

# **ST EUPHEMIA COLLEGE**

**K-12**



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

**2014**

## **Board of Studies, Ministerial Notification and Delegation Procedures**

### **Procedures**

#### **Responsible Person**

This policy sets out to clearly define the legal requirements of each 'responsible person' at St Euphemia College.

The Education Act 1990 requires that any person defined as a 'responsible person' (and any other person or body exercising similar functions in relation to the management and operation of the school) be of good character and be able to carry out their responsibilities in relation to the operation of the school.

More specifically it requires that the Board of Studies be notified if a person defined as a 'responsible person' under the Act has:

- ever been convicted of an offence
- ever been bankrupt or wound up
- engaged in deliberate conduct, suggesting immoral or unethical behaviour.

The Board may also take into account whether there is adverse information as to the person's mental health. Where a person becomes mentally incapacitated and becomes a patient at an institution because of that incapacity or a protected person under the NSW Trustee and Guardian Act, the specific circumstances of the incapacity must be considered.

#### **Implementation**

At the beginning of 2014, each responsible person for the College should sign a declaration stating that they are a responsible person. (Appendix 1)

#### **School Operations**

The School's operation is delegated to the Principal (K – 12). Primary school has an appointed Director under the direction of the Principal.

In the event the Principal is on short term leave, the Director of the Primary School will manage the College K-12. In some circumstances the Principal will delegate a relieving manager from the High School to assist the Director.

It is the responsibility of the Principal to forward changes to the Board of Studies for any long term leave that may require the NSW BOS to contact the relieving principal as necessary.

#### **Staffing of the School**

Effective staffing of the College remains the responsibility of the Principal. The Principal is to ascertain that all staff are appropriately qualified and that measures are in place to ensure existing and new staff adhere to the NSW Teachers Institute requirements. All staff will be appropriately qualified and/or have experience in their primary area of responsibility. All Staff are screened for Child Protection requirements and must follow the School's Code of Conduct Policy.

## **Curriculum**

The Principal ensures that the School has appropriate members of staff who are responsible to ensure all curriculum requirements are covered and reported as per the School's and the NSW Board of Studies requirements.

## **Premises and Buildings**

The Principal ensures that all building requirements and regulations are in order through the delegated authority given to the Maintenance Manager. The Maintenance Manager will seek approval from the Principal/Delegated Authority for necessary maintenance works.

## **Annual School Report**

Each year, the Annual School Report is required to be published and available to the School's community and the public community as determined by the NSW Board of Studies.

The Report is a brief overview of the School's educational and financial operations and is completed by the following individuals:

- Principal
- Director of the Primary School
- High School Administration Coordinator
- Chairperson of the Board of Governors.

Through the contributions of each of these individuals, reports and information of the achievements during the previous year are collated. The report also includes an overview of results achieved in NAPLAN (Years 3, 5, 7 & 9), ROSA and the Year 12 Higher School Certificate.

Content of this public document must be accurate, truthful at all times and indicate where improvements are necessary. The document once completed must be attached to the NSW Board of Studies RANGS site online and made available in hard copy for view in the School Reception area. Parents will also be advised via the School's Newsletter that hard copies are available from the School Office or can be accessed electronically via the School's website.

## **Ministerial Requests**

Where the Minister requests data for Ministerial reports to Parliament regarding the effectiveness of schooling, this data will be made available in whatever electronic format is requested. This data will be made available to the Minister or through the Board of Studies as appropriate.



## St Euphemia College

202 Stacey St,  
Bankstown, 2200.  
Phone: 9796 8240  
Fax: 9790 7354

Website: [www.steuphemia.nsw.edu.au](http://www.steuphemia.nsw.edu.au)  
Email: [office@steuphemia.nsw.edu](mailto:office@steuphemia.nsw.edu)

### **DECLARATION TO BE SIGNED BY ALL MEMBERS OF THE BOARD OF DIRECTORS**

In accordance with the Education Act 1990 (NSW), I declare that:

1. I have not been convicted of an offence
2. I am not bankrupt or wound up
3. I have not engaged in deliberate conduct suggesting immoral or unethical behaviour.

Signed by Individual: \_\_\_\_\_

Date: Monday 3 March 2014