becomes Clause 16 (General)