

Meeting of Education Policy Committee to be held at Level 10, Polding Centre,
133 Elizabeth Street, Sydney on Thursday, 13 June 2019 at 2pm.

AGENDA

1. Apologies
2. Acknowledgement of Country – Dallas
3. Prayer - Kitty
4. Conflicts of Interest – The Chair to enquire whether any Committee Member or attendee has any actual, perceived or potential conflict of interest regarding any matter to be addressed at the meeting or affecting the Federation more broadly.
5. Minutes of the meeting dated 17 May 2019 Page 2
6. Business arising from the minutes
 - Recurrent Funding NSW & Commonwealth - Dallas Pending AGDET
 - NSW Curriculum Review - Danielle Pending NESA
7. Memorandum of Understanding Verbal Report - Paul
8. Catholic Schools NSW Service Offering – Executive Summary - Dallas Page 4
9. Responses – Federation Survey – Services Page 6
10. SchoolsHub Access by CSNSW Discussion - Kitty
11. Principals' Forum – 9 August 2019
12. Communication Channels – Federation, Members, Boards, Principals (Governance Forum & Others) For discussion
13. Next Meeting – 11:30am – Friday, 9 August 2019
– Australian Catholic University – Edmund Rice Building,
25A Barker Rd, Strathfield Greg to confirm
14. Other Business
15. Closure



FEDERATION
of Religious Institute
and Ministerial PJP
Catholic School Authorities
in NSW and ACT

Minutes of the Meeting of the Education Policy Committee held at Marist Schools Australia, Mascot,
on 17 May 2019 at 9:30am

Present: Kitty Guerin – Committee Chair
Jane Curran
John Robinson
Jennie Hickey
Anne Wenham

In Attendance: Greg Smith - Executive Officer

Apologies: Marea Nicholson
Tony Fitzgerald

Welcome: Kitty welcomed those present and noted the apologies of those listed above.

Acknowledgement
of Country: John acknowledged the traditional owners of the land on which the meeting took
place and paid respect to the elders, past, present and emerging, noting also the
needs of indigenous children in our schools.

Prayer: Kitty led the meeting in prayer.

Conflicts of Interest: In response to enquiry from the Committee Chair, no person present declared
any conflict of interest in relation to any agenda item or other matters relating to
the Federation.

Previous Minutes: RESOLVED that the minutes of the meeting held on 1 March 2019 be adopted.

Business Arising from
the Minutes: The Committee noted that the following matters were awaiting advice from
authorities:

- Revised SES using PIT scores – pending advice to schools directly from AGDET.
- NSW Curriculum Review [Jane advised subsequent to the meeting that CSNSW
would be providing an update to schools on 27 May 2019.]

The Committee reflected upon the recent Principals' Forum, agreeing the
Committee should ensure that CSNSW speakers provide relevant presentations at
future events.

Kitty referred to the recent meeting with Dr Dan White and Tony Farley at Sydney
Catholic Schools, advising that possibilities for joint participation by RI & PJP
schools in development and formation opportunities should be pursued where

appropriate and beneficial.

Greg advised that he had sought that the Federation be included in the mailing lists from the De La Salle Academy and the Gonski Institute, so that the Council and the Committee may be aware of future events that they may be holding.

Memorandum of

Understanding:

The Committee noted the draft notes for discussion with Bishop Randazzo and Greg agreed to distribute these notes to the members of the Federation.

CSNSW Services:

Greg agreed to design a brief survey for completion by Principals ahead of the planned meeting of the Committee with Dallas McInerney during June 2019. He advised that the survey would be sent to Committee and Council members for review prior to distribution.

Next Meeting:

2pm Friday 14 June 2019 **[subsequently changed to 2pm Thursday 13 June 2019]** at Polding Centre, 133 Liverpool Street, Sydney.

Other Business:

Greg advised that the Federation's website was nearing completion and that a news article reflecting the work of the Education Policy Committee would be featured, to be included also in the next edition of the Espirito newsletter.

Closure:

There being no further business, the meeting closed.

Read and Confirmed as
A true and correct record

Chair

Dated

ACTION ITEMS:

1. Impact of funding changes upon RI/PJP schools
 - Pending advice from Commonwealth – approx. July 2019
2. NSW Curriculum Review
 - Pending NESA report to Minister – interim 2nd quarter 2019 & final report end of 2019
3. Further input on MOU and CSNSW Service & representation agreement
 - Br Paul Oakley to meet with Bishop Randazzo.
 - Principals' survey
 - Meeting of Committee with Dallas McInerney

Executive Summary

CSNSW Service Offerings Report on Consultation

Preamble

This paper summarises advice on the potential suite of service offerings that CSNSW could provide for Catholic School Agencies (the eleven Archdiocesan and Diocesan Offices, and the Federation of Religious Institute and Ministerial PJP Catholic School Authorities in NSW and the ACT) to assist them in complying with the complexities of the legal and regulatory frameworks in which they operate while providing high quality schooling for school-aged students in Catholic communities.

Agencies were invited to respond to a survey to provide feedback on possible service offerings in five key areas:

- Advocacy;
- Compliance;
- Quality Improvement;
- Management & audit; and
- Data services.

Survey Feedback

Nine of the twelve agencies provided their feedback by responding directly to the survey. The remainder chose not to respond to the survey but to provide a submission setting out their views. Clearly, there are strongly held views about the independence of agencies and their relationship with CSNSW. Figure 1 reports areas of service need and their priority, and Table 1 support strategies identified from feedback.

Instances of collaboration, networking and sharing of services amongst agencies were also identified from the survey, for example:

- the COMPASS (student management), CI Anywhere (finance) system and CENet;
- payroll services;
- curriculum, assessment, VET support and consultancy services; and
- access to curriculum resources and professional learning.

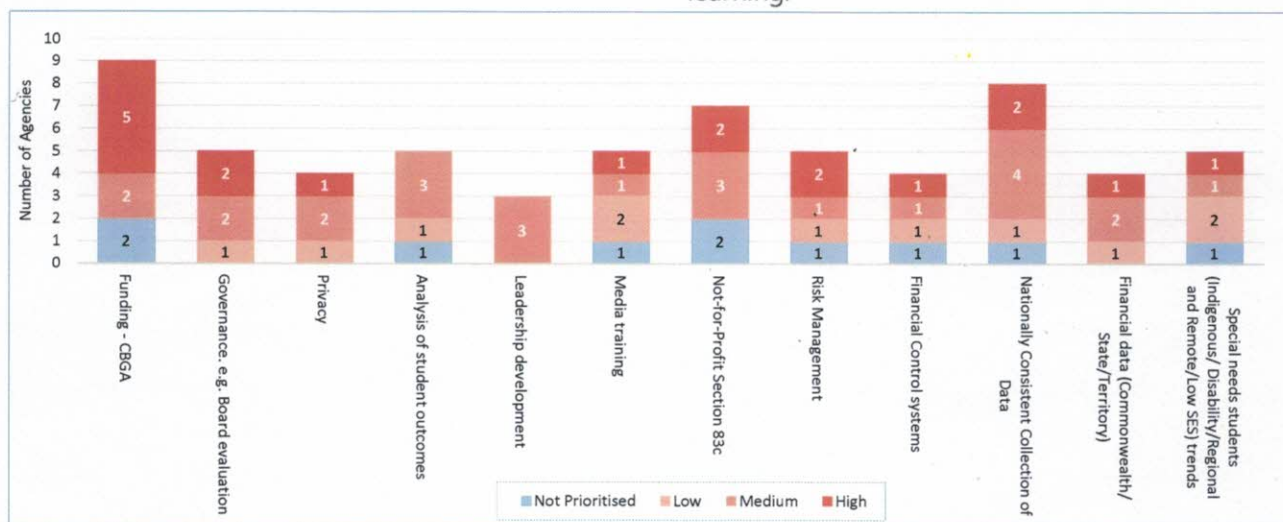


Figure 1: Service needs and priorities identified from survey feedback

Table 1: Recommended Support Strategies

Support Strategy	Funding CBGA	Governance - e.g. Board evaluation	Privacy	Analysis of student outcomes	Leadership development	Media training	Not for Profit Section 83C	Risk Management	Financial Control systems	Nationally Consistent Collection of Data	Financial Data	Special needs students
Ongoing consultancy	1		1			1	1	1	1	1	1	1
Professional learning	1			1	1	1			1	1		1
Newsletters and communications	1		1									
Development of policies and procedures		1			1		1	1			1	
Number of Strategies	3	1	2	1	2	2	2	2	2	2	2	2

Key findings

While the survey was not universally welcomed by agencies, there was agreement that the survey was a timely opportunity to take stock of current arrangements and explore opportunities where CSNSW could add value to existing support services. Specific areas nominated by agencies where CSNSW could provide support included:

- advocating on behalf of agencies to address recurrent and capital funding challenges in its role as the Approved Systems Authority;
- further developing Governance support materials such as additional professional learning modules;
- interpreting, and explicating legislative requirements and obligations to ensure a consistent and appropriate response across agencies in relation to funding accountabilities;
- clarifying and simplifying arrangements for NCCD data collection processes; and
- utilizing its capacity and expertise to expand the range of data-related services, particular those that would assist dioceses in future planning.

Recommendations

Five strategies are recommended to enable CSNSW to add-value to current arrangements:

Strategy 1: Develop in collaboration with agencies a set of principles that support and enhance collaboration between and with agencies.

These principles should:

- clarify responsibilities and support roles;
- reduce the potential for duplication
- assist in better targeting of resources;
- identify the potential for efficiency gains and savings; and
- support and enhance collaborative relationships between agencies and CSNSW.

Strategy 2: Review the effectiveness and efficiency of current processes and procedures.

Two issues are apparent.

1. A detailed Service Directory is needed to identify and mitigate duplication of effort across agencies and with CSNSW.
2. The need for CSNSW to address criticisms about the way it addresses its current functions and responsibilities.

Strategy 3: Develop programs and resources that support agencies in complying with mandatory regulatory and legislative requirements

Evidence suggests that the smaller agencies are struggling with the layers of regulation that continue to be imposed by the NSW and Australian Governments.

Strategy 4: Enhance capacity in specific focus areas to better position CSNSW to constructively engage in policy development and other matters

The need to be proactive in its relationships with governments, public and independent schools and agencies implies the need to review current capacity to ensure the analytical skills needed to undertake high-level analysis and evaluation are in place.

Strategy 5: To establish CSNSW as a broker of services for Catholic school agencies in NSW

A role that CSNSW could adopt is that of a service broker, rather than a service provider. The role would be aimed at fostering and supporting collaboration amongst agencies, particularly in relation to quality improvement matters.

Conclusion

The pathway to establishing services to support agencies is both multi-faceted and relational. It is multi-faceted in that there is:

- a wide range of potential service needs
- little agreement amongst agencies on the services needed;
- significant variation in the capacity of agencies; and
- variation in the willingness of agencies to engage in discussions to rationalise the way services are currently provided and accessed.

It is relational in that CSNSW needs to negotiate and manage its relationships with both internal stakeholders, that is the agencies, and external stakeholders comprising the different levels of government, as well as the public and independent school systems.

Responses to Survey of Principals in Advance of Meeting with CSNSW – 13 June 2019

The survey drew upon service areas identified in the 2018 Services Delivery Survey conducted by Catholic Schools NSW (CSNSW). Rather than asking principals to nominate areas where they consider services from CSNSW to be important and their preferred mode of service delivery, they were asked to identify who currently provides each service, with comments as appropriate.

Its introduction also asked whether the school is a member of the Association of Independent Schools NSW (AIS), the school's block grant authority membership and the school's nominee as its representative body.

School Affiliations

1. Membership of AIS – 83% of respondents advised that their school is a member of AIS.
2. Block Grant Authority – 70% of respondents advised that their school is a member of the Catholic BGA (with 30% advising that their school is a member of the AIS BGA). There appears to be some opportunity to clarify a number of issues including;
 - funding attracted to each BGA by a school's membership,
 - historic data on funding allocations by CBGA as compared with AIS, and,
 - funding guidelines by CBGA as compared with AIS.
3. Representative Body – 74% of respondents advised that CSNSW is their school's representative body (with 25% nominating AIS). The following comments indicate that a number of principals don't properly understand this issue:

"CSNSW for MEA negotiations"

"Not sure what this means – MEA?"

"We consider both as representative bodies from memory"

Where it was evident that a principal was unaware, nominated both, or whose comments indicated unreliability of the responses, the school's membership was verified from records previously provided by CSNSW. Again, there appears to be some opportunity to clarify a number of issues including;

- funding attracted to CSNSW for acting as representative body for a school, and,
- benefits for schools who nominate CSNSW as their representative body.

Sources of Services

In identifying their schools' current sources of services, many principals identified more than one source, resulting in the percentages totalling greater than 100%. For example, a school may identify CSNSW, their Canonical School Authority and their Diocesan CEO/CSO as the sources of Formation services.

1. Advocacy for Recurrent & Capital Funding

CSNSW	- 70%
AIS	- 61%
Canonical Authority	- 9%
In-house Only	- 4%

Comments

"I do not currently feel that CSNSW independently advocates for Catholic Independent Schools"
"Receive more correspondence from AIS than CSNSW"

2. Advocacy for Curriculum, Policy, Other

CSNSW	- 43%
AIS	- 74%
Canonical Authority	- 17%
In-house Only	- 9%
Other – CSSA	- 4%

3. Formation

CSNSW	- 17%
AIS	- 9%
Diocesan CEO/CSO	- 13%
Canonical Authority	- 74%
Commercial Service	- 4%
In-house Only	- 13%

4. Religious Dimension – Policy, PD, standards, advocacy, other

CSNSW	- 30%
Diocesan CEO/CSO	- 22%
Canonical Authority	- 61%
In-house Only	- 13%
Other – NESA	- 4%

Comment: "NESA for SOR 1 & 2"

5. Compliance – School Registration

CSNSW	- 13%
AIS	- 52%
Diocesan CEO/CSO	- 4%
Canonical Authority	- 9%
Commercial Service	- 17%
In-house Only	- 9%
Other – NESA	- 22%

Comment: "Support would be appreciated"

6. Compliance – Governance & Board Evaluation

CSNSW	- 17%
AIS	- 57%
Canonical Authority	- 30%

Commercial Service - 26%

Comment: "Support would be appreciated"

7. Compliance – Teacher Accreditation Authority Requirements

CSNSW - 17%
AIS - 48%
Diocesan CEO/CSO - 4%
Canonical Authority - 4%
Commercial Services - 9%
In-house Only - 17%
Other – NESA - 26%

Comment: "Support would be appreciated"

8. Compliance – Registered Training Organisations

CSNSW - 17%
AIS - 43%
Diocesan CEO/CSO - 39%
Commercial Services - 4%
In-house Only - 4%
Other – NESA - 9%

9. Compliance – CRICOS Requirements

AIS - 13%
Canonical Authority - 4%
Commercial Service - 9%
In-house Only - 9%
Other – NESA - 4%
Service Not Required - 65%

Comment: "Support would be appreciated"

10. Compliance – Other including Privacy, Complaints Handling, Child Protection, WHS & Copyright

CSNSW - 30%
AIS - 74%
Canonical Authority - 22%
Commercial Service - 35%
Other
– NSW Ombudsman - 9%

Comment: "Support would be appreciated"

11. Strategic Planning Support

CSNSW	- 9%
AIS	- 35%
Canonical Authority	- 17%
Commercial Service	- 48%
In-house Only	- 9%

Comment: "Support would be appreciated"

12. Quality Improvement – Curriculum, Student Outcomes, Specific Educational Programs

CSNSW	- 17%
AIS	- 61%
Diocesan CEO/CSO	- 9%
Commercial Services	- 35%
In-house Only	- 9%
Other – NESA	- 4%

Comment: "Support would be appreciated"

13. Special Needs Support including NCCD

CSNSW	- 91%
AIS	- 17%
Diocesan CEO/CSO	- 9%
In-house Only	- 4%
Service Not Required	- 4%

14. Teacher Development

CSNSW	- 30%
AIS	- 96%
Diocesan CEO/CSO	- 17%
Canonical Authority	- 13%
Commercial Services	- 39%
Other – NESA	- 4%

Comment: "Support would be appreciated"

15. Leadership Development, Appraisal & Accreditation

CSNSW	- 22%
AIS	- 70%
Diocesan CEO/CSO	- 9%
Canonical Authority	- 26%
Commercial Services	- 48%
In-house Only	- 4%

Comment: "Support would be appreciated"

16. Communications including Community/Family Engagement & Media management/Support

CSNSW	- 30%
AIS	- 26%
Diocesan CEO/CSO	- 4%
Canonical Authority	- 22%
Commercial Services	- 35%
In-house Only	- 9%
Service Not Required	- 4%
Other – Not Specified	- 9%

Comment: "Support would be appreciated"

17. Crisis Management Support – including Media & Counselling

CSNSW	- 26%
AIS	- 22%
Diocesan CEO/CSO	- 9%
Canonical Authority	- 17%
Commercial Services	- 52%
In-house Only	- 13%
Other – EAP	- 4%
Other – Local Counsellors	- 4%
Other – Not Specified	- 4%

18. Financial Control Systems

CSNSW	- 9%
AIS	- 17%
Canonical Authority	- 17%
Commercial Services	- 30%
In-house Only	- 43%

19. Risk Management

CSNSW	- 13%
AIS	- 39%
Diocesan CEO/CSO	- 4%
Canonical Authority	- 9%
Commercial Services	- 48%
In-house Only	- 9%
Other – CCI	- 4%
Other – CCER	- 4%

Comment: "Support would be appreciated"

20. Section 83C – Not For Profit

CSNSW	- 17%
AIS	- 48%
Diocesan CEO/CSO	- 4%
Canonical Authority	- 22%
Commercial Services	- 30%
In-house Only	- 13%

Comment: "Support would be appreciated"

21. Certification of Financial Viability

CSNSW	- 4%
AIS	- 22%
Diocesan CEO/CSO	- 4%
Canonical Authority	- 30%
Commercial Services	- 35%
In-house Only	- 13%
Other – Auditors	- 17%

Observation – It appears that there is some level of misunderstanding of what this means.

22. Data Services – Data Collection

CSNSW	- 26%
AIS	- 17%
Diocesan CEO/CSO	- 4%
Canonical Authority	- 4%
Commercial Services	- 13%
In-house Only	- 48%

23. Data Services – Student Outcomes

CSNSW	- 22%
AIS	- 22%
Diocesan CEO/CSO	- 4%
Canonical Authority	- 4%
Commercial Services	- 17%
In-house Only	- 39%
Other – NESA	- 4%

24. Data Services – Trend Analysis

CSNSW	- 22%
AIS	- 22%
Diocesan CEO/CSO	- 4%
Canonical Authority	- 4%
Commercial Services	- 30%

In-house Only - 39%

25. Data Services – Predictive Analysis

CSNSW	- 4%
AIS	- 17%
Diocesan CEO/CSO	- 4%
Commercial Services	- 22%
In-house Only	- 48%
Service Not Required	- 9%

Method of Charging

Charge per Student	- 52%
Fee for Service	- 22%
Mixed – per Student & FFS	- 9%
No Charge	- 4%
Not Stated	- 13%

Comments:

“Unable to comment as we can't quantify outcomes”

“Current levy system is problematic as annual charge does not represent value for money”

“Combination of small base charge and fee for services”

“Unsure at present”

“Happy with service if offerings continue to increase”

“Small school - no service fee”

“Depends on fees associated. Merit in separate fee for service for some activities”