



**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 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



## **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