

Meeting of Councillors to be held at 2 Thames St., Balmain NSW on Wednesday 5 June at 10am

AGENDA

1. Apologies
2. Acknowledgement of Country
3. Prayer
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.
 - Document to remove Suzanne Fabian and add Leonie Keaney as authorisers in Commbiz.
6. Minutes of meeting dated 6 March 2019 - Page 2
7. Business arising from the minutes - Refer Action Items
 - Discussion with Bishop Randazzo - Page 6
 - Website & Espirito - Verbal Report
8. Correspondence – Nil
9. Religious Exemptions in Anti-Discrimination Legislation - Discussion (Marita)
10. Education Policy Committee
 - Minutes of Meeting – 17 May 2019 - Page 8
 - Survey & Meeting with CSNSW - Page 10
11. Executive Officer's Report
 - Financial Summary & Cash Flow Projection - Page 11
 - Budget & Cash Flow Projection - 2020 - Verbal Report
 - Financial Statements & Audit - Verbal Report
 - ACNC – Annual Information Statement - Verbal Report
 - Members' Subscriptions – 2019 - Verbal Report
 - New Members – Sophia Ministries, Maronite Sisters - Verbal Report
 - Commbiz – Additional Authorisers - Verbal Report
 - Schools Rent Discussion Paper - Verbal Report
12. Other Business
13. Next Meeting – Scheduled for 28 August 2019 – Discuss Re-scheduling



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

Minutes of the Meeting of Councillors held at 2 Thames St., Balmain NSW
on 6 March 2019 at 10am

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

In Attendance: Greg Smith (Executive Officer)

Welcome: Br Paul welcomed those present.

Agenda Items -

1 - Apologies: Nil

2 - Acknowledgement
of Country: Br Paul acknowledged the traditional owners of the land on
which the meeting took place.

3 - Prayer: Kitty led the meeting in prayer.

4 - Conflicts of Interest: In response to enquiry from the Chair, no 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 acting Chair, the
Executive Officer reported that since the last meeting, no
documents had been executed in accordance with Section
127 of the Corporations Act.

6 - Previous Minutes: RESOLVED that the minutes of the meeting held on 26
November 2018 be adopted.

7 - Business Arising
from the Minutes: **Catholic Schools NSW (CSNSW) Service Offering
Survey** – The Council considered the paper presented by
the Executive Officer and provided input for its revision.
The Chair referred to his meeting with Bishop Randazzo
during late 2018, advising that he had been well received,
and that the Bishop had indicated his openness to
developing a relationship with RI/PJP schools.

Education Policy Committee Meeting Frequency – Kitty informed the meeting that the Committee had agreed to retain the current meeting schedule but that they would dispense with one meeting each term should there be insufficient business to progress.

Directors' & Officers' Insurance – The Council noted the copy of the current policy, provided as requested.

PIT Scores – Recurrent Funding – Greg advised that advice from AGDET to schools was not expected until July 2019.

Bank Signatories and Commbiz – Greg advised that finalisation with the bank was pending.

Executive Officer Contract – The Chair informed the meeting that the contract for 2019 had been finalised.

8 – Correspondence:

Nil

9 - Website:

Greg reported that the site's development was progressing slowly and that he would report further developments to Councillors.

10 – Espirito:

Greg reported that an issue was planned with a focus upon the work of the Education Policy Committee.

11 – Education Policy Committee:

Kitty reported that work had been progressing on the Principals' forum, planned for 8 April 2019, and that a meeting with Sydney Catholic Schools was to be arranged to take place prior to the retirement of Dr Dan White.

The Council noted the draft minutes of the Education Policy Committee meeting held on 1 March 2019.

16 – Executive Officer's Report:

Greg reported on the following matters:

- The financial summary and cash flow showed the Federation to be in a sound financial position.
- All documentation was to be forwarded to the auditors prior to the next meeting, for completion in advance of the annual general meeting.
- All insurances had been renewed at existing levels.
- The issuing of members' subscription notices for 2019 was awaiting publication of 2018 school enrolment data on the MySchool website, and that 2017 data may need to be used should there be any further delays by ACARA.

17 - Other Business: Greg undertook to communicate with the Gonski Institute to introduce the Federation and seek participation in future events that they may hold.

18 - Next Meeting: Wednesday 5 June 2019 – Balmain

Closure: There being no further business the meeting closed.

Read and Confirmed as
a true and correct record

Chair

Dated

ACTION ITEMS

Minute 7	Survey of Schools' Requirements from CSNSW	CSNSW
	Meeting with Bishop Randazzo	Br Paul
	Meeting with CSNSW	Br Paul, Kitty, Greg
	PIT Scores	AGDET
	Commbiz	Greg
Minute 9	Website	Greg
Minute 10	Espirito	Greg
Minute 16	2018 Audit	Greg
	Subscriptions 2019	Greg
Minute 17	Gonski Institute	Greg

Notes Regarding a Proposed Memorandum of Understanding Between the Bishops of NSW/ACT and the Religious Institutes and Public Juridic Persons that are Members of the Federation

The Council of the Federation has discussed the need for a high-level agreement that would address the fundamentally important role of RIs and PJPs along with the Bishops as Catholic school authorities, all of whom contribute to Catholic education. The services provided by Catholic Schools NSW (CSNSW) to RI/PJP schools, or by any other party within Catholic education is but a part of the bigger picture of relationships within Catholic education in NSW and ACT.

The above need is consistent with the preamble to the constitution of the Federation, which states that the Federation [that is the Catholic school authorities that form the Federation] is committed with other Catholic school authorities [that is the Bishops of NSW and ACT] to the following principles:

- (a) Catholic education shares in realising God's mission in the Church.
- (b) Each Catholic school is a particular expression of the Church's service of this mission and an integral part of its local Diocese and of the Universal Church.
- (c) The ecclesial imperatives of collegiality and subsidiarity define the mutual relationships that exist among all the Catholic School Authorities within the Federation.
- (d) Catholic School Authorities within the Federation acknowledge and value the interdependence that should prevail among them, in the interests of the common good of the Catholic education sector.
- (e) While each authority governs its school(s) with due autonomy and freedom, all accept a share of responsibility for contributing to the vitality and viability of the ongoing work and growth of Catholic education.

The Federation's Chair met with Bishop Anthony Randazzo, the Bishops' representative on the board of Catholic Schools NSW, during December 2018. While this served to introduce the Federation's issues, it is intended to be followed up with meetings that will culminate in a memorandum of understanding, possibly in the form of a Canonical agreement, between the Bishops of NSW and the Religious Institutes and Ministerial PJPs as authorities for NSW schools. The Federation and its members would seek an agreement which would enshrine the following high-level principles:

1. The Bishops, religious institutes and PJPs make fundamentally important contributions to a strong Catholic education, and that in this;
 - all segments of the community are served by Catholic schools, regardless of families' socio-economic circumstances and the fee levels of schools,
 - Catholic school authorities and their schools complement one another and should not be seen as competitors,
 - support and information sharing enhance Catholic education,
 - there is mutual support by and for all Catholic school authorities, and,
 - Catholic education can only be stronger if all authorities contribute and support each other.
2. Recognition of the different governance structures and arrangements between systemic schools and RI/PJP schools, at both Canon law and civil law.

3. Agreement that notwithstanding differences in governance, that as members of CSNSW the Bishops support and adhere to the principle that the interests of all Catholic schools are upheld equally in the work of CSNSW.
4. Recognition that in determining advocacy and position, the interest of RI/PJP schools may vary from, or even conflict with those of Diocesan schools from time to time, and that CSNSW through inclusion, consultation and negotiation will work to prevent advancement of the interest of one over the other. This is of particular relevance in the consideration of recurrent and capital funding
5. Recognition that religious institutes, ministerial PJPs and schools that they operate must adhere to civil laws in areas such as privacy and while supportive of the overall interests of Catholic education, may be constrained by law in the information that may be shared.
6. For many schools, MPJPs have become the Catholic school authority, replacing religious institutes as the Canonical Steward for the ministry.
7. Recognition that religious institutes and PJPs have unique identities and objectives, and that in this, they have things that are worth sharing with the rest of Catholic education in NSW and ACT. This is an important factor in;
 - the identification and formation of future leaders, and,
 - ways that the Catholic church expresses its mission through education.
8. Recognition that as the school authority for funding purposes for all Diocesan schools in NSW, CSNSW provides services that assist CEOs/CSOs and their schools through distribution of block recurrent funding and the reporting and other compliance obligations associated therewith. Apart from these services, RI/PJP schools are treated equally with Diocesan schools in the other services that they may access from CSNSW.



FEDERATION
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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



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Please provide the following information to assist our discussions with Catholic Schools NSW (CSNSW) on the provision of services to Religious Institute and Ministerial PJP schools.

Name of School

Name of Principal or Other Contact

Contact Email Address

Contact Phone Number

Is the School a Member of AIS NSW

Is the School a Member of the AIS BGA or Catholic BGA for capital grants
(Please specify which BGA your school has nominated)

Is AIS or CSNSW your school's Representative Body
(Please specify which body your school has nominated)

For each service requirement listed below, please indicate from whom services are CURRENTLY obtained by placing a cross in the relevant column (include more than one if service obtained from multiple sources). Please include comments if you wish, including if you would use CSNSW if services were available and appropriate.

Sources of Services →	Catholic Schools NSW	Association of Independent Schools NSW	Diocesan CEO or CSO	Your Canonical School Authority i.e. RI or PJP	Commercial Service Providers	In-house Resources	Services NOT Required	Other - Please Specify	Optional Comments
Advocacy - Recurrent & Capital Funding									
Advocacy - Curriculum, Policy, Other									
Formation									
Religious Dimension - Policy, PD, standards, advocacy, other									
Compliance - School Registration									
Compliance - Governance & Board Evaluation									
Compliance - Teacher Accreditation Authority Requirements									
Compliance - Registered Training Organisation Requirements									
Compliance - CRICOS Requirements									
Compliance - Other including Privacy, Complaints Handling, Child Protection, WHS & Copyright.									
Strategic Planning Support									
Quality Improvement - Curriculum, student outcomes, specific educational programs'									
Special Needs Support including NCCD									
Teacher Development									
Leadership Development, Appraisal & Accreditation									
Communications including Scholaris, Media Monitoring & Press Releases									
Communications including community/family engagement & media management/support									
Crisis Management Support including media & counselling									
Financial Control Systems									
Risk Management									
Section 83C - Not for profit									
Certification of Financial Viability									
Data Services - Data Collection									
Data Services - Student Outcomes									
Data Services - Trend Analysis									
Data Services - Predictive Analysis									
Other Services Not Mentioned Above - Please describe in optional comments field									

For service currently or potentially provided by Catholic Schools NSW, please indicate the basis of charges that you consider appropriate by placing a cross in the relevant box.

- Charge per student (as existing)

- Fee for service

- Other (please specify)

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Thank you for your assistance by providing the above information. Please forward the completed spreadsheet by Wednesday 5 June 2019 to the Federation at contact@federation.org.au
Please contact Greg Smith on 0405 191 905 if you require any clarification of the above.

Federation of Religious Institute and Ministerial PJP
 Catholic School Authorities in NSW and ACT
 Financial Report - 5 Months ended 31 May 2019

Financial Performance

Income	2019 Year To Date	2019 Full Year Estimate	2018 Full Year Actual	2020 Draft Budget
<i>Subscription per student Increase in subscriptions (%)</i>		\$ 4.2%	N/A	\$ 4.0%
		1.25		1.30
Subscriptions	\$49,281	\$49,281	\$47,310	\$51,252
Contributions - Federation Launch	\$0	\$0	\$3,400	\$0
Contribution CLRI	\$0	\$0	\$21,493	\$0
Interest Received	\$313	\$700	\$314	\$500
Other Income	\$25	\$100	\$75	\$100
Total Income	\$49,619	\$50,081	\$72,592	\$51,852
Expenses				
Executive Officer Services	\$22,500	\$54,000	\$24,000	\$55,350
Legal Expenses	\$0	\$0	\$2,000	\$0
Insurances - General	\$1,024	\$2,478	\$1,867	\$2,540
Virtual Office Expenses	\$344	\$1,037	\$874	\$1,063
Printing, Artwork & Stationery	\$0	\$0	\$754	\$0
Meeting Expenses	\$261	\$2,000	\$391	\$2,050
ICT Expenses - Office 365 & Domain Name	\$3,559	\$3,686	\$195	\$3,778
Postage	\$164	\$200	\$166	\$205
Insurance - Workers Compensation	\$95	\$227	\$161	\$233
Teleconferencing Costs	\$151	\$300	\$151	\$308
Parking Expenses	\$0	\$150	\$133	\$154
Bank Fees	\$6	\$12	\$5	\$12
Total Expenses	\$28,104	\$64,090	\$30,697	\$65,693
Net Surplus/Deficit	\$21,515	-\$14,009	\$41,895	-\$13,841

**Federation of Religious Institute and Ministerial PJP
Catholic School Authorities in NSW and ACT
Financial Report - 5 Months ended 31 May 2019**

Financial Position	31 May 2019	31 December 2018
Current Assets		
Cash at Bank	\$ 45,584	\$ 12,688
Term Deposits	\$ 20,000	\$ 30,000
Receivables	\$ 963	\$ 1,224
Prepayments	\$ 2,254	\$ 668
Deposits	\$ 109	\$ 109
Accrued Income	\$ 1,105	\$ 306
Total Current Assets	\$ 70,015	\$ 44,995
TOTAL ASSETS	\$ 70,015	\$ 44,995
Current Liabilities		
Other Payable Amounts	\$ 6,604	\$ 3,100
Total Current Liabilities	\$ 6,604	\$ 3,100
TOTAL LIABILITIES	\$ 6,604	\$ 3,100
NET ASSETS	\$ 63,411	\$ 41,895
RETAINED Earnings	\$ 63,411	\$ 41,895

These accounts are not audited - refer compilation report dated 3 June 2019

Federation of Religious Institute and Ministerial PJP Catholic School Authorities in NSW and ACT Limited
Cash Flow Projection as at 31 December 2018

	Actual to 31/12/18	30/06/2019	31/07/2019	31/08/2019	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		\$ 1,105				\$ 1,573			\$ 140	\$ 157	
Members' Subscriptions Exc GST			\$ 1,700						\$ 1,645		
Interest Received			\$ 10,000		\$ 10,000		\$ 10,000		\$ 10,000	\$ 10,000	
GST Refunds			\$ 11,700		\$ 10,000		\$ 10,000		\$ 11,785	\$ 10,157	
From Term Deposits		\$ 1,105									
Total Inflows		\$ 1,105	\$ 11,700	\$ 10,000	\$ 10,000	\$ 1,573	\$ 10,000	\$ -	\$ 11,785	\$ 10,157	\$ -
OUTFLOWS											
Executive Officer Fees		\$ 4,950	\$ 4,950	\$ 4,950	\$ 4,950	\$ 4,950	\$ 4,950	\$ 4,950	\$ 4,950	\$ 5,074	\$ 5,074
Insurances General										\$ 2,500	
Insurance Workers Comp					\$ 300		\$ 1,600			\$ 250	\$ 300
Meeting Costs		\$ 300									
Legal Expenses											
Website		\$ 1,898	\$ 500			\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550
Other Expenses		\$ 550	\$ 550	\$ 550	\$ 550	\$ -					
GST Remittances			\$ -								
Term Deposit		\$ 30,000									
Total Outflows		\$ 37,698	\$ 6,000	\$ 5,500	\$ 5,800	\$ 5,500	\$ 7,100	\$ 5,500	\$ 6,000	\$ 8,374	\$ 5,924
SURPLUS/(DEFICIT)		-\$ 36,593	\$ 5,700	\$ 5,500	\$ 4,200	\$ 3,927	\$ 2,900	\$ 5,500	\$ 5,785	\$ 1,783	\$ 5,924
OPENING BANK	\$ -	\$ 45,584	\$ 8,991	\$ 14,691	\$ 9,191	\$ 13,391	\$ 9,464	\$ 12,364	\$ 6,864	\$ 12,649	\$ 14,432
CLOSING BANK	\$ 45,584	\$ 8,991	\$ 14,691	\$ 9,191	\$ 13,391	\$ 9,464	\$ 12,364	\$ 6,864	\$ 12,649	\$ 14,432	\$ 8,508
TERM DEPOSITS	\$ 20,000	\$ 50,000	\$ 40,000	\$ 40,000	\$ 30,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ 10,000	\$ -	\$ -
TOTAL FUNDS	\$ 65,584	\$ 58,991	\$ 54,691	\$ 49,191	\$ 43,391	\$ 39,464	\$ 32,364	\$ 26,864	\$ 22,649	\$ 14,432	\$ 8,508

These accounts are not audited - refer compilation statement dated 3 June 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

3 June 2019

Director: Greg Smith CA, FAICD

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