



GOVERNANCE FACT SHEET

Reporting by Proprietor's appointees to the Proprietor

The Proprietor's appointees, individually or as a group, are advised to report frequently to the Proprietor and are urged to report significant matters promptly. Many issues can be resolved quickly if the Proprietor is informed early on. It is good practice for the Board to send the Proprietor (or the Proprietor's agent) a copy of the minutes of each Board Meeting. Diocesan schools normally communicate with the Proprietor through the Diocesan Education Office.

It is a condition of appointment as a Proprietor's appointee that the appointee submit a report to the Proprietor at the date of the Annual Meeting (i.e., between 31 March and the third Tuesday in May) or at a time specified by the Proprietor. The report should cover both the strengths of the school and any weakness observed. It is usual to attach copies of other documents that will help the Proprietor get a good picture of the school, such as a recent ERO report, the Board's annual report, self-review findings, etc.

This report is a different document from the Board's annual report. Normally the two would be in agreement and be written in collaboration. Nevertheless, the report of the Proprietor's Appointees is their own report and contain their own views, even if these are not shared by the rest of the Board.

Before sending the report to the Proprietor, appointees should as a matter of courtesy provide a copy to the Principal and the Board, so that all members know what is being reported and can make any comments.

The checklist on the next pages is designed to assist Proprietor's appointees to plan their annual report. It is intended as a guide only and does not need be followed in detail if a different format is preferred. Note that several items on the checklist must be attested to by the Board in their annual attestation to the Proprietor on Special Character compliance with legislation.

Checklist for annual report	
Rolls	What is the maximum roll of the school? What is the maximum number of non-preference students who could be enrolled if places were available? What is the actual roll and how many non-preference students are actually enrolled? What procedures are used in the school to ensure that these maxima are not exceeded? Are there any factors that may affect the school roll in the medium or long term (e.g., Board enrolment policy; student loss or retention; population growth)? What are the best estimates of the effects of these factors on the roll and on future building requirements? If the school's roll is falling, what are the reasons for this? What is being done to counter the loss and stabilise the roll?
Staff	How many positions tagged with a responsibility for religious instruction is the school required to have (excluding Principal, Deputy Principal and DRS)? How many positions currently held were advertised with the religious instruction special character position tag (Schedule 6, Cl47)? What procedures are used in your school to ensure that the required number of tagged positions is adhered to? Has the Board encountered problems in recruiting suitable staff? How has school chaplaincy been arranged and how successfully is it operating? Are there teachers of other faiths teaching Religious Education?
Communication	What have the school's relationships been like with the Proprietor and with diocesan and national agencies that are concerned with: - Religious Education? - Catholic Character? - Property maintenance? Are there any matters previously communicated to the Proprietor or his/her agents that have not been resolved? How successful has communication and cooperation been between the school and its parish or parishes?
Maintenance	What is the Board's policy on the maintenance of buildings? How much and what proportion of the Board's funds is allocated annually for maintenance of buildings? Has any maintenance been deferred because of shortage of funds? Are there any items of major maintenance that should be brought to the attention of the Ministry of Education and/or the Proprietor? What is your general impression of the maintenance of the school?
General	What are your general impressions about the Catholic Character of the school?