

# **ST EUPHEMIA COLLEGE**

**K-12**



**BOARD OF STUDIES, MINISTERIAL  
NOTIFICATION AND DELEGATION**

**POLICY**

**2014**

## **1. Policy Statement**

St Euphemia College will notify the Board of Studies of any changes as specified in the Registration and Accreditation Independent Non-Government Schools (NSW) Members under Section 3.9.3.

## **2. Applicability**

This Policy relates to the managers of the School including the Board trustees, the Principal, the Director of the Primary School and the executive of the School.

## **3. Context/Rationale**

The School is required to report to the Board of Studies, changes in

- management and operation of the School
- staffing
- curriculum
- premises and buildings.

## **4. Roles and Responsibilities**

### ***Responsibility of the Principal/Delegated Authority***

The Principal/Delegated Authority is expected to:

- implement this Policy
- address changes to the management of the School relating to requirements from the Board of Studies
- notify the School Board of any management or operational changes
- ensure effective staffing of the College
- ascertain that all staff are appropriately qualified
- provide for all staff to be screened for Child Protection requirements such as Working With Children Check
- ensure that the School has an appropriate member of staff who is responsible for ensuring all curriculum requirements are covered
- ensure that all building requirements and regulations are in order
- oversee the preparation of the Annual School Report (The High School Administration Coordinator and the Director of Primary School are responsible for compiling the Annual School Report)
- prepare data requested by the Minister for parliamentary briefings and make it available to the Board of Studies in an electronic format.

### ***Responsibilities of the Board***

The Board is expected to:

- delegate the authority to the Principal to inform the NSW Board of Studies in writing of the relevant changes to the College's management
- to be of good character and be able to carry out their responsibilities in relation to the operation of the school
- sign the declaration stating that they are a 'responsible person'.

### ***Responsibility of the Director***

The Director is expected to:

- manage the School K-12 if the Principal is on leave. In some circumstances, the Principal will delegate a relieving manager for the High School to help the Director.

## **5. Monitoring, Evaluation and Reporting Requirements**

The School maintains the relevant data and will comply with reporting requirements of the Board of Studies and other Ministerial. This reporting includes public disclosure of the educational and financial performance measures and policies of the School as required from time to time.

## **6. Policy Review**

This Policy will be reviewed and updated as necessary.