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	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. 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.	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. The Principal is an employee of CEWA Ltd, is accountable to the Executive Director and is an Ex-Officio member of the Advisory Council.
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)	7(e) Liaising in all matters relating to the financial management of the School with persons and organisations in the local Catholic community.	7(e) Endorsing the Principal's annual school budget before submission to CECWA for approval.
	7(f) Managing all the finances associated with the School.	7(f) Advising the Principal on school financial matters such as performance against budget, sustainability and capital and recurrent planning.
13 (Financial Management)	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,	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.
	from whatever source, and all expenditure for the School. 13.2 The Board does not have the authority to undertake any financial commitment	13.2 Annual school budget:(a) The Principal must prepare the annual school budget and present it to the Advisory Council;
	involving expenditure beyond the limits of its known annual income from all sources.	(b) The Principal has no authority to undertake any financial commitment
	13.3 No funds may be borrowed without the approval of the Executive Director.	involving expenditure beyond the limits of the school's known annual income from all sources (ie the Principal must prepare and maintain a
	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	balanced budget); (c) The Advisory Council endorses the annual school

	budget (in alustic - tuttic - for
ensuing calendar year.	budget (including tuition fees
12 E No commitment of Derich	and charges). The Chair (in
13.5 No commitment of Parish	consultation with the
funds shall be made without	Principal) should contact the
prior approval of the Parish	Executive Director if the
priest.	Advisory Council has concerns
	with the budget; and
13.6 The CECWA may give	
directions from time to time	(d) Once endorsed by the
concerning priorities and limits	Advisory Council, the Principal
of expenditure, whether	must submit the annual school
recurrent or capital.	budget to CEWA by the end of
	November each year for
13.7 The Board has the	approval by CECWA.
responsibility for setting and	
collecting tuition fees in	13.3 Monitoring of school
accordance with the policies	finances:
and guidelines of the CECWA	
as issued from time to time.	(a) The Principal must provide
	at each Advisory Council
13.8 Adequate funds must be	meeting the year to date
made available to the Principal	Income and Expenditure
for the day to day operations	Statement (compared to
of the School.	budget), Balance Sheet and
····	Cash Flow Statement. Other
13.9 Books of account shall be	financial reports may be
maintained to a professional	requested by Advisory Council
standard. The Board shall have	members and provided by the
such books audited by a	Principal as considered
registered auditor, accredited	necessary; and
with CECWA.	
	(b) The Advisory Council must
13.10 A copy of the annual	support and advise the
statement of each School's	Principal on school financial
receipts and expenses shall be	matters such as financial
available for perusal by any	performance against budget,
member for the School's	sustainability and recurrent
community.	and capital planning.
13.11 Financial returns, as	13.4 CECWA may give
required by the CECWA and	directions at any time
government agencies, shall be	concerning priorities and limits
made by the Board by the	of expenditure, whether
appointed date.	recurrent or capital.
13.12 A bank account shall be	13.5 The setting and collection
maintained by the Board for all	of school tuition fees must be
income and expenditure to do	in accordance with the policies
with the School. This account	and guidelines of CECWA.
shall be kept quite separate	

	from any other that is related to Parish or church accounts. In all cases this account shall be in the name of:	13.6 The Principal must make and keep written financial records of the school that:
	RC Archbishop/Bishop of (diocese) (name of School) Catholic School Board.	(a) correctly record and explain the school's transactions and financial position and performance;
	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.	(b) enable true and fair audited consolidated financial statements of CEWA Ltd to be prepared in accordance with Australian Accounting Standards;
	13.14 With respect to School staff, the Board shall: (a) monitor the financial implications of the	 (c) correctly record the school's operations; and (d) are kept secure and retained for at least 7 years.
	employment of new staff in the context of maintaining a balanced School budget;	13.7 The Principal must maintain a school bank account with a Catholic
	(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;	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
	(c) ensure the superannuation, long-service and other benefits to which staff may be entitled	operations.
	are provided for.	13.8 Financial returns, as required by CECWA and government agencies, shall be made by the Principal by the required date.
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).

	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.	
15 (Public Relations)	Previously Clause 15.	Becomes Clause 14 (Public Relations)
16 (Planning and Development)	Previously Clause 16.	Becomes Clause 15 (Planning and Development)
	 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. 16.2 The Board shall ensure that it is informed and operates in accordance with the CECWA planning policy and guidelines. 	 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. 15.2 The Advisory Council provides planning and development advice to the Principal on meeting the present and future needs of its school students.
		15.3 The Advisory Council must ensure that it is informed and operates in accordance with CECWA policies and Delegations of Authority.
17 (General)	Previously Clause 17.	Becomes Clause 16 (General)