



School Governance Structure, Roles and Responsibilities

2025

GOVERNANCE STRUCTURE OF ST MARY'S CATHOLIC PRIMARY SCHOOL

The Diocese of Ballarat Catholic Education Limited (**DOBCEL**) is the company established by Bishop Paul Bird to become the governing body for schools in the Ballarat Diocese.

DOBCEL was established to fulfill the following objectives:

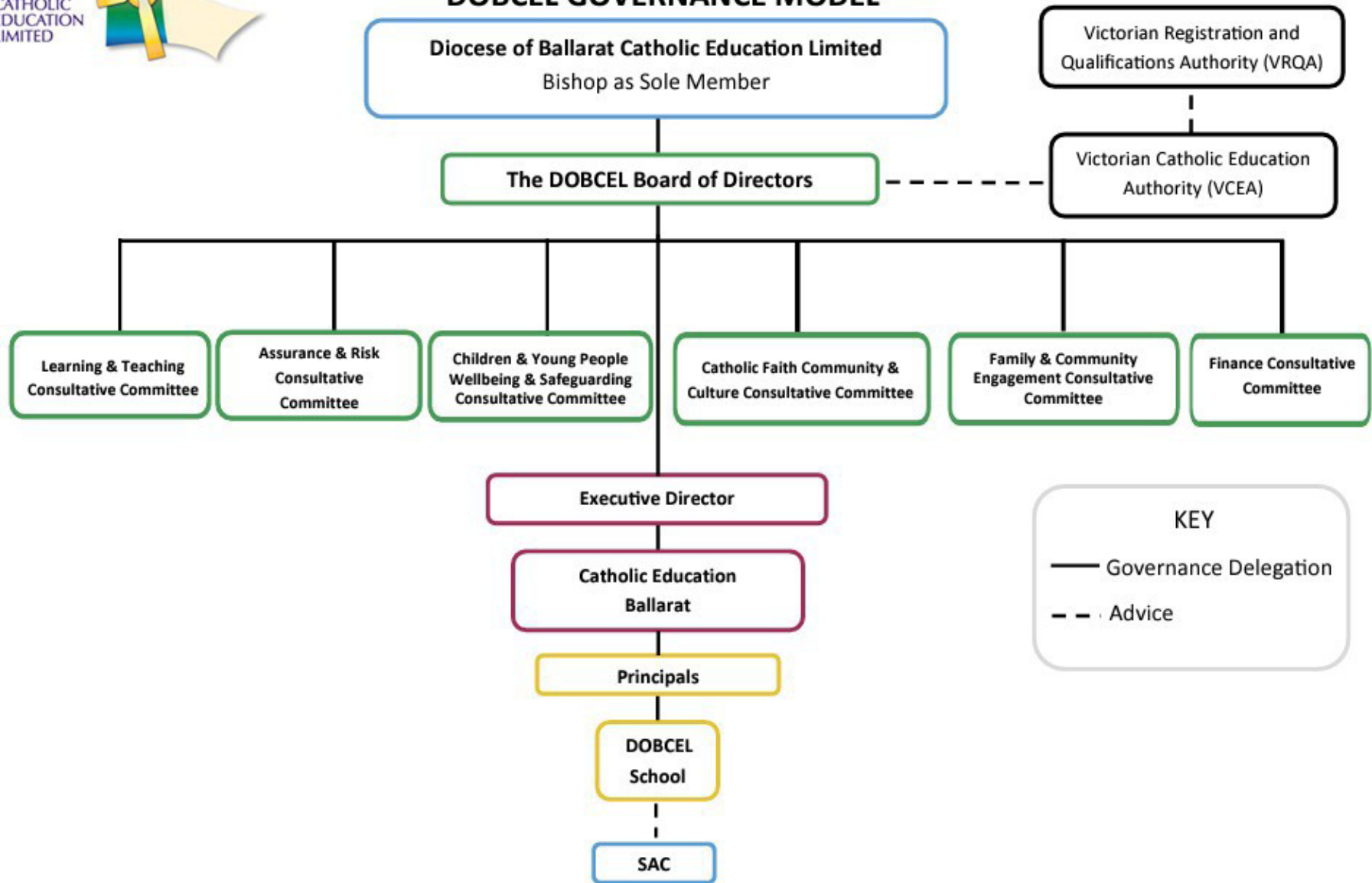
- To ensure consistency and professionalism of governance for parish schools.
- To ensure the continued pastoral ministry of priests in parish schools.
- To allow the ongoing engagement of parish and local communities.
- To ensure effective and transparent stewardship of education resources.
- To allow the Diocese of Ballarat to address Recommendation 16.6 of the Royal Commission (that parish priests are not the employers of principals and teachers in Catholic schools).
- To allow Catholic education authorities to meet the Victorian Government's requirement for DOBCEL schools that receive government funding to be governed by DOBCEL.

Information regarding the Board and Director profiles can be accessed via the following link:

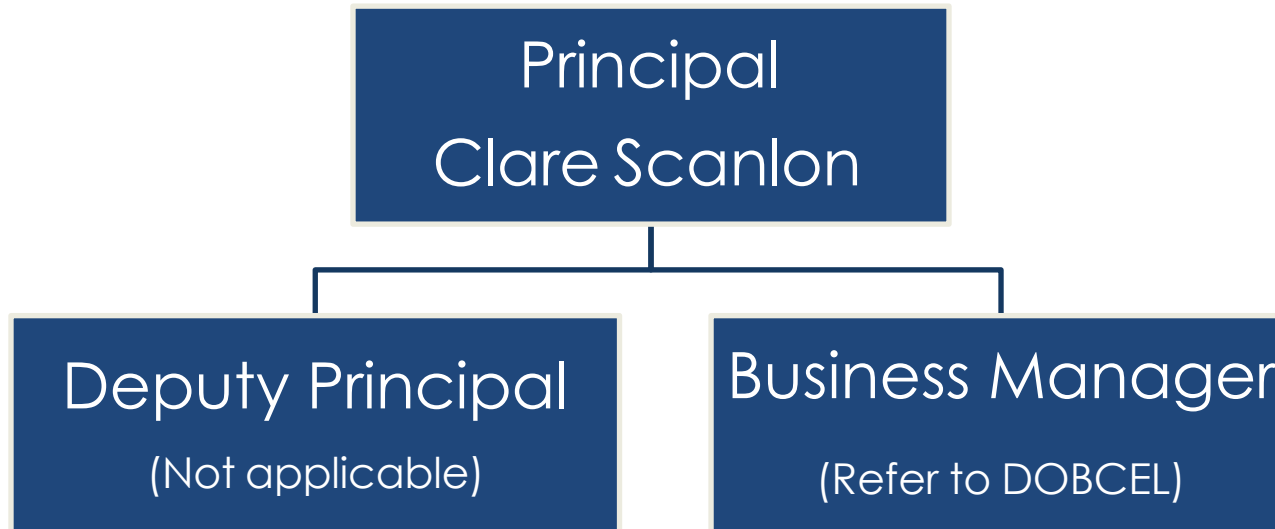
<https://dobcel.catholic.edu.au/about-dobcel/board-director-profiles/>



DOBCEL GOVERNANCE MODEL



St Mary's Primary School Governance Model



1.1 ROLE OF THE PRINCIPAL

The Principal models' faith in action to enact a shared vision that focuses on the delivery of a contemporary, high quality, and evidence-based learning experience for students. Through professional and personal example, the Principal leads the school in accordance with the Australian Institute for Teaching and School Leadership (AITSL) standards and the Victorian Institute of Teaching Code of Conduct.

The Principal assumes operational and strategic responsibility for the effective leadership and stewardship of all school resources and will establish a collaborative and supportive learning community.

1.2 PRINCIPAL PROFILE

Clare Scanlon oversees daily school operations of St Mary's Primary School as the School Principal. Clare has worked within Catholic Education for 35 years and strives to provide a productive and community based educational environments for all students

Clare is proactive in improving curriculum to enhance opportunities for students and has developed key curriculum.

1.3 School Governance members Qualifications and Experience:

Staff Member	Position	Qualifications	Experience
Clare Scanlon	Principal	Diploma of Teaching Bachelor Of Education (Primary) Master of Educational – Leadership and Management	<ul style="list-style-type: none"> • 35 years in Catholic Education • 4 years Principal experience • 1 year Deputy Principal

1.4 Principal responsibilities:

AREA	PRINCIPAL
Authority or Responsibility	Contractual and delegated responsibility from the Governing Authority to co-operate in the process of governing
School Vision	<ul style="list-style-type: none"> • Enact/implement Vision • Continually articulate Vision • Report to DOBCEL on articulation and implementation of Vision
Catholic Identity and ethos	<ul style="list-style-type: none"> • Faith Leadership • Catholic Identity coach • Facilitate reflection and inquiry around Enhancing Catholic School Identity (ECSI) data • Ensure implementation of mandated RE curriculum • Ensure preservation, promotion, and celebration of Catholic identity through all aspects of school life • Monitor, guide & build capability of staff in faith & implementation of mandated RE curriculum • Ensure school support for the parish sacramental program

AREA	PRINCIPAL
Employment and Human Resources	<ul style="list-style-type: none"> • With DOBCEL, develop and document protocols and delegations for staff selection, employment and deployment • Develop and implement policy/protocols for screening, employment of staff & appointment to positions of leadership • Prepare staff appointment documents and deploy staff in accordance with DOBCEL Policy • Monitor staff accreditation processes • Oversee selection, appointment, and professional conduct of staff • Seek HR advice as required • Co-operate with DOBCEL on termination of staff in accordance with the current industrial agreement • Ensure staff contracts are current and supporting documentation meets regulatory and legislative requirements
Financial	<ul style="list-style-type: none"> • With DOBCEL, develop and document formal financial delegations • Develop, evaluate, monitor, implement and report on budget as required • Ensure processes in place for effective financial management • Discuss auditor's report with DOBCEL and prepare and implement management response/s • Establish/oversee finance committee, where appropriate • Observe and report on financial delegations to DOBCEL
Formation	<ul style="list-style-type: none"> • Undertake preparation and ongoing formation to cooperate in the process of governance • Develop skills in and understanding of effective school governance
Grievances	<ul style="list-style-type: none"> • Ensure a process is in place for dealing with complaints and grievances • Ensure staff & community are aware of grievance processes • Consult with SAC and DOBCEL where appropriate
Leadership of Learning	<ul style="list-style-type: none"> • Stay abreast of current educational thinking & research • Lead curriculum development, evaluation, and review • Report on student achievement & learning to SAC • Monitor, guide & build capability of staff for quality teaching • Provide professional learning for staff

AREA	PRINCIPAL
Legislation	<ul style="list-style-type: none"> • Ensure the school operates within legislative, statutory and regulatory frameworks • Seek DOBCEL advice where required
Occupational Health and Safety	<ul style="list-style-type: none"> • Ensure OHS Management Plan is in place, enacted and actively monitored • Oversee cyclic review of OHS policies in collaboration with DOBCEL
Oversight and Compliance	<ul style="list-style-type: none"> • Provide evidence to DOBCEL and SAC that all is in order through reporting on progress in accordance with school improvement plan goals, compliance, leadership structures, due diligence, and risk • Prepare and publish Annual Report to School Community (Compliance Report) in liaison with DOBCEL usually March) • Ensure appropriate promotion of school in liaison with DOBCEL
Planning and Infrastructure	<ul style="list-style-type: none"> • Lead Facility Master Planning • Assure and Implement: <ul style="list-style-type: none"> ▪ Facility and Grounds Maintenance ▪ Statutory and Regulatory Compliance ▪ Future Provision (school and system level)
Policy	<ul style="list-style-type: none"> • Ensure cyclic review, formulation, and implementation of policies as per DOBCEL advice • Monitor implementation of policy
Principal Selection, Appointment, Contract, Performance	<ul style="list-style-type: none"> • Provide detailed annual report to DOBCEL as required in contract (usually November) • Participate in induction, appraisal & review as per DOBCEL policy

AREA	PRINCIPAL
Risk Management	<ul style="list-style-type: none"> • Ensure a risk management strategy is in place • Develop, maintain and monitor a risk register • Ensure all staff understand their responsibilities regarding risk • Work with DOBCEL and staff to define, mitigate/eliminate and monitor risk • Report risk and controls to DOBCEL
School Improvement	<ul style="list-style-type: none"> • Lead school self-review process • Develop, implement, monitor, and evaluate School Improvement Plan & Annual Action Plan • Lead development and monitoring of master plan

End of Document