

Meeting of Councillors to be held at 2 Thames St., Balmain NSW on Wednesday 23 October 2019 at 10am

AGENDA

1. Apologies
2. Acknowledgement of Country
3. Prayer - Page 3
4. Conflicts of Interest – The Chair to enquire whether any Councillor 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. Section 127 of the Corporations Act 2001 (Cth) – This section allows companies to execute documents (including deeds), without the use of a common seal if the document is signed by any two directors or one director and a secretary. The Chair to enquire whether any documents have been signed in this manner since the last meeting.
6. Minutes of meeting dated 3 September 2019 - Page 4
7. Record of Circular Resolution dated 4 September 2019 - Page 10
8. Business arising from the minutes - Refer Action Items
 - Perceived Conflict of Interests - Br Paul
 - Website & Espirito - Greg
 - School Affiliations & BGA Funding - Greg
9. Correspondence
 - Outgoing - Leonie Keane - page 11
 - Outgoing – Bishop Randazzo - page 12
 - Incoming - Student Participation in Social Issues - Page 13
10. Content & Presenters - Members' Forum
Br Paul
11. Meeting with Primary Principals' Association - Br Paul
12. Education Policy Committee
 - Minutes of Meetings – 13 September 2019 - Page 14
 - Membership of Committee - Kitty
 - Revised Terms of Reference - Page 17
13. Executive Officer's Report
 - Financial Summary & Cash Flow Projection - Page 19
 - Auditors' Clearance Report - Page 23
 - Sophia Ministries - Greg

14. Continuing Councillors
15. Other Business
16. Next Meeting & Proposed 2020 Meeting Dates
17. Close

– Page 25

A Prayer for Our Students Completing HSC Examinations

Dear Lord, we ask your blessings on our students undertaking HSC Examinations over the coming weeks.

Grant them the confidence they deserve from their years of focus, diligence and study.

Grant them the ability to comprehend questions and effectively plan and articulate their responses.

May they be enriched by the gifts of the Holy Spirit – Wisdom, Understanding, Fortitude and Knowledge.

May their faith and piety give them the strength to face the challenges of this examination period and the satisfaction of achieving their personal best.

We ask these things through Christ Our Lord,

Amen.

– Mrs Bounds (Principal of Bethlehem College) on behalf of the staff and students



Minutes of the Meeting of Councillors held at 2 Thames St., Balmain NSW
on 3 September 2019 at 10am

Present: Br Paul Oakley (Chair)
Kitty Guerin (Secretary and Councillor)
Paul Mastronardi (Deputy Chair)
Marita Winters (Councillor)
Frank Malloy (Councillor)

In Attendance: Greg Smith (Executive Officer)

Apology: Leonie Keaney (Treasurer)

Welcome: Br Paul welcomed those present.

Agenda Items -

- 1 - Apologies: The Council noted and accepted the apology as recorded above.
- 2 - Acknowledgement of Country: Br Paul acknowledged the traditional owners of the land on which the meeting took place.
- 3 - Prayer: Greg led the meeting in prayer.
- 4 - Conflicts of Interest: In response to enquiry from the Chair, Greg advised that a perception of a conflict of interest had been raised with him and that he had provided a detailed report on the matter with the Chair. It was agreed that the details would be discussed by the Council during the meeting's "in camera" session. No other person present declared any conflict of interest in relation to any agenda item or other matters relating to the Federation.
- 5 - Section 127 Corporations Act: In response to enquiry from the Chair, the Executive Officer reported that since the last meeting, the following document had been executed in accordance with Section 127 of the Corporations Act.
- Document authorising Greg Smith to sign and lodge the Federation's annual information statement with ACNC.

6 - Previous Minutes: RESOLVED that the minutes of the meeting held on 5 June 2019 be adopted.

7 - Business Arising from the Minutes:

Meeting with Bishop Randazzo – Br Paul reported that he and Kitty had arranged to meet with the Bishop on 17 September 2019 [subsequently changed to 27 September 2019], for discussions regarding the proposed memorandum of association. The need to include reference to the engagement of Diocesan officers with RIs and PJPs with regard to formation and translation of charism was noted.

Website and Espirito – Greg circulated the proposed content of the next edition of Espirito, to be sent by the end of the week and sought comments from Councillors. He advised that some technical problems were being experienced with the website and that these issues were expected to be resolved soon.

Religious Exemptions – Marita reported that the focus of media attention on the draft legislation had been upon potential impacts for staff and not students. The Council discussed whether the Federation should provide some broad commentary, noting the diversity of its members, however it was agreed that a response from the National Catholic Education Commission should first be awaited.

School Affiliations & BGA Funding: The Council noted the data on school affiliations and that this may have been subject to some change since its preparation. It was agreed that a focus on the processes and value of Catholic Schools NSW as Block Grant Authority and representative body be provided at the 2019 annual general meeting. Greg undertook to prepare a draft communication to CSNSW seeking further detail on behalf of the Chair.

New Membership: Greg advised that the Dulwich Hill Convent of the Maronite Sisters had paid their 2019 subscription. He reported also that Sophia Education Ministries had advised that their trustees would be considering membership of the Federation at their meeting on 15 November 2019.

CSNSW Stakeholder Forum: It was noted that the Chair, Councillors and the Executive Officer had attended the forum held on 7 August 2019. Br Paul reported that the Federation's presence had been appreciated, although not all CEOs/CSOs were represented. The Council discussed the "state of the system" report prepared by CSNSW and agreed that improved clarity was needed regarding a number of issues including the inconsistency of grouping of RI/PJP schools with systemic schools. It was agreed also that support and advice regarding the redress scheme and

the impacts for section 83C of the Education Act 1990 (NSW) be sought.

8 – Correspondence:

The request from Leonie Keaney for leave of absence as a Councillor, due to her husband's illness and her need to support him at this time was noted. It was RESOLVED that leave of absence be granted until the date of the 2019 annual general meeting. Greg undertook to prepare a draft letter to Leonie for consideration by the Chair.

9 – Education Policy Committee:

The Council noted the draft minutes of the Education Policy Committee meetings held on 13 June 2019 and 16 August 2019.

Kitty referred to the principals' forum following the principals' survey, and providing feedback upon the issues arising therefrom.

The Council RESOLVED to amend the terms of reference of the Education Policy Committee. The revised document is appended to these minutes.

It was noted that Dr Anne Wenham and Mrs Jane Curran would be retiring from their respective roles as principals and Kitty undertook to approach experienced continuing principals regarding membership from 2020.

10 – Executive Officer's Report:

Greg reported that the financial summary and cash flow showed the Federation to be in a sound financial position with approximately \$6,500 funds forecast to remain as at 31 March 2020, by which time receipts of 2020 subscriptions would commence. It was noted that the required subscription levels for 2020 would be discussed in the "in camera" session later in the meeting.

The Council noted the draft financial report for the period from 9 November 2017 to 31 December 2018. Greg advised upon some minor changes suggested by the auditors that had been adopted, and that the auditors had advised their intention to issue an unqualified audit report.

Accordingly the Council RESOLVED:

- that the draft Councillors' Report as tabled be adopted and two councillors be authorised to sign the report in accordance with this resolution.

- that the draft financial statements and Councillors'

Declaration as tabled be adopted and two councillors be authorised to sign the declaration in accordance with this resolution.

The Council RESOLVED that the second annual general meeting of the company be held at the Polding Centre, 133 Liverpool Street, Sydney, at 9am on Wednesday 20 November 2019 and that the secretary be authorised to issue a notice of meeting to the members. **[note subsequent circular resolution amending this date to 18 November 2019.]**

The Council noted the copy of the 2018 annual information statement that had been lodged with ACNC.

Greg provided details to Councillors Frank Malloy, Marita Winters and Paul Mastronardi for activation of their access to the Commbiz system as the first step towards their inclusion as authorisers.

- 11 - Other Business: Greg undertook to circulate draft meeting dates for 2020. It was agreed that these meetings would generally be held on Tuesdays.
- 12 - Next Meeting: Balmain – 23 October 2019
- 13 - In-Camera Session: The following matters were discussed in the absence of the Executive Officer:

Br Paul outlined the concerns raised by Dallas Mcinerney, Chief Executive Officer of Catholic Schools NSW and the report by Greg Smith. The Council acknowledged that Greg was undertaking consulting work directly for schools with the Council's knowledge, and the steps that he had been taking to avoid conflicts of interest. The Council agreed that there should be improved clarity when Greg is dealing with Catholic Schools NSW as to whether he is in his role as the Executive Officer of the Federation or whether his role is that of a consultant for an individual school. Br Paul undertook to speak with both Dallas Mcinerney and Greg Smith to advise them of the Council's discussions.

The Council noted the need to consider an increase in subscriptions for 2020 that would be sufficient to cover the Federation's costs, including the Executive Officer's fees and costs. It was noted also that a part of the costs for 2019 had been met by the surplus carried forward from 2018. It was agreed that the subscriptions for 2020 be set at a sufficient level to generate a small surplus for the year, and this would require an increase in the order of up

to 60%, on the assumption that the Executive Officer's fee for 2020 would remain similar to 2019. [Br Paul confirmed this with Greg following the meeting].

Closure: There being no further business the meeting closed.

Read and Confirmed as
a true and correct record

Chair

Dated

ACTION ITEMS

Minute 4	Perceived Conflict of Interests	- Br Paul
Minute 7	Meeting with Bishop Randazzo	- Br Paul
	Website	- Greg
	Religious Exemptions	- NCEC
	School Affiliations – CSNSW Communication	- Greg
	Membership – Sophia Education Ministries	- Greg
Minute 8	Leave of Absence – Leonie Keanie	- Greg
Minute 9	Membership of Education Policy Committee	- Kitty
Minute 10	Subscription Levels for 2020	- Br Paul
	2018 Audit Report	- Greg
	Notice of Second Annual General Meeting	- Greg
	Commbiz Authorisers	- Greg
Minute 11	Proposed 2020 Meeting Dates	- Greg
Minute 13	Perceived Conflict of Interests – Discussions with parties	- Br Paul
	2020 Subscriptions	- Council
Previous Meetings	PIT Scores	- AGDET



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

Record of Circular Resolution of Councillors made on 4 September 2019

Responses From: Br Paul Oakley (Chair)
Kitty Guerin (Secretary and Councillor)
Paul Mastronardi (Deputy Chair)
Marita Winters (Councillor)
Frank Malloy (Councillor)

Leave of Absence: Leonie Keaney (Treasurer)

The Council RESOLVED that the date of the second annual general meeting of the company, called by resolution of the Council at its meeting on 3 September 2019 be amended to Monday 18 November 2019 (at 9am) and that the secretary be authorised to issue a notice of meeting to the members for this amended date.

Read and Confirmed as
a true and correct record

Chair

Dated



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

2 October 2019

Mrs Leonie Keane
1A Gilbert Street
Coburg VIC 3058

Dear Leonie

I share with the other Councillors of the Federation in extending my good wishes to you and John at this time of John's illness. We trust and pray that his treatment is coming along well and that you will both be able to resume your normal lives soon.

Meanwhile, all of the members of the Council understand your need to focus completely upon John's health and have resolved to extend leave of absence to you until and including the date of the annual general meeting to be held on 18 November 2019. This is the last scheduled commitment for the Council for 2019.

As discussed in our earlier email communications, while your appointment is at a personal level, and not on behalf of Good Samaritan Education, we have included Fran Warner in the circulation of Council papers and other materials on your behalf, and in accordance with your request, and we will continue to do so for the period of your leave of absence.

Please let me know if there is anything that you need.

With sincere best wishes

Br Paul D Oakley
Chair of Council

Councillors

Br Paul Oakley cfc (Chair)
Mrs Marita Winters
Mrs Kitty Guerin
Mrs Leonie Keane
Dr Frank Malloy
Mr Paul Mastronardi



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

10 October 2019

Bishop Tony Randazzo
Archdiocese of Sydney,
Level 13, Polding Centre,
133 Liverpool Street,
Sydney NSW 2000

Dear Bishop Tony

By email: bishop.tony@sydneycatholic.org

Relationship between the Bishops of the Province, the Religious Institutes and Ministerial Public Juridic Persons as Catholic School Authorities in NSW and the ACT

Having heard the announcement in recent days that you have been named as the Bishop of Broken Bay we would like to wish you God's blessings on your new ministry. We pray that this ministry will be a graced experience for you and for the people of the Diocese of Broken Bay.

Kitty Guerin and I are very appreciative of the time that you gave us at our recent meeting. It provided an opportunity to discuss the way in which the Bishops of the Province and the Religious Institutes and Ministerial Public Juridic Persons engaged in the ministry of Catholic education could, and could be seen to, be working more closely together for the betterment of the children and young people and their families in our schools.

The Council of the Federation has been tasked with facilitating the development of an agreement between the Catholic School Authorities, an agreement that our members see as providing a clear set of principles for our relationship in the Catholic Education Sector of NSW and the ACT. We hope that the notes that we provided as a point of discussion are useful in outlining our intention and indeed our hopes.

We also appreciate your willingness to raise this matter with your fellow bishops. Unfortunately, documents do not always provide the clarity that important relationships require so we are of course prepared to be available to discuss this proposal with whomever you would wish us to join in conversation.

I look forward to hearing from you at your convenience.

Yours in Christ

Paul D. Oakley cfc
Chair

on behalf of the Council

Councillors

Br Paul Oakley cfc (Chair)
Mrs Marita Winters
Mrs Kitty Guerin
Mrs Leonie Keaney
Dr Frank Malloy
Mr Paul Mastronardi

Media Release

Best place for the contest of ideas is in the classroom

Catholic school students would receive a more balanced view of important social and political issues in class than at unregulated, non-educational events, Catholic Schools NSW (CSNSW) said today.

CSNSW Chief Executive Officer Dallas McInerney says Catholic education supported students becoming more informed about the world and their role in its future but noted the expectation of the NSW Government that during school hours all students should be at school.

“While we are pleased to see our students passionate about the environment, the best way for young people to really make a difference is to receive a quality education in the classroom – inquiry through scholarship. This will provide them with the skills and knowledge to positively change the world as adults,” Mr McInerney said.

“Skipping school doesn't change the world, and we don't accept there needs to be a clash between attending class and caring about global issues.”

“We believe students should learn about and discuss these issues in class where there is a responsibility on teachers to present information on important, contentious issues in a balanced and factual way.”

Council of Catholic School Parents Executive Director, Peter Grace, added that while it is encouraging to see young people care about global issues, the best way to learn about these issues is from teachers and peers at school, and from their families at home.

“Our Church has a long tradition of Catholic social teaching, at the centre of which is the dignity of the human person and the common good. This tradition is best served by school students receiving a sound education in which they discuss topical issues in the classroom setting,” Mr Grace said.

Media Contact: James Tudehope | james.tudehope@csnsw.catholic.edu.au | 0458 236 874

Minutes of the Meeting of the Education Policy Committee
held by Teleconference on 13 September 2019 at 9:30am.

Present: Kitty Guerin – Committee Chair
John Robinson
Jennie Hickey
Marea Nicholson
Anne Wenham
Jane Curran
Tony Fitzgerald

In Attendance: Greg Smith - Executive Officer

Apologies: Nil

Welcome: Kitty welcomed those present.

Acknowledgement
of Country: Kitty noted that the participants in the teleconference were located in different parts of the State and acknowledged the traditional owners of these places and paid respect to the elders, past, present and emerging.

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 16 August 2019 be adopted.

Business Arising from
the Minutes: Greg reported that advice had been received that the details of the implementation of **direct income measures (DIM)** in the determination of Commonwealth and State/Territory recurrent funding was unlikely to occur before the start of 2020. This would mean that where such changes would result in increased funding for a school, the increases would not apply from the start of the 2020 year, leading to the possible need for backdating the increases. It was noted that where the DIM would result in a decrease in funding for a school, the reductions would not apply until 2022.

Jane undertook to circulate materials provided by AHISA in relation to the progress of the **NSW Curriculum Review**.

Randazzo regarding the development of a **memorandum of understanding** between the Bishops of NSW and Federation members. The Committee discussed the need for procedural fairness in the drafting of the final memorandum. Greg undertook to provide a copy of the Council's notes in preparation for this meeting.

The Committee discussed the following issues pertaining to the **"State of the System"** report from Catholic Schools NSW:

- Use of the term "system" when referring to all Catholic schools, not only systemic schools.
- Selective combination or separation of data for systemic and congregational schools.
- Inclusion of congregational schools whether representative body or not.
- Whether consent of RI & PJP school authorities should be obtained.

It was agreed that timely consultation with the Federation should occur in future years prior to production of such reports.

Principals' Forum: The Committee discussed the outcomes of the Principals' Forum held on 16 August 2019, including the need for preparation of a services directory and network matrix around governance relationships and where the Federation fits in this matrix. Marea offered to assist in the preparation of these documents.

Business of Future Meetings: Deferred for discussion at next meeting.

Analytics Showcase: In response to a communication from Danielle Cronin (Catholic Schools NSW), the Committee agreed that it would be valuable to receive a demonstration of CED3 and SCOUT analytics. Greg agreed to follow this up with Danielle for a future meeting.

Next Meeting: Next scheduled meeting - Friday 25 October 2019 at 9:30am [to be hosted by Jane at Brigidine College, St Ives].

Other Business: 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 – expected 2020 - AGDET
2. NSW Curriculum Review
- Pending NESA final report to Minister – end of 2019 – AHISA materials - Jane
3. Br Paul Oakley & Kitty Guerin to meet with Bishop Randazzo - Kitty
4. MOU notes - Greg
5. State of the System Report - Greg/Marea
6. Services Directory & Network Matrix - Greg/Marea
7. Future Meetings - Committee
8. Analytics Showcase - Greg

**THE FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP CATHOLIC
SCHOOL AUTHORITIES IN NSW AND ACT.**

EDUCATION POLICY COMMITTEE

TERMS OF REFERENCE

The Federation of Religious Institute and Ministerial PJP Catholic School Authorities in NSW and ACT (**Federation**) is established to represent the interests of these authorities and their schools in the increasingly complex and dynamic educational context.

The Federation follows on and benefits from the work and leadership of the Conference of Leaders of Religious Institutes of NSW (CLRINSW) undertaken through its Education Committee. In recognition of the autonomy of members, it provides a mechanism to seek a common voice.

The Education Policy Committee is established by the Federation Council under whose authority it operates. The Committee will work on matters pertinent to Catholic education in NSW and ACT.

This Committee will

- be the point of contact with the Chief Executive Officer and the staff of Catholic Schools NSW;
- nominate and provide proactive support for the representatives on peak Catholic bodies e.g. CSNSW reference groups, CCER and CBGA committees;
- adopt an "issue" focus rather than a "reporting" focus;
- be an inclusive and balanced voice on public issues e.g. funding;
- promote important educational issues;
- liaise with the CRA Education Committee.

CONTEXT: CHALLENGES AND OPPORTUNITIES

This Committee will need

- to recognise and work with the existing education entities (CSNSW, CCER, CBGA) to develop the goodwill necessary for the development an inclusive voice;
- to develop a forum and a process to make a contribution to the mission of Catholic education;
- to communicate with the members, Board Chairs and principals.

MEMBERSHIP

- The Committee is appointed by the Council of the Federation and is accountable to the Council.
- The Education Policy Committee will consist of a Chair, appointed by the Federation Council from the Councillors, and preferably at least five other members with appropriate skills and expertise.
- At least 50% of Committee members, including the Committee Chair, (or in the absence of the Committee Chair, another Councillor nominated by the Committee Chair), is required to form a quorum for the purposes of holding meetings of the Committee.

- Members will be appointed for a maximum of two years, with an opportunity for re-appointment for further terms. A review of the membership will be held every two years to ensure effective continuity and succession planning.
- Membership of the Education Policy Committee is voluntary.
- Expenses related to fulfilling the tasks of the Committee will be met by the Federation.
- Committee members will possess the following skills and qualities:
 - I. Expertise and experience in education, a considerable understanding of the issues, and a state and national outlook;
 - II. Leadership skills and an ability to engage others in the work of education;
 - III. Excellent communication skills, a clear understanding of the mandate and a balanced perspective.

COMMITTEE STRUCTURE and OPERATING PROCEDURES

- The Federation Education Policy Committee is supported by the Executive Officer of the Federation using communication via teleconferencing or other means allowing for:
 - I. a voice in NSW/ACT for issues to be pursued;
 - II. events to be planned and executed;
 - III. education personnel to gather and collaborate at a local level;
 - IV. information about issues to be provided to the Federation Council.

MEETINGS

- The Education Policy Committee will meet at least four times per year, in person or by teleconference.

REPORTING TO THE FEDERATION COUNCIL

- The Federation Executive Officer will provide secretariat support to the Committee.
- The Federation Council will receive the minutes of each meeting of the Education Policy Committee.

Federation of Religious Institute and Ministerial PJP
 Catholic School Authorities in NSW and ACT
 Financial Report - 9 Months ended 30 September 2019

Financial Performance

Income	2019 Year To Date	2019 Full Year Estimate	2018 Full Year Actual	2020 Draft Budget	2020 Draft Breakeven	2020 Draft Surplus
<i>Subscription per student Increase in subscriptions (%)</i>		\$1.25 4.2%	\$1.20 N/A	\$1.30 4.0%	\$1.70 36.0%	\$2.00 60.0%
Subscriptions	\$49,848	\$49,848	\$47,310	\$51,842	\$67,793	\$79,757
Contributions - Federation Launch	\$0	\$0	\$3,400	\$0	\$0	\$0
Contribution CLRI	\$0	\$0	\$21,493	\$0	\$0	\$0
Interest Received	\$587	\$700	\$314	\$300	\$300	\$300
Other Income	\$25	\$100	\$75	\$100	\$100	\$100
Total Income	\$50,460	\$50,648	\$72,592	\$52,242	\$68,193	\$80,157
Expenses						
Executive Officer Services	\$40,500	\$54,000	\$24,000	\$55,350	\$55,350	\$55,350
Legal Expenses	\$0	\$0	\$2,000	\$0	\$0	\$0
Audit Fees	\$0	\$1,550	\$1,500	\$1,600	\$1,600	\$1,600
Insurances - General	\$1,847	\$2,478	\$1,867	\$2,540	\$2,540	\$2,540
Virtual Office Expenses	\$891	\$1,037	\$874	\$1,063	\$1,063	\$1,063
Printing, Artwork & Stationery	\$222	\$0	\$754	\$0	\$0	\$0
Meeting Expenses	\$892	\$2,000	\$391	\$2,050	\$2,050	\$2,050
ICT Expenses - Office 365 & Domain Name	\$3,659	\$4,000	\$195	\$4,100	\$4,100	\$4,100
Postage	\$164	\$300	\$166	\$308	\$308	\$308
Insurance - Workers Compensation	\$170	\$227	\$161	\$233	\$233	\$233
Teleconferencing Costs	\$0	\$300	\$151	\$308	\$308	\$308
Parking Expenses	\$89	\$150	\$133	\$154	\$154	\$154
Bank Fees	\$8	\$12	\$5	\$12	\$12	\$12
Total Expenses	\$48,442	\$66,054	\$32,197	\$67,718	\$67,718	\$67,718
Net Surplus/Deficit	\$2,018	-\$15,406	\$40,395	-\$15,476	\$475	\$12,439
						15.5%

These accounts are not audited - refer compilation report dated 20 October 2019

Federation of Religious Institute and Ministerial PJP
 Catholic School Authorities in NSW and ACT
 Financial Report - 9 Months ended 30 September 2019

Financial Position	30 September 2019	31 December 2018
Current Assets		
Cash at Bank	\$ 13,615	\$ 12,688
Term Deposits	\$ 30,000	\$ 30,000
Receivables	\$ 3,202	\$ 1,224
Prepayments	\$ 1,356	\$ 668
Deposits	\$ 109	\$ 109
Accrued Income	\$ 236	\$ 306
Total Current Assets	\$ 48,518	\$ 44,995
TOTAL ASSETS	\$ 48,518	\$ 44,995
Current Liabilities		
Other Payable Amounts	\$ 6,105	\$ 4,600
Total Current Liabilities	\$ 6,105	\$ 4,600
TOTAL LIABILITIES	\$ 6,105	\$ 4,600
NET ASSETS	\$ 42,413	\$ 40,395
RETAINED Earnings	\$ 42,413	\$ 40,395

These accounts are not audited - refer compilation report dated 20 October 2019

Federation of Religious Institute and Ministerial PJP Catholic School Authorities in NSW and ACT Limited
 Cash Flow Projection as at 30 September 2019

	Actual to 30/09/2019	31/10/2019	30/11/2019	31/12/2019	31/01/2020	29/02/2020	31/03/2020
INFLOWS							
Members' Subscriptions Inc GST	\$ 51				\$ 140	\$ 157	
Members' Subscriptions Exc GST	\$ 48,692						
Interest Received	\$ 351						
Other Income	\$ 25				\$ 1,677		
GST Refunds	\$ 4,225	\$ 1,542			\$ 10,000	\$ 10,000	
From Term Deposits	\$ 50,000	\$ 10,000			\$ 11,817	\$ 10,157	
Total Inflows	\$ 103,344	\$ 1,542	\$ 10,000	\$ -	\$ 11,817	\$ 10,157	\$ -
OUTFLOWS							
Executive Officer Fees	\$ 42,900	\$ 4,950	\$ 4,950	\$ 4,950	\$ 4,950	\$ 5,074	\$ 5,074
Insurances General	\$ 2,478					\$ 2,500	
Insurance Workers Comp	\$ 227					\$ 250	
Meeting Costs	\$ 261	\$ 750	\$ 1,200				\$ 300
Legal/Audit Expenses	\$ 1,650					\$ 1,100	\$ 615
Website	\$ 3,795				\$ 500		
Other Expenses	\$ 1,106	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550
GST Remittances	\$ -	\$ -					
Term Deposit	\$ 50,000						
Total Outflows	\$ 102,417	\$ 6,250	\$ 6,700	\$ 5,500	\$ 6,000	\$ 9,474	\$ 6,539
SURPLUS/(DEFICIT)	\$ 927	-\$ 4,708	\$ 3,300	-\$ 5,500	\$ 5,817	\$ 683	-\$ 6,539
OPENING BANK	\$ 12,688	\$ 13,615	\$ 8,907	\$ 12,207	\$ 6,707	\$ 12,524	\$ 13,207
CLOSING BANK	\$ 13,615	\$ 8,907	\$ 12,207	\$ 6,707	\$ 12,524	\$ 13,207	\$ 6,668
TERM DEPOSITS	\$ 30,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 10,000	\$ -	\$ -
TOTAL FUNDS	\$ 43,615	\$ 38,907	\$ 32,207	\$ 26,707	\$ 22,524	\$ 13,207	\$ 6,668

These accounts are not audited - refer compilation statement dated 20 October 2019

COMPILATION REPORT TO FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED ("the Client")

We have compiled the accompanying special purpose financial statements of FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED, being the financial summary, which comprises statements of financial performance and financial position, and cash flow projection.

The Responsibility of [Those Charged with Governance]

The Councillors of FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT LIMITED are solely responsible for the information contained in the special purpose financial statements and have determined that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial statements were prepared.

Our Responsibility

On the basis of information provided by the Councillors we have compiled the accompanying special purpose financial statements in accordance with the financial reporting framework and APES 315 Compilation of Financial Information, subject to the limitations applying to a small charity by the Australian Charities and Not-for-profits Commission.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Councillors provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The special purpose financial statements were compiled exclusively for the benefit of the Client. We do not accept responsibility to any other person for the contents of the special purpose financial statements.



Greg Smith Education Pty Ltd
Greg Smith CA
248 Lower Plateau Rd, Bilgola Plateau NSW 2107

20 October 2019

Director: Greg Smith CA, FAICD

ABN 36 616 885 057
248 Lower Plateau Rd, Bilgola Plateau NSW 2107
0405 191 905
greg@gseducation.com.au
www.gseducation.com.au



Directors

Jane Perry FCA
Phillip N. McCarthy FCA
Brad Druitt CA
Thomas P. McCarthy CA

9th July 2019

Federation of Religious Institute and Ministerial PJP Catholic School Authorities in NSW and ACT Ltd
C/- GS Education
248 Lower Plateau Rd
Bilgola Plateau NSW 2107

To the Councillors,

Re: 2018 Management Review Letter - Federation of Religious Institute and Ministerial PJP Catholic School Authorities in NSW and ACT Ltd "Federation"

We enclose our audit management letter after the completion of our audit of the financial records of the Federation for the year ended 31st December 2018. Please note that this letter should be read in conjunction with the audit report issued for the Federation.

We make the following notes and observations to assist the Councillors when reviewing the Federation's operations for the financial year.

1. **Accrued Expenses**

We noted that the audit accrual was not disclosed at the time of the audit.

Following discussions with Mr Greg Smith, it was agreed to record this journal in the financial year.

Recommendation:

No further recommendation required.

2. **Financial Reporting – Note Disclosures (Reporting Period)**

We noted during our review of the financial statements that there was no disclosure regarding the reporting period being greater than 12 months.

Following discussions with Mr Greg Smith, it was agreed to add this disclosure to Note 1 of the financial statements.

Recommendation:

No further recommendation required.

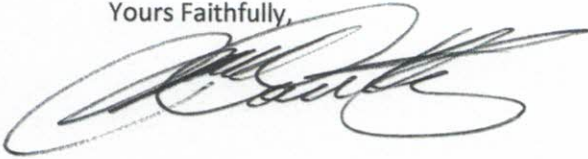
3. We also require you to sign off on the following items. Should the following statements not be able to be made please advise us as a matter of urgency.

- There are no material contracts or commitments that have been entered into by the Foundation or liabilities incurred that have arisen since the end of the year not otherwise disclosed in the accounts.
- That the Foundation is "solvent" i.e. it can and does meet its obligations when and if they fall due.
- Please ensure there are no material transactions, events or commitments undertaken since balance date that require reporting.

We wish to thank Greg for his assistance during the audit process.

Should you have any queries please do not hesitate to contact our office.

Yours Faithfully,



Phillip McCarthy FCA JP
McCARTHY SALKELD.
Ref: 121458

X

Acknowledged by and for and on behalf of the Board
Dated:

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

Proposed Meeting Dates 2020

Venues to be decided

Principals' Briefings

Friday – 27 March 2020 – 2pm *

Friday – 11 September 2020 – 2pm *

(* following Education Policy Committee Meetings)

Education Policy Committee

Friday – 21 February 2020 – 9:30am

Friday – 27 March 2020 – 11:30am *

Friday – 8 May 2020 – 9:30am

Friday – 12 June 2020 – 9:30am

Friday – 31 July 2020 – 9:30am

Friday – 11 September 2020 – 11:30am *

Friday – 16 October 2020 – 9:30am

Friday – 20 November 2020 – 9:30am

(* prior to Principals' Briefings)

Council

Tuesday – 3 March 2020 – 10am

~~Tuesday – 2 June 2020 – 10am~~

Revised to Tuesday – 9 June 2020 – 10am

~~Tuesday – 1 September 2020 – 10am~~

Revised to Tuesday – 8 September 2020 – 10am

Tuesday – 27 October 2020 – 10am

Annual General Meeting

Monday – 16 November 2020 – 9am