

ANNUAL INDUCTION & POLICY MANUAL

For Volunteers, Staff and Employees

2025–2027



Document Name	Annual Induction and Policy Manual	Version	1.0
Drafted by	Management Committee	Approved by Council	15 November 2024
Responsible Person	Executive Director	Scheduled review date	Term 4 2027
Applicable to	All Council members and employees		

NOTES

1. Please note that the information provided in this manual is subject to change dependent on legislation and operational requirements.
2. In this Annual Induction and Policy Manual:
 - **Volunteers** include parents and carers nominated by their diocese or sector to represent parents and carers and engaged in CCSP activities.
 - **Staff** refers only to those people directly employed by the Council of Catholic School Parents NSW/ACT.
 - **Employees** include those people employed directly by the Council of Catholic School Parents NSW/ACT and Executive Officers from each diocese or sector employed by Catholic education authorities who attend CCSP meetings as part of their role.
3. In the policy documents, the term 'employee' includes CCSP NSW/ACT volunteers, staff and employees unless specified otherwise.



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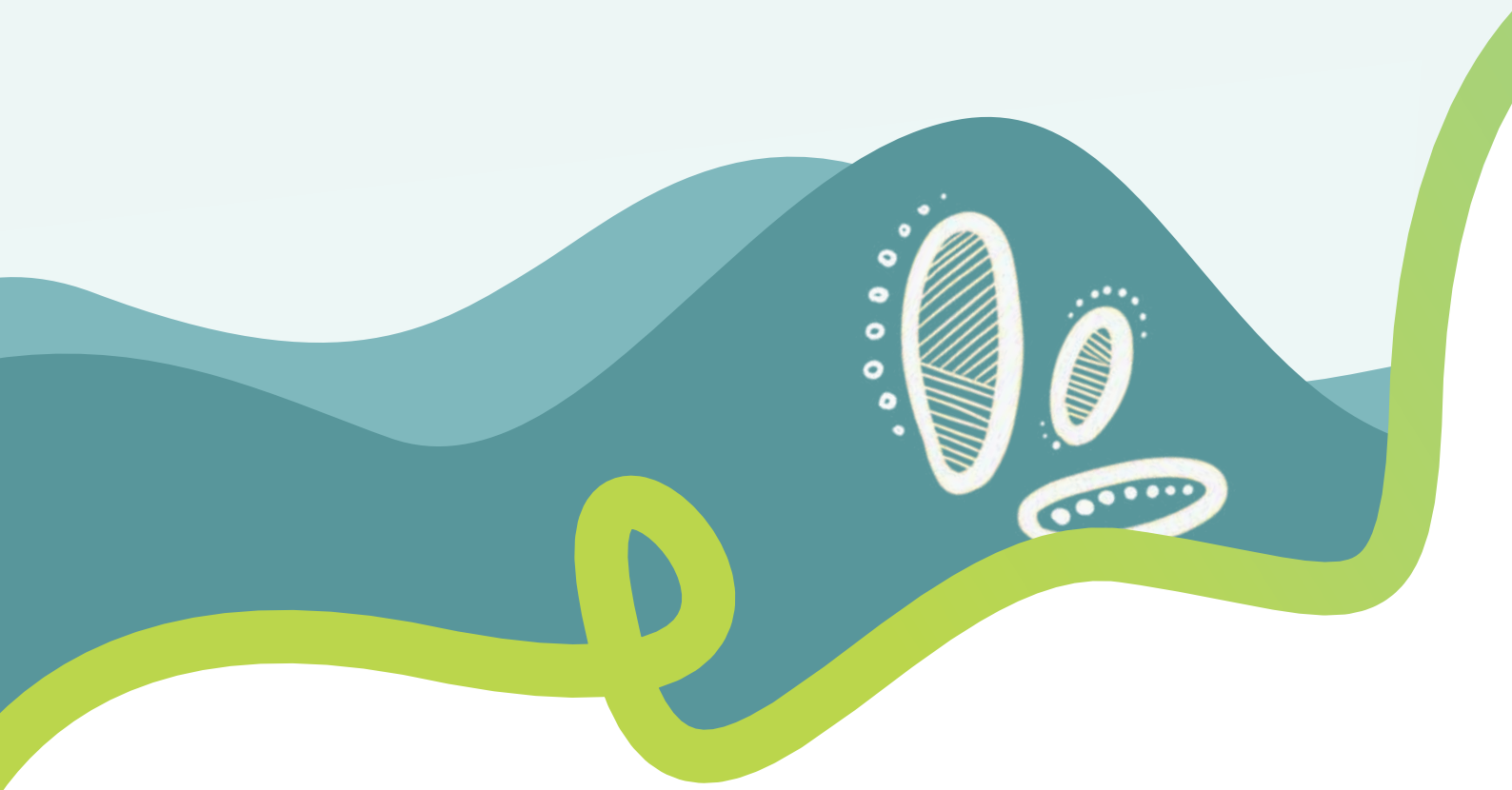
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ACKNOWLEDGEMENT

CCSP acknowledges and pays respect to the traditional owners and custodians of the land on which we work and live, who long before us lived, loved and raised their children on this land. We acknowledge their physical and spiritual connections to their land, their stories, traditions and living cultures. We acknowledge all the Aboriginal and Torres Strait Islander families in our community and pay our respects to all Elders, past and present.



PRAYER

Dear Heavenly Father,

As we embark on this journey as a working group, we seek Your guidance and blessings. We come together with open hearts and minds, ready to collaborate and contribute to our shared goals.

Grant us wisdom to make sound decisions, patience to listen to one another, and strength to overcome challenges. May our efforts be fruitful and beneficial to all those we serve.

May Your blessing empower us in our mission and foster understanding, unity and productivity within our group.

In Your name, we pray.

Amen.



WELCOME FROM THE EXECUTIVE DIRECTOR



Cath Garrett-Jones has been Executive Director of CCSP since August 2022, and has been on the Council since 2012. She was previously employed as Family Engagement Officer for the Diocese of Maitland-Newcastle for over a decade, where she worked with the diocesan peak parent body and developed a new model for parent and carer engagement that has, as a focus, an emphasis on authentic parent and carer engagement in learning. Prior to that role she was a secondary science teacher in both public and Catholic schools. She is passionate about listening to parents and carers and hearing their perspectives on Catholic education and Catholic schools and giving them a voice on local, state and federal levels.

Thank You!

Yes, that's a big thank you ... because I would like you to know just how thankful I am that you are volunteering your time for the benefit of parents and carers across NSW and the ACT. Please know, your gifts, talents, ideas and input are valued and valuable.

As a wife and mother of three adult daughters as well as an accredited teacher, I am keenly aware of the empowering strength of education and the critical and pivotal role of parents and carers as the first educators of their children. The voice of parents and carers is vital in ensuring our Catholic schools are inclusive and welcoming, fostering the Gospel values we seek to instil in our children.

Our schools and their families have worked through unprecedented times in recent years that have only emphasised the importance of deep communication between our families and schools.

Plenty of research exists to highlight the importance of the partnership between families and their school communities and the critical impact this has on their child's learning.

I have always considered the partnership a little like 'jumping into a canoe together' with each of us paddling to reach our common destination – the same one we all share: best outcomes for our children. At times, parents and carers may find paddling difficult, but that's ok; as a caring community, we have their back, offering compassionate and understanding support. At other times, teachers and schools may find the paddling a bit challenging; that is when our families can do so much to help schools, build them up, affirm them and encourage them with their empathetic communication.



I am looking forward to continuing to strengthen the collaborative and forward-thinking Council, helping to shape an approach that is reflective of the needs of parents and carers across NSW and the ACT.

I am excited about the opportunity to build the capacity of our parents and carers to engage more deeply in their child's learning. I am equally enthusiastic about supporting schools to develop and build their ability to engage with families to ensure meaningful connections that contribute to strong partnerships, enhancing learning for our children and young people as we build communities of faith.

If I can assist you in your role as a representative with CCSP or as a parent or carer of a child in our schools, please don't hesitate to contact me.

Cath

Cath Garrett-Jones
Executive Director

CONTACTS & COMMUNICATIONS

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www.ccsp.catholic.edu.au
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CCSP WEBSITE AUTHORISED ACCESS

The CCSP will arrange for each parent representative and Executive Officer to have access to the CCSP website Authorised Access page.

This will allow you to access documents such as CCSP meeting papers and diocesan reports.

COMMUNICATIONS CHECKLIST

Complete this simple checklist to find out how best to connect your families and teachers to our suite of resources and services.

Subscribe to the CCSP newsletter, <i>Parent Talk</i>	https://www.ccsp.catholic.edu.au/newsletters
Like and follow our Facebook page	https://www.facebook.com/cathschoolparents/
Add the CCSP logo to your email signature	Email the Secretariat to get the image file office@ccsp.catholic.edu.au
Book a PD session for your teachers/P&F/Council/Board	Email Executive Director Cath Garrett-Jones cath.garrett-jones@mn.catholic.edu.au
Put a link to the CCSP website on your diocese's/school's website	Email the Secretariat to get the image file office@ccsp.catholic.edu.au



OUR MEMBERSHIP

SITUATING CCSP IN THE EDUCATION LANDSCAPE

CCSP represents the Catholic school families in NSW/ACT. Public school families in NSW are represented by the Federation of Parents and Citizens Associations of NSW while the families of students in other-than-Catholic independent schools are represented by the NSW Parents' Council. Established in 1962, the NSW Parents' Council once spoke for the families of students in all NSW non-government schools; however, since 1995, CCSP has been, and continues to be, the official voice of parents and carers of students in all NSW/ACT Catholic schools.

At the national level, CCSP is a member of Catholic School Parents Australia (CSPA), the body established in 2013 to represent, advocate for, and lobby on behalf of, Catholic school parents and carers. CSPA frequently partners with the National Catholic Education Commission (NCEC) in matters of national significance, with CCSP having input through its membership on CSPA's National Council.

CCSP NSW/ACT ORGANISATION CHART

NATIONAL PEAK PARENT BODY

Catholic School Parents Australia (CSPA)



NSW/ACT PEAK PARENT BODY

Council of Catholic School Parents (CCSP)

- Volunteer parent representatives from each of the 11 NSW/ACT diocesan parent bodies/groups + Alternate rep
- 1 volunteer parent representative from CRMNA school group
- Chair (or their nominee) from the Aboriginal and Torres Strait Islander Committee
- 12 diocesan/CRMNA executive officers (ex-officio)



CCSP ABORIGINAL AND TORRES STRAIT ISLANDER COMMITTEE

- Volunteer Aboriginal parent/carer representative from each of the 11 dioceses
- 1 volunteer Aboriginal parent/carer representative from the CRMNA school group
- 12 executive officers (ex-officio)



CCSP serves parents and carers of students in our Catholic schools in NSW and the ACT, as well as Bishops, diocesan directors, principals and school staff. Under the Constitution the members have equal status on the Council.

Membership of the Council is comprised of volunteer parent representatives from the eleven NSW/ACT dioceses and the Catholic Religious Institute and Ministerial Public Juridic Persons NSW and ACT School Authorities (CRMNA) schools, plus the Chair of the Aboriginal and Torres Strait Islander Committee, representing parents in almost 600 Catholic schools.

A diocesan parent organisation/association is the membership body for all systemic Catholic schools within a particular diocese, such as the P&F Association, established to represent the parents of children in Catholic schools in the respective dioceses. Catholic systemic schools therefore affiliate to the Council through their diocesan organisation.












The Catholic Religious Institute and Ministerial Public Juridic Persons NSW and ACT School Authorities (CRMNA) is an important member of CCSP. CCSP's Constitution provides that those CRMNA schools that have paid their membership fee on behalf of parents are members of CCSP.

In 2024, 26 CRMNA Catholic schools were paid members.

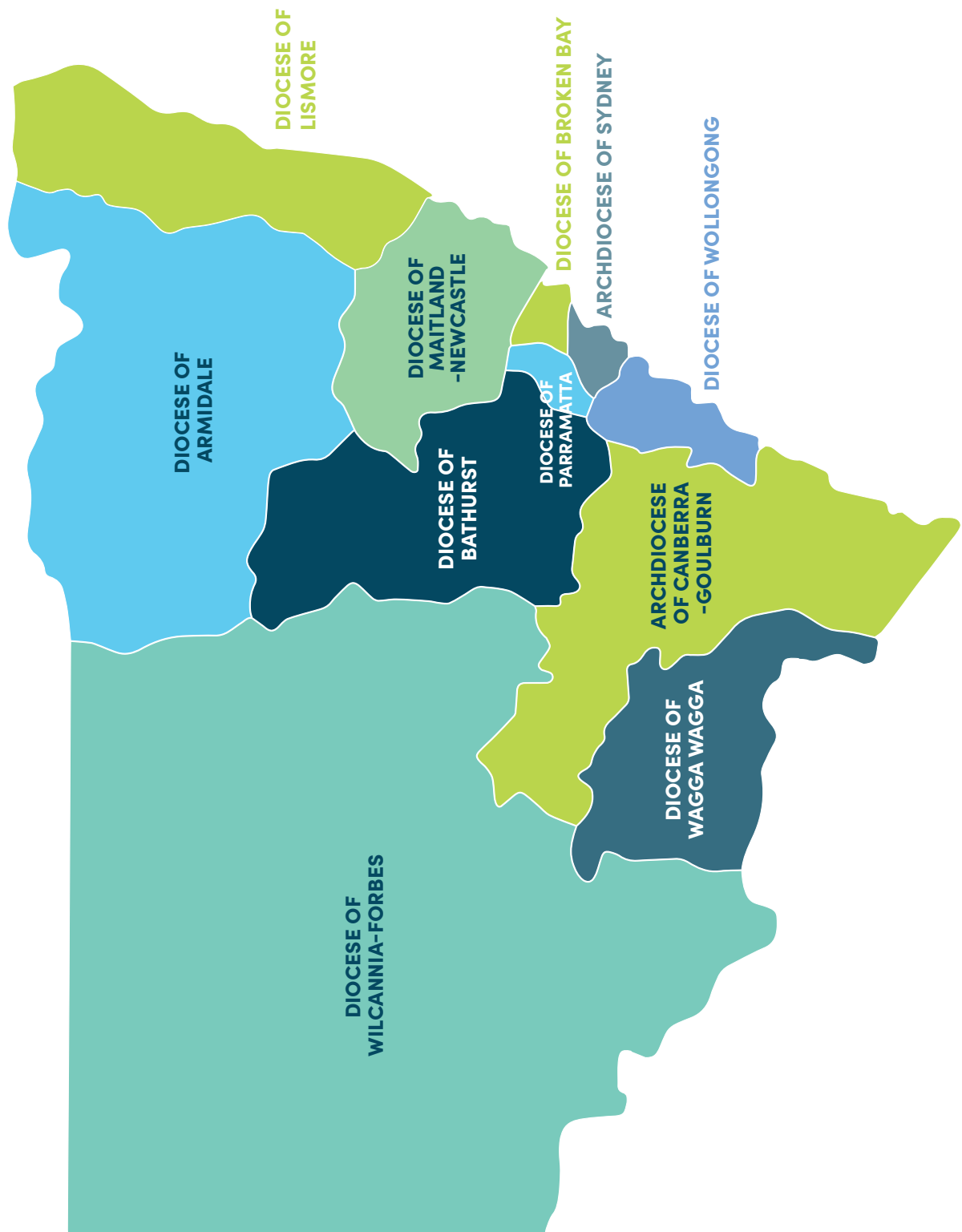
Where a parent organisation does not exist, the Catholic schools in the diocese are represented by a parent nominated by the diocesan education office. Congregational schools affiliate directly to the Council.

For a list of Catholic schools in NSW and ACT affiliated with the Council, please refer to annual reports on the CCSP website.

ELIGIBLE MEMBER ORGANISATIONS

	Diocese of Armidale
	Diocese of Bathurst
	Diocese of Broken Bay
	Archdiocese of Canberra & Goulburn
	Diocese of Lismore
	Diocese of Maitland-Newcastle
	Diocese of Parramatta
	Archdiocese of Sydney
	Diocese of Wagga Wagga
	Diocese of Wilcannia-Forbes
	Diocese of Wollongong
	Congregational schools/Federation of Religious Institute and Ministerial Public Juridic Person School Authorities Australia

NSW AND ACT DIOCESES MAP



AUTHORISATION AND NOMINATION PROCESS

Endorsement by Diocesan Directors

In September of each year, an authorisation form is sent to diocesan directors and CRMNA to endorse five individuals for each of the five positions on the Council and Committee.

From the CCSP Constitution:

- 4.2 Where there is a diocesan parent organisation recognised by the diocesan Bishop and Director, that body is the member of the CCSP (i.e. this body is able to nominate a Parent Rep and Alternate Parent rep [who is authorised and endorsed by the Bishop or Director] to represent their diocese).
- 4.3 Where there is no parent body in existence or in the process of being set up, then a representative and alternate representative shall be appointed by the Bishop or Director of the Diocese and those persons shall have the same rights and standing as other members.

The CCSP Membership Authorisation Form covers endorsement for the following roles:

Council – 3 roles: authorised and endorsed annually

- CCSP Parent Representative
- CCSP Alternate Parent Representative
- CCSP Executive Officer

Committee – 2 roles: parent representatives are authorised and endorsed for a two-year term

- Aboriginal and Torres Strait Islander Parent Representative
- Aboriginal and Torres Strait Islander Executive Officer

EMAIL

Dear Director,

Thank you for your diocese's ongoing support of the Council of Catholic School Parents (CCSP) NSW/ACT. Representation from your diocese is highly valued and necessary to ensure parent and carer voice continues to be given a platform within the Catholic Education sector of NSW/ACT.

As per our Constitution (Clauses 4.2 and 4.3), where there is a diocesan parent organisation recognised by the diocesan Bishop and Director, that body is the member of the CCSP (i.e. this body is able to nominate a Parent Rep and Alternate Parent rep [who is authorised and endorsed by the Bishop or Director] to represent their diocese). Where there is no parent body in existence or in the process of being set up, then a representative and alternate representative is appointed by the Bishop or Director of the Diocese and those people have the same rights and standing as other members.

Following are the current representatives and executive officers you have previously authorised to sit on the Council and the Aboriginal and Torres Strait Islander Committee. [Add information here if the current Aboriginal Committee members still have their second year to serve.]

The CCSP will be holding its Annual General Meeting on xx November 202x where we will welcome new or existing members from your diocese for the CCSP Council and Aboriginal and Torres Strait Islander

ROLE	NAME	EMAIL	PHONE NUMBER
CCSP Parent Representative			
CCSP Alternate Parent Representative			
CCSP Executive Officer			
CCSP Aboriginal and Torres Strait Islander Parent representative			
CCSP Executive Officer Aboriginal Education			

Committee for 202x based on your selected people for these roles.

A 202x authorisation form is attached for you to complete with those people endorsed by you and/or the Bishop to be parent representatives and supporting executive officers. We would ask you to return these by xx 202x to office@ccsp.catholic.edu.au.

Please also see attached the flyers about CCSP and the Aboriginal and Torres Strait Islander Committee for your information and the 202x Membership Information Fact Sheet.

If you have any questions, please don't hesitate to contact me.

We look forward to your recommendations for these five positions on the Council and Committee and to working with you in 202x.

Kind regards
Executive Director

All forms are emailed and returned to office@ccsp.catholic.edu.au.

NOMINATIONS FOR OFFICE BEARER POSITIONS

In October/November of each year, when all authorisations have been received, all Council and Committee members are emailed to invite them to nominate themselves or others for Office Bearer positions in the following year:

- Nomination for CCSP Chair Form
- Nomination for CCSP Deputy Chair Form
- Nomination for CCSP Management Committee Form

Nominations must be seconded by another current parent representative.

[EMAIL]

Dear CCSP Parent Representative,

Thank you for volunteering your time to be on the Council of Catholic School Parents NSW/ACT.

Your Director has endorsed you as the Parent and Alternate Parent Representative for 202x.

CCSP Office Bearers for 202x will be elected at the Annual General Meeting to be held on xx November 202x. The venue is TBA.

This email is to invite you to consider standing for an Office Bearer position in 202x:

- Chair
- Deputy Chair
- Member of the Management Committee.

For more information refer to the attached Membership Information Fact Sheet.

You may nominate yourself for an Office Bearer position; the nomination must be seconded by another current Parent Representative.

Kindly return your Office Bearer Nomination Form to Office@ccsp.catholic.edu.au by Friday xx November 202x.

Kind regards
Executive Director

All forms are emailed and returned to office@ccsp.catholic.edu.au.

(Refer also to the CCSP Membership Information Fact Sheet in the appendices.)



CCSP MEMBERSHIP AUTHORISATION FORM

To be completed by the Diocesan Director/CRMNA Chair

I hereby authorise the following people as our 202x parent representatives and executive officers for the Council of Catholic School Parents NSW/ACT and Aboriginal and Torres Strait Islander Committee.

ROLE	NAME	EMAIL	PHONE NUMBER
CCSP Parent Representative			
CCSP Alternate Parent Representative			
CCSP Executive Officer			
CCSP Aboriginal and Torres Strait Islander Parent representative			
CCSP Executive Officer Aboriginal Education			

Name:

Signature:

Date:

*All email addresses will be added to our database and shared with other members of CCSP Council and Committee.

Please complete and submit this form to CCSP at ccsp@office.catholic.edu.au by Friday 25 October 20xx.

CHAIR NOMINATION FORM 202X

Name of Nominee	Representing (Diocese/Congregational Schools/Committee)
I consent to being nominated for the position of Chair	
Signature	Date

Nominated By:

Name	Signature	Date

Nomination Seconded By:

Name	Signature	Date

Nominee is able to attend to Council matters outside normal meeting times and take on additional responsibilities as needed (please circle):

Yes/No

Note: Representatives can nominate themselves for Chairperson.

All nominations must be made and seconded by current Representative members of the Council.

Please return a PDF to office@ccsp.catholic.edu.au or bring a hard copy to the AGM.

DEPUTY CHAIR NOMINATION FORM 202X

Name of Nominee	Representing (Diocese/Congregational Schools/Committee)
I consent to being nominated for the position of Deputy Chair	
Signature	Date

Nominated By:

Name	Signature	Date

Nomination Seconded By:

Name	Signature	Date

Nominee is able to attend to Council matters outside normal meeting times and take on additional responsibilities as needed (please circle):

Yes/No

Note: Representatives can nominate themselves for Deputy Chairperson.

All nominations must be made and seconded by current Representative members of the Council.

Please return a PDF to office@ccsp.catholic.edu.au or bring a hard copy to the AGM.

NOMINATION FOR MANAGEMENT COMMITTEE OF THE COUNCIL 202X

Name of Nominee	Representing (Diocese/Congregational Schools/Committee)
I consent to being nominated for a position on the CCSP Management Committee	
Signature	Date

Nominated By:

Name	Signature	Date

Nomination Seconded By:

Name	Signature	Date

Nominee is able to attend to Council matters outside normal meeting times and take on additional responsibilities as needed (please circle):

Yes/No

Note: Representatives can nominate themselves for the Management Committee of the Council. All nominations must be made and seconded by current Representative members of the Council.

Please return a PDF to office@ccsp.catholic.edu.au or bring a hard copy to the AGM.

MEETINGS & EVENTS



Dates for the coming year's CCSP meetings are determined at the annual general meeting (AGM) in Term 4.

Arrangements are made for all CCSP Council meetings to be held either in person and online OR online exclusively, depending on circumstances. All working party meetings are held online. Any changes to these arrangements will be made subject to majority agreement by the members of each group.

Please notify the Secretariat if you are unable to attend any meetings scheduled.

Each Council and Committee meeting will include a presentation by three diocesan directors and a professional learning session for parents (as per the strategic plan). The proposed professional learning sessions are:

- Term 1 About CCSP (induction) and Parent Engagement
- Term 2 Curriculum and Supporting Student Learning
- Term 3 Appropriate Parent Engagement (incorporating definitions and standards for engagement and best practice in Catholic schools)
- Term 4 Faith Formation

Meetings will be held in locations as advised by the Secretariat. Information and details of the location will be provided as they become available.

MEETING SCHEDULE

MEETING/EVENT	WHEN	WHERE	WHO
CCSP Meetings	1/term	Hosted in Sydney and/or Online	CCSP Volunteers, Diocesan parent bodies, Bishop and directors may be in attendance
Management Committee Meetings	1 –2 times/term	Online	Executive Director, Chair and Management committee members
Executive Officers Meetings	1/term	Sydney	Executive Director, CCSP secretariat, Executive or parent officers of Diocesan parent organisations
Aboriginal and Torres Strait Islander Committee Meetings	1/term	Sydney	Executive Director, Committee members
Working Party Meetings	1/term	Online	Committee members
CSNSW Meetings	1/term	Sydney	Varies
CSPA Meetings	1 weekend/term	Hosted in varying states	Executive Director, Chair
Parent Conference	Varies	Hosted by different dioceses across NSW and ACT	Host diocese in conjunction with CCSP



MEETING COSTS

We have an obligation to be good stewards of our resources. This includes financial resources.

Travel and accommodation expenses for attending meetings are covered by CCSP for the parent representatives and alternate representatives of the Council and Aboriginal and Torres Strait Islander Committee if in-person attendance is required. Reasonable expenses covering room rates and meals will be covered by the Council; however, phone calls, bar service and other costs will be at your own expense and should be paid directly by you.

The Secretariat will ensure travel arrangements and accommodation are arranged. Please ensure you provide adequate notice to the Secretariat to allow bookings to be made.

CCSP will also arrange an evening meal on the night prior to the meeting arranged for volunteers to attend.

Please also be aware that as we are a larger group, we need to make arrangements early and as such, we ask you record the meeting dates in your diary and advise as early as possible if you are unable to attend.

Executive officers will need to arrange their own travel and accommodation through their usual diocesan travel protocols. At times, the Secretariat will organise travel and accommodation, then will invoice EOs for their diocese to pay.

PREPARATION FOR MEETINGS

The Secretariat will generally prepare and provide meeting papers to Council and Committee members 2 weeks in advance of meetings. It is important that members have reviewed the agenda, read the papers and acquainted themselves with the issues to be addressed. This may require consultation with other members of the diocesan organisation (if there is one).

Papers will not be printed. You are welcome to print these if you prefer a printed copy; alternatively, you might choose to access these online during the meeting.

MEETING FORMAT

Council tries at all times to employ a model of 'shared wisdom' throughout regular meetings. This generally means that there are no specific Standing Orders and that Council does not generally 'vote'. Rather, through informed discussion and sharing of ideas, Council tries to reach consensus over issues.

Each member is given time at the meeting to present a report. Usually this will be tabled in written format and a 2-minute verbal summary can be given if the member wishes.

In order for this model to work, members need to:

- support the Council's purpose and mission
- come to meetings prepared
- have a positive approach
- be prepared to listen and share ideas
- consider and respect different points of view.



YOUR SAFETY AT MEETINGS

As a member of CCSP, the safety and wellbeing of all employees, staff and volunteers is vitally important.

We care about you and want you to be as safe as possible. Following the CCSP move to Angel Place, Pitt Street Sydney, meetings will be held in locations to be advised.

Please do not attend meetings if you are unwell. Hand sanitiser will be provided for you to use. Face masks will also be available should you choose to wear one. Please remember to adopt good social distancing while we gather.

Please ensure you sign in on the attendance sheet. This is a WHS requirement.

To ensure the safety of all those in attendance, we ensure you are familiar with the meeting space and building so that you can familiarise yourself with the following:

EMERGENCY EXITS/LOCATION OF TOILETS

Please make sure you familiarise yourself with the location of the nearest emergency exit as well as the nearest toilet facilities. These will be provided to you at the beginning of each meeting in the 'Housekeeping' agenda item.

FIRST AID

Please report any need for First Aid to Cath Garrett-Jones, Jenny Scepanovic or the Chair.

CONTACT DETAILS FORM

Please make sure you complete and return this form to the Secretariat: office@ccsp.catholic.edu.au. The form will be issued to you as part of your induction with your annual declarations to sign.

We will use these details should there be an emergency or need to connect with your identified next of kin.

PLEASE PROVIDE YOUR EMERGENCY CONTACT WITH CATH'S MOBILE NUMBER TO STORE 'IN THEIR PHONE TAGGED WITH 'CCSP' SO THEY MAY HAVE A POINT OF CONTACT IN AN EMERGENCY:

Cath Garrett-Jones, 0414 186 428.

GOVERNANCE



The Council of Catholic School Parents NSW/ACT is the body officially recognised by the Bishops of NSW and Catholic Schools NSW to represent the interest of families of children in all NSW Catholic schools.

The Council of Catholic Schools Parents is incorporated under the Roman Catholic Church Communities' Land Act 1942 No 23.

CCSP reports annually to the Australian Charities and Not-for-profits Commission. The CCSP is incorporated as a not-for-profit registered charity. It fulfils the criteria which includes: must be not-for-profit, have a charitable purpose and, be for the public benefit.

At its 17 May 2019 meeting, the Council of Catholic School Parents NSW/ACT passed the following by-law:

The Aboriginal and Torres Strait Islander (ATSI) Committee of the Council of Catholic School Parents is appointed as a Permanent Standing Committee of the Council of Catholic School Parents.

The Chair of the Aboriginal and Torres Strait Islander Committee or a nominee of the Aboriginal and Torres Strait Islander Committee shall attend meetings of the Council with equal standing and right in the Council.

The planning and implementation of the business of the Council of Catholic School Parents is charged to the Chair and Management Committee of the Council, who delegate their responsibilities. CCSP relies on the members to consider and execute their responsibilities with the utmost care and attention to serve the best interests of the organisation.

All volunteers will be provided with a copy of the ACNC letter **Appointment as a Responsible Person for the Council of Catholic School Parents NSW/ACT**. Please advise the Executive Director if you have not received this letter.

CCSP CONSTITUTION

The Council's Constitution was drafted in 1993 by a planning committee and endorsed by the Conference of NSW Bishops in 2000.

The Council of Catholic School Parents has in its constitution and structure, a mechanism for responding and contributing to the continually evolving landscape of parent engagement, education policy and social cohesion.

See the appendix to read a copy of the Constitution.

FINANCES

CCSP funds are provided from each diocese and Catholic Religious Institute And Ministerial Public Juridic Persons NSW and ACT School Authorities (CRMNA) schools paying a levy (to be reviewed annually) of \$2.00 per student along with CSNSW support and government grants. The salary of the members of the Secretariat and the Executive Director are paid from these funds. The CCSP also receives funding from CSNSW and the NSW Government.

The accounts of the CCSP are audited annually and the report is made available at the Annual General Meeting.

ACNC

The CCSP is a registered not-for-profit association and as such has annual reporting obligations with the ACNC. The CCSP Chair and Executive Director prepare and lodge the annual activity statement prior to 30 June each year.

SERVICE AGREEMENT

As part of the Service Level Agreement CCSP has with CSNSW, financial transactions are processed by CSNSW. This allows greater accountability and oversight of our finances and greater efficiencies for the Secretariat.

Click here to view the listing on the Australian Charities and Not-for-profits Commission website
<https://www.acnc.gov.au/charity/charities/fa0c7b09-2caf-e811-a963-000d3ad24077/profile>

ANNUAL REPORTS

CCSP's annual reports can be found on the CCSP website here: <https://www.ccsp.catholic.edu.au>

STRATEGIC PLANS

The Council of Catholic School Parents develops a Strategic Plan every three years. An annual work plan is created following the guidance of the approved Strategic Plan.

CCSP's current strategic plan can be found on the CCSP website here: <https://www.ccsp.catholic.edu.au>

CCSP AWARDS AND SCHOLARSHIPS

CCSP FAMILY PARTNERSHIPS EXCELLENCE AWARDS

The CCSP Family Partnerships Excellence Award is an annual grant for a school community that demonstrates exemplary practice bridging the gap between home and school to enhance the faith development, learning and wellbeing of students through family, school and community partnerships.

Parent bodies and leaders from eligible Catholic school communities are invited to apply for the award by demonstrating how a partnership-focused initiative has enhanced student learning outcomes. The initiative must be an authentic parent engagement project. Ideally, it will have been parent-initiated, but this is not essential so long as parents have been collaborative partners and authentically engaged throughout the life of the project.

The award is in memorial to Roger O'Sullivan, who was the first Executive Director of the Council of Catholic School Parents in NSW and who made an extraordinary contribution to education in NSW and nationally throughout his career.



CCSP ACU PRE-SERVICE TEACHER SCHOLARSHIP

To additionally promote and support parent engagement CCSP provides a scholarship of \$5000 to a pre-service teacher at Australian Catholic University (ACU). The scholarship acts as an incentive to further a student's understanding and subsequent application of parent engagement in their teaching role.

CCSP POLICY SUITE

- CCSP has a broad range of policies. Breaches of these policies may result in disciplinary action up to and including termination of employment, and where necessary or required referral to the relevant diocesan director or police in the event of suspected criminal actions. Please be aware that we take child protection seriously and will make necessary reports as mandatorily required.
- In these policy documents, the term 'employee' includes CCSP NSW/ACT volunteers, staff and employees unless specified otherwise.

CCSP STATEMENT OF COMMITMENT TO CHILD SAFETY

CCSP supports the **CSNSW Statement of Commitment to Child Safety**

- a) CCSP has a zero tolerance for child abuse
- b) CCSP is committed to:
 - I. The safety and wellbeing of children and young people;
 - II. Providing a child safe environment
 - III. Supporting Catholic schools in NSW/ACT in providing child safe environments
 - IV. Providing high quality employee, volunteer and contractor supervision
 - V. Reporting suspected abuse, neglect, mistreatment and risk of harm in accordance with the relevant child protection legislation
 - VI. Working appropriately and cooperatively with Catholic schools and other education providers and organisations involved in child safety and wellbeing
 - VII. Supporting families and carers to report concerns to appropriate authorities

This statement has been adapted from the CSNSW Statement of Commitment to Child Safety

CODE OF CONDUCT

POLICY NAME	CODE OF CONDUCT	VERSION	1.0
Drafted by	Management Committee	Approved by Council	This version approved 15 November 2024 Version 1 approved 9 August 2019
Responsible Person	Executive Director	Scheduled review date	Term 4 2027

Employees of CCSP will:

- Act as a role model within their school community and promote the Catholic ethos
- Maintain a current Working with Children Check
- Treat as confidential any personal information obtained in the course of their duties
- Refrain from engaging in conduct that seeks to use their position for personal advantage
- Refrain from engaging in conduct that misrepresents their position or the position of CCSP
- Promote and preserve the trust inherent in a privileged relationship
- Commit to being open, honest and cooperative
- Support and assist others within the limits of their role
- Work to build an atmosphere of trust, respecting the integrity of each individual



- When faced with challenge, will endeavour to resolve with others in a way that is consensual and restorative
- Be familiar with and abide by laws, regulations and policies that relate to their work
- Be aware that their work has impacts beyond the school and the parish
- Refrain from publicly denigrating schools or parishes or their personnel and community members

Employees are required to:

- serve CCSP NSW/ACT faithfully, efficiently and diligently and exercise all due care and skill in the performance of their duties;
- support the purposes of CCSP NSW/ACT, which includes promoting the Catholic faith and the teachings of the Catholic Church;
- live out the Catholic faith and teachings of the Catholic Church;
- carry out all lawful and reasonable instructions given in relation to their employment;
- devote their whole time and attention during working hours to their employment with the CCSP NSW/ACT;
- follow all CCSP NSW/ACT policies and procedures, especially in relation to privacy, confidentiality, anti-discrimination, bullying, harassment and sexual harassment, internet, email and avoiding conflicts of interest;
- comply with CCSP NSW/ACT Values;
- comply with Australian laws; and,
- act according to the highest ethical standards.

Contractors are also required to act appropriately according to the highest ethical standards whilst working on assignment for the CCSP NSW/ACT. Staff supervising contractors must ensure that they are aware of and comply with CCSP NSW/ACT requirements of them, particularly, in respect of complying with CCSP NSW/ACT policies and values.

Contractors who engage in unacceptable behaviour may have their contract or engagement with CCSP NSW/ACT terminated or not renewed.

Conduct that is unacceptable and would be likely to bring CCSP NSW/ACT into disrepute includes, but is not limited to:

- behaviour that is fraudulent or corrupt;
- stealing or embezzling funds from CCSP NSW/ACT or other agency;
- conduct that involves a serious risk to the health and safety of fellow CCSP NSW/ACT employees or the public;
- conduct that contravenes the values and standards of the Catholic faith to which CCSP NSW/ACT espouses; or
- conduct that would amount to reasonable grounds for dismissal or termination of employment.

ALCOHOL AND DRUGS

Employees are not permitted to attend work or engage in volunteering activities whilst under the influence of alcohol or performance debilitating drugs (including prescription drugs). This includes both entering and remaining at the workplace.

The possession, use, distribution and/or sale of illegal drugs in the workplace is prohibited.

ACCEPTANCE OF GIFTS

Acceptance of gifts from external parties may lead to a perception that there may be a promise of favouritism. Expensive gifts (those with a value more than \$100) may not be accepted in any circumstances. Minor gifts may be accepted; however, the CCSP Executive Director must be informed and the gift recorded in the CCSP Gifts and Benefits Register.

VEHICLE USE

CCSP NSW/ACT does not provide pool vehicles for work or volunteering activities. The CCSP NSW/ACT may, however, reimburse people for approved use of a private vehicle for work or volunteering purposes (this does not include travelling to and from work).

While driving on behalf of the CCSP NSW/ACT, employees and volunteers are required to:

- carry a valid driver's licence;
- ensure their car is registered;
- know and comply with the limitations of their driver's licence limitations;
- observe all road and traffic regulations and exercise road courtesy;
- comply with obligations on the road, in particular not driving under the influence of alcohol, drugs or other proscribed substances (including medication); and,
- maintain appropriate third party and comprehensive insurances as necessary.

These driving requirements also apply to all drivers of vehicles provided by the CCSP NSW/ACT as part of remuneration packages.

As indicated, should employees seek approval to use a private vehicle for CCSP purposes, they are required to ensure that the said vehicle has current third party and full comprehensive insurance policies in place.

Non-compliance with this policy may cause employees to be responsible for any costs or damages that arise as a result of the use of their motor vehicle.

Employees will be reimbursed for necessary travel as per their contract of employment and CSNSW guidelines.

Volunteers will be reimbursed for approved, reasonable fuel expenses once a valid fuel receipt is supplied.

NON-STAFF REIMBURSEMENT INFORMATION

Please refer also to the Non-Staff Reimbursement Form in the Forms section of this manual.

GENERAL

'Reimbursement' – a payment to you for costs incurred on behalf of CCSP. You must be able to provide records (tax invoices and/or receipts) to substantiate your claim.

Air travel and accommodation should be booked by the CCSP staff and paid for directly by CCSP. CCSP will meet additional meal expenses for out-of-town trips; however, phone calls, alcohol, mini-bar and other costs will be at your own expense and should be paid directly by you.

'Travel allowance' – a payment to you based on a standard rate per kilometre for use of your private car. Rates are those determined by CCSP from time-to-time.

'You' or 'your' – anyone who applies for reimbursement of costs or payment of travel allowances, including members of committees or anyone traveling to/for a workshop, seminar or conference where CCSP has agreed to meet travel costs.

'We' or 'our' – the Council of Catholic School Parents, New South Wales.

REIMBURSEMENT OF TRAVEL COSTS

1. Claims for reimbursement of costs should be on our claim form. Supporting records (such as, but not limited to, original tax invoices and/or receipts) need to be attached.
2. Claims are to be approved prior to payment by the Executive Director.
3. Reimbursements will be processed as soon as possible, and payment made by direct deposit to your nominated bank account.

PAYMENT OF TRAVEL ALLOWANCES

4. It is essential that CCSP holds a completed Tax File Number declaration for you. (Copies are available from us, most newsagents or the Tax Office web site). You only need to complete this form for your initial claim or when your details change.
5. Claims for travel allowances should be on our claim form.
6. Prior approval by the CCSP Director of Administration is required before private car travel for CCSP is undertaken.
7. Claims are to be approved prior to payment by the Executive Director.
8. Reimbursements are made fortnightly via the payroll system.
9. As required by the Tax Office, CCSP will issue a payment summary to you at the end of each tax year showing the total amount of travel allowances paid to you. For payments more than 5000 kilometres per tax year, the Tax Office requires that PAYG tax is deducted from the payment for the excess over 5000 kilometres

CONFLICTS OF INTEREST

In the role with CCSP NSW/ACT, employees are required to avoid situations of conflict of interest or perceived conflicts of interest.

Conflicts of interest occur where employees obtain a benefit personally or appear to benefit, either financially or otherwise, from making decisions on behalf of CCSP NSW/ACT. This would mean employees personally or to someone close to them. If an employee considers that a conflict of interest may arise (or has arisen), they should discuss this matter with the CCSP Executive Director. Conflicts of interest will be dealt with on a case-by-case basis by the Executive Director and/or the Management Committee.

PRIVACY

In the course of carrying out their duties on behalf of CCSP NSW/ACT, employees may have access to, or handle personal information relating to others, including colleagues, parents and suppliers. CCSP NSW/ACT will take reasonable steps to protect the personal information that is held from misuse and unauthorised access. It is therefore critical that employees take responsibility for the security of their personal computer and not allow it to be used by any unauthorised party.

We also use the blind copy (BCC) option when sending emails to multiple recipients where disclosure of email addresses will impinge upon the privacy of the recipients.

COMPUTING CODE OF CONDUCT

All information and communication technology (ICT) owned by CCSP NSW/ACT and used by CCSP staff is subject to the Code of Conduct, and WHS, antidiscrimination and criminal legislation.

PERSONAL USE

Staff are permitted to use the internet and email facilities to send and receive personal messages, provided that such use is kept to a minimum, does not interfere with the performance of duties or contravene any legislation or CCSP policies.

Staff should bear in mind that any use of the internet or email for personal purposes is still subject to the same terms and conditions as described in this Code of Conduct. Refer also to the Social Media Policy.

CONTENT

Staff should not use the internet or email for the following purposes:

- to abuse, vilify, defame, harass or discriminate (by virtue of sex, race, religion, national origin or other);
- to send or receive obscene or pornographic material;
- to injure the reputation of or in a manner that may cause embarrassment to CCSP NSW/ACT;
- to spam or mass mail or to send or receive chain mail;
- to infringe the copyright or other intellectual property rights of another person;
- to perform any other unlawful or inappropriate act; or
- to download video files or stream from the internet.

All employees should be aware that comments that are not appropriate in the workplace will also be inappropriate when sent by email. Email messages can easily be misconstrued. Words and attached documents should therefore be carefully chosen and expressed clearly and professionally.

SECURITY

Employees will be assigned a username and will be required to select a password to use CCSP NSW/ACT's electronic communications facilities. Employees should ensure that these details are not disclosed to anyone else and should therefore ensure that they take steps to keep these details secure.

Employees are encouraged to either lock screens or log out when they leave their desk. This will avoid others gaining unauthorised access to personal or confidential information within CCSP NSW/ACT.

GENERAL

The terms and recommended conduct described in this Code of Conduct are not intended to be exhaustive, nor do they anticipate every possible use of CCSP NSW/ACT's email and internet facilities. Employees should act with caution and take into account the underlying principles intended by this Code of Conduct. If employees feel unsure of the appropriate action relating to use of email or the internet, they should speak to the CCSP Executive Director.

GOVERNANCE AND DELEGATIONS POLICY

DOCUMENT NAME	GOVERNANCE AND DELEGATIONS POLICY	VERSION	3.0
Drafted by	Management Committee	Approved by Council on	This version approved 15 November 2024 Version 2.0 approved 27 August 2021
Responsible Person	Executive Director	Scheduled review date	Term 4 2027

PREAMBLE

Governance in the not-for-profit sector is concerned with the systems and processes that ensure the overall direction, effectiveness, supervision and accountability of an organisation. Management Committee members take ultimate responsibility for the governance of the organisation. However, governance is not a role for Management Committee members alone. All Council, Committee, Executive Officers and employees have a role in ensuring good governance. Volunteer parent representatives, for example, are subject to the ACNC Governance Standards, which set core, minimum governance standards that all charities must meet. Governance Standard 5 requires that charities take reasonable steps to make sure that the members of their governing body know and understand their legal duties and carry out their duties. The ACNC letter Appointment as a Responsible Person for the Council of Catholic School Parents NSW/ACT is forwarded to all volunteer parent representatives at the beginning of each year as part of the annual induction.

Governance is also concerned with the way the Management Committee works with the Executive Director and staff, volunteers, service users, members and other stakeholders to ensure the organisation is effectively and properly run and meets the needs for which the organisation was established.

GUIDING PRINCIPLES

The Governance and Delegations Policy intend to clarify the content of the organisation's Constitution by making explicit the underlying principles of governance approved by the organisation. This policy does not cover legal or ethical issues concerning the role of the Management Committee or its members. The Management Committee of the Council of Catholic School Parents is an elective, representative and collective body.

- It is **elective**, in that the determination of Committee members is the prerogative of members through the election process.
- It is **representative**, in that no member can be mandated by their constituency to adopt a particular position if they do not believe it to be in the best interests of the organisation. Whatever the constituency of any member, all members are committed to acting selflessly and making decisions and voting on governance decisions solely in the best interests of the organisation.
- It is **collective**, in that while each member should put the point of view of their constituency, and each member has the right to argue for their own point of view and to vote for that position, once a collective decision has been taken Management Committee members are required to support that decision.

The function of the Management Committee is to collectively ensure the delivery of the organisation's objects, to set its strategic direction, and to uphold its values. The Management Committee should collectively be responsible and accountable for ensuring and monitoring that the organisation is performing well, is solvent, and is complying with all its legal, financial and ethical obligations.

RELATIONSHIP WITH MANAGEMENT

It is the role of the Management Committee to focus on the strategic direction and the core policies of the organisation, and avoid becoming involved in day-to-day operational decisions. Where individual Management Committee members do need to become involved in operational matters, they should separate their strategic role from their operational role.

ACTION

It is the responsibility of the Management Committee to establish and maintain standing orders, policies and procedures, and systems of financial control, internal control, and performance reporting.

It is the responsibility of the Management Committee to clearly demarcate and delegate the functions of sub-committees, and the Executive Director.

It is the responsibility of the Executive Director to address key management and operational issues within the direction and the policies laid down by the Management Committee. The Committee should ensure that there is a system for the regular review of its own effectiveness in meeting its responsibilities.

DELEGATIONS

Delegations of authority are the mechanisms by which CCSP enables officers (volunteer and paid) of CCSP to act on behalf of CCSP. Delegations are a key element in effective governance and management of CCSP and provide formal authority to particular staff and volunteers to commit the organisation and/or incur liabilities for the organisation.

The responsibilities of the Committee that cannot be delegated to any other person or body include:

- Compliance monitoring – ensuring compliance with the objects, purposes and values of the organisation, and with its constitution.
- Organisational governance – setting or approving policies, plans and budgets to achieve those objectives, and monitoring performance against them.
- Strategic planning – reviewing and approving strategic direction and initiatives.
- Regulatory monitoring – ensuring that the organisation complies with all relevant laws, regulations and regulatory requirements.
- Financial monitoring – reviewing the organisation's budget, monitoring management and financial performance to ensure the solvency, financial strength and good performance of the organisation.
- Financial reporting – considering and approving annual financial statements and required reports to government.
- Organisational structure – setting and maintaining a framework of delegation and internal control.
- Leadership selection – selecting, evaluating the performance of, rewarding and, if necessary, dismissing the organisation's Executive Director.
- Succession and remuneration planning – planning for Management Committee, Executive Director and executive succession, and determining senior management remuneration.
- Risk management – reviewing and monitoring the effectiveness of risk management and compliance in the organisation; agreeing or ratifying all policies and decisions on matters which might create significant risk to the organisation, financial or otherwise.
- Dispute management – dealing with and managing conflicts that may arise within the organisation, including conflicts arising between Management Committee members, staff, the Executive Director, members, volunteers, or service users.
- Social responsibility – considering the social, ethical and environmental impact of all activities and operations and ensuring that these are acceptable.
- Management Committee performance and composition – evaluating and improving the performance of the Management Committee.

The Executive Director has delegation for the following duties, as per the Delegations Schedule:

- Membership Fees collection
- Corporate Governance oversight and monitoring

The Executive Director and Chair have delegation for the following:

- Expenses
- Annual Budget
- Annual Audit
- Media
- Other decisions
- Stakeholders

The Executive Director will prepare an annual Delegations Schedule to be presented to the Committee of the Council in conjunction with the Annual Budget at the Annual General Meeting.

DELEGATIONS SCHEDULE

(last approved with Delegations Policy on 8 March 2019)

Delegated to:

EXECUTIVE DIRECTOR	
Membership Fees	Inform Diocesan Directors of annual affiliation fees determined by Committee of the Council, 18 months in advance to provide adequate time for dioceses to include in their annual budget
Corporate Governance	Develop and present to the Committee and Council relevant corporate governance procedures
Expenses	Of staff members and volunteers through the designated claim form up to \$1000 beyond which approval will be sought from the Committee
Annual Budget	Prepare the Annual Budget for review by the Committee
Annual Audit	Assist with relevant stakeholders to prepare the accounts for the annual audit
Media	Input and comment will be sought from the Chair and if unavailable the decision to release will rest with the Executive Director
Other decisions	Any decision that needs clarification by the ED should be sought from the Chair who will in turn advise if further consultation with the Committee is required
Stakeholders	To represent the CCSP to relevant stakeholders and political parties
CHAIR	
Credit Card Purchases	Chair to review and authorise monthly credit card spend
Annual Audit	Sign off annual Management Letter from auditor with ED
Contract Negotiations for ED	Will be handled by the Chair of CCSP. The Chair will consult with the Management Committee with recommendation to Council for final decision
Annual performance review of ED	Undertake annual performance review of ED and monitor the contract of employment in conjunction with the ED
Corporate governance procedures	Lead the organisations in ensuring that all compliance and governance requirements are met

MANAGEMENT COMMITTEE	
Membership Fees	Review CCSP affiliation fees – setting levy amounts annually in preparation for Annual Budget meeting
Corporate governance procedures	Review and monitor corporate governance procedures as prepared by the ED
Annual Budget	Review budget prepared by ED prior to Annual Budget meeting and AGM and identify any issues
Annual Audit	Oversee the annual audit of CCSP financial statements and report to CCSP Council
Authorise salary changes	Any salary changes will be discussed by the Management Committee Approve payment of any arrears of salary which exceeds more than 1 day's salary for the employee(s) involved in consultation with the ED
Purchases	Replacement items over \$1,500 Approve the purchase of any assets where the value exceeds \$2,000 and where allocation in the current budget and agreement in principle to purchase asset has already been given by CCSP Council Approve all payments from \$2,000 to \$5,000 Any costs that have a large variance over the budget need to be approved
COUNCIL	
Purchases	Items of significant variance to current budget may be recommended by Committee for approval of Council Approval of amounts which exceed \$5,000

SUMMARY

The planning and implementation of the business of the Council of Catholic School Parents is charged to the Chair and Management Committee of the Council who delegate their responsibilities. CCSP relies on the members to consider and execute their responsibilities with the utmost care and attention to serve the best interests of the organisation.

RELATED POLICIES

Code of Conduct

SOCIAL MEDIA POLICY

POLICY NAME	SOCIAL MEDIA POLICY	VERSION	3.0
Drafted by	Management Committee	Approved by Council on	This version approved 15 November 2024 Version 2.0 approved 20 November 2020
Responsible Person	Executive Director	Scheduled review date	Term 4 2027

PREAMBLE

The purpose of this policy is to clarify the parameters for the acceptable use of social media by all employees at CCSP NSW/ACT. This policy addresses the use of social media in all contexts, including its use as part of the organisation's activities, and in sharing content within professional learning networks and communities. It also applies to the personal use of social media platforms, and how this use might impact on CCSP NSW/ACT, and on others, in the delivery of professional duties and responsibilities.

DEFINITIONS

Social media tools are defined in this policy as all online media which allow user participation and interaction including (but not limited to):

- social networking sites, e.g. Facebook
- video and photo sharing websites, e.g. Flickr, YouTube, Blip, Instagram, Snapchat, Tik-Tok
- micro-blogging and activity stream sites, e.g. Twitter, Yammer
- blogs and blogging platforms, e.g. WordPress, Blogger, Tumblr
- forums and discussion boards, e.g. Trove Forum, Reddit
- online encyclopedias, e.g. Wikipedia
- any other websites that allow individual users or companies to use simple publishing tools, e.g. wikis.

SCOPE

This policy applies to all employees of CCSP NSW/ACT. It informs employees of their obligations and responsibilities when using social media for professional and personal purposes.

Individuals are required to make themselves familiar with the requirements of this document and ensure they comply with the behaviour and obligations outlined within it.

OFFICIAL SOCIAL MEDIA

CCSP NSW/ACT has numerous social media accounts to engage with the community and grow our organisation. These include Facebook and Instagram, with new modes of engagement being explored all the time.

CCSP's social media is managed by the Secretariat. No posts, comments or account activity (including likes, shares and re-blogging) can occur from CCSP NSW/ACT's official social media without authorisation from the Executive Director.

If employees interact with CCSP NSW/ACT's social media from their personal media, they should be mindful that this is the same as interacting at the office, in front of clients.

If a post on CCSP NSW/ACT's social media causes concern or a comment on a post on CCSP NSW/ACT's social media from a third party causes concern, employees should not engage with it. Instead, contact the Executive Director.

REQUIREMENTS FOR USING PERSONAL SOCIAL MEDIA

When using any social media, CCSP NSW/ACT employees should:

- exercise care and discretion with their use of online communication. Individuals should work on the assumption that content may be viewed by, sent, forwarded, or transmitted to someone other than who was intended to view the communication;
- be mindful of their confidentiality obligations as well as obligations with respect to privacy;
- take care not to disclose other people's personal information or publish images of others without permission. Be aware that people may be readily identifiable even when names are not used;
- refrain from behaviour which may bring the employer or the Catholic Church into disrepute;
- refer to their line manager if unsure whether an intended online communication may be in breach of this policy;
- use common sense and courtesy in posts and discussions. If an employee disagrees with the opinion of another, they should keep responses appropriate and respectful. However, workplace disputes should never be ventilated on social media;
- be mindful that behaviour towards colleagues on social media must not breach the [insert Employer's bullying, harassment and discrimination policy details]. Inappropriate text or images on social media may constitute misconduct. Conversely, deleting, unfriending or blocking a colleague who was previously a social media friend/contact may also, in certain circumstances, constitute misconduct;
- be mindful that certain social media platforms have functions that allow users to endorse posts without using actual text (for example 'liking') and using such functions is no different from specifically saying something with text on social media;
- adopt the simple practice of stepping back, re-reading and thinking about what they post before doing so;
- implement and maintain appropriate measures to protect accounts from hacking and other security risks.

USING SOCIAL MEDIA ON CCSP RESOURCES

CCSP NSW/ACT's information and communication technology (ICT) is provided to staff for business purposes so that they may perform the duties of their position in accordance with the mission of CCSP NSW/ACT.

Employees have a responsibility to be productive during their working hours and to be ethical and lawful in their use of CCSP NSW/ACT's ICT and social media. Conduct that is considered inappropriate in the workplace is also inappropriate in electronic forms of communication.

Access to social media sites (e.g. Facebook and X) on CCSP NSW/ACT's ICT resources is provided to employees on the condition that they abide by the Code of Conduct and Bullying, Discrimination and Harassment Policy. Personal use is permitted; however, use of CCSP NSW/ACT's ICT resources for private purposes must be undertaken in accordance with policy.

ACTION

If Council members post information that CCSP's Executive Director deems is inappropriate, the Executive Director may request that the content be removed or further action may be taken.

SUMMARY

Please remember that Council members are ambassadors for CCSP, and member behaviour and manner in all situations, including online, should reflect that in a positive way.

RELATED POLICIES

Code of Conduct

RELATED DOCUMENTS

For further guidance, members are directed to the Australian Catholic Bishops Conference Social Justice Statement 2019–20 *Making it Real: Genuine human encounter in our digital world*

COMPLAINTS POLICY

POLICY NAME	COMPLAINTS POLICY	VERSION	2.0
Drafted by	Management Committee	Approved by Council on	This version approved 15 November 2024 Version 1 approved 6 March 2020
Responsible Person	Executive Director	Scheduled review date	Term 4 2027

PREAMBLE

The aim of this policy is to achieve consistent treatment in the handling of personal grievances of CCSP NSW/ACT employees, and provide a procedure to follow in the event that a personal grievance arises. Being a Catholic organisation, procedural fairness and natural justice are paramount.

This document outlines the principles CCSP NSW/ACT will follow when dealing with workplace complaints. The objectives of this document are

- to promote and maintain positive working relationships and harmonious working environments
- to prevent, where possible, minor workplace complaints escalating to become more serious matters
- to ensure employees understand how workplace complaints should be managed.

To achieve this, workplace complaints should be managed promptly, confidentially and impartially.

SCOPE

This document applies to all employees of CCSP NSW/ACT. It is not intended to be a set of rigid procedures that must be followed when a workplace complaint is raised, as the process for dealing with a particular concern will vary depending on the nature, circumstances and seriousness of the complaint. Consequently, the document provides for several avenues that can be used in attempting to resolve workplace complaints.

DEFINITIONS

A workplace complaint, which can also be known as a grievance, is a clear statement, written or oral, raised by an individual regarding a genuine work-related concern. This can include interpersonal conflict, perceived breach of policy, the allocation of work or developmental opportunities or a perceived unfairness in the workplace.

Managing a workplace complaint should not be confused with performance management. Workplace complaints are matters identified by individual employees while performance management is poor performance or misconduct being managed by CCSP NSW/ACT.

A workplace complaint may result in performance management being undertaken by CCSP NSW/ACT if misconduct or poor performance is identified as a result of the complaint.

A workplace complaint may also be raised during performance management, and while the complaint will be considered by CCSP NSW/ACT under this process, the performance management process will continue independently.

PRINCIPLES FOR MANAGING A WORKPLACE COMPLAINT

All complaints should be treated seriously, dealt with as soon as practicable and conducted in a fair, impartial and professional manner.

All employees have a responsibility to recognise their own role in contributing to a harmonious workplace including ensuring their behaviour is consistent with the Code of Conduct and other workplace policies and guidelines, treating all employees with respect, raising matters of concern promptly and not raising frivolous, malicious or vexatious complaints.

A complaint can sometimes arise because an individual has seen or heard something, come to their own conclusion on what they saw or heard and acted as a consequence. Prior to acting, individuals should retrace their steps to understand why they felt the way they did and respond, rather than react. To assist this, people are encouraged to:

- share their views about the incident with the other person's including their understanding of the facts and how it made them feel
- ask the other person/s for their views and what they were feeling
- attempt to differentiate the facts from feelings; and
- attempt to see the opposing view and play the devil's advocate

By working through these steps, employees may be able to better understand all of the facts and why others behaved the way they did. As a consequence, employees can often resolve the concern themselves by using these steps, prior to it becoming a workplace complaint.

Employees raising a workplace complaint should be treated with respect, protected from victimisation, kept informed on the status of the complaint and any recommendations that may result from it and have the option of a support person present at any meetings. They must also actively participate in the resolution process.

Employees who have a complaint raised against them should be treated with respect and be provided with sufficient information about the complaint to be able to adequately respond to it. They should be given a reasonable opportunity to respond to the complaint and have the option to have a support person with them in any meetings. They should also be kept informed of the status of the complaint and any recommendations that may result from it. They must actively participate in the resolution process and not victimise the employee who raised the complaint.

All members have a responsibility to maintain confidentiality if they are involved in any capacity in a workplace complaint. This includes not discussing the complaint with anyone else, including others who may also be involved in the complaint such as witnesses or the person who raised the allegation, unless expressly authorised to do so by CCSP NSW/ACT. If information about a complaint is discussed or released without authorisation, the employee who released the information could find themselves the subject of disciplinary action for misconduct.

In some circumstances the complaint may not be kept confidential by CCSP NSW/ACT as they may be obliged to interview employees regarding the complaint and/or notify external bodies of the complaint, such as the NSW Police, if it raises a matter that involves alleged illegal activity.

OPTIONS FOR RESOLVING WORKPLACE COMPLAINTS

Given workplace complaints can encompass a wide variety of issues, each complaint should be considered on its own merits to determine the most appropriate way to resolve it. Outlined below are a range of options that may be used to resolve a workplace complaint. While it is recommended that a complaint is sought to be resolved in the order set out below, it is also recognised that in some circumstances this may not be appropriate, and it may be necessary to commence with a later option.

Self-resolution

There may be instances where people make decisions without realising the impact those decisions have on others around them, or behave in a manner they do not realise may cause offence, disturb or annoy others.

Individuals are therefore encouraged to try to resolve the issue themselves directly with the other party in the first instance.

By having a conversation directly with the other party in a respectful manner, clearly articulating the behaviour and the effect of that behaviour, the complaint can often be resolved at this point. It also gives the other party an opportunity to respond to the concerns raised without the matter having to be referred to a third party.

Managerial assistance

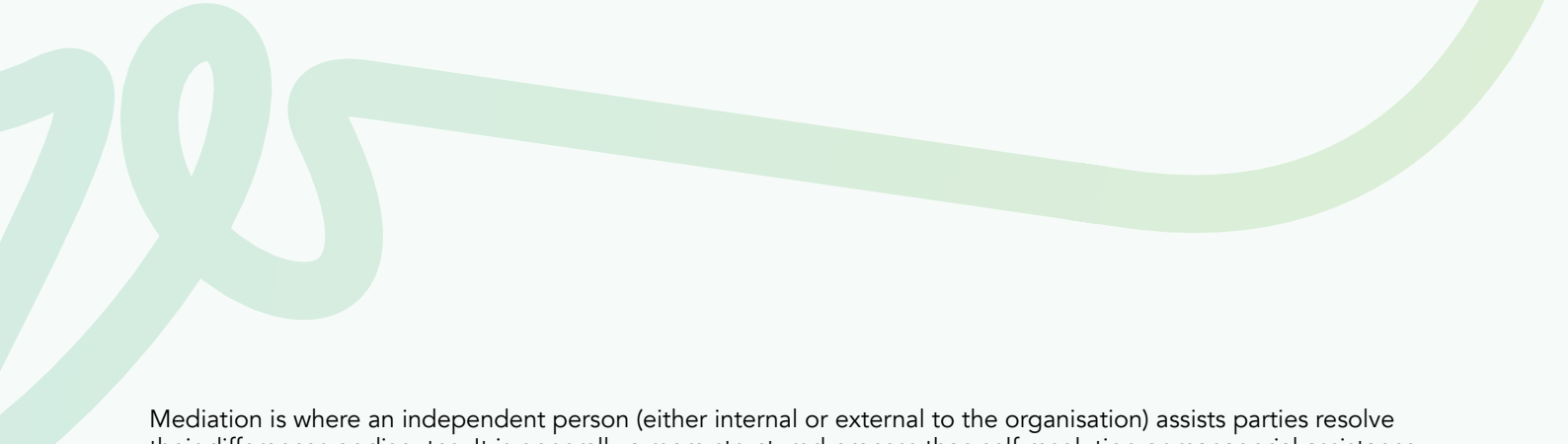
Where self-resolution has been unsuccessful or is not appropriate in the circumstances, or where an individual is unsure how to handle the problem themselves, they should seek the assistance of their direct supervisor or manager. The supervisor or manager may seek to resolve the issue by speaking to the other party on behalf of the employee or by facilitating a dialogue between the two parties.

Sometimes it may not be appropriate, or the person may not feel comfortable approaching their immediate supervisor or manager to assist with a complaint e.g. if the complaint is about the supervisor. In these instances, the employee should approach a more senior manager or the Management Committee for assistance.

Mediation

Mediation may be initiated by CCSP NSW/ACT where the complaint has not been resolved through self-resolution or managerial assistance or where the circumstances suggest mediation may assist in resolving the complaint.





Mediation is where an independent person (either internal or external to the organisation) assists parties resolve their differences or disputes. It is generally a more structured process than self-resolution or managerial assistance however it is still conducted in an informal manner, as all parties are encouraged to speak openly about the issues to assist in obtaining a resolution.

As with the above two approaches, mediation seeks to support the parties resolving their own problems to reach an outcome agreeable to all.

Investigation

If the workplace complaint is unable to be resolved to the satisfaction of all parties, CCSP NSW/ACT may decide to commence a formal investigation undertaken by an independent person, either internal or external to the organisation. The investigating officer should interview the employee raising the complaint, any respondent/s and any other relevant witnesses. After considering the evidence made available to them, the investigator should provide a report with findings.

The Management Committee and/or Executive Director will review the report and make the final decision on what actions, if any, it will take. These may include initiating a new work process, an apology, counselling, training or initiating disciplinary action. This can also include action against the employee who raised the complaint if the complaint is found to be frivolous, malicious or vexatious.

REVIEW MECHANISM

If an individual is not satisfied with the outcome of a workplace complaint, they may request an internal review be conducted by CCSP NSW/ACT. Reasons outlining why the review is being requested are to be included in the request. CCSP NSW/ACT retains responsibility for making the final decision on a complaint, including whether to conduct the review, based on the information provided to them.

If a person remains dissatisfied with how their complaint was handled by CCSP NSW/ACT they may be able to take their complaint to an external agency such as a Court or Industrial Tribunal, the NSW Anti-Discrimination Board or the Australian Human Rights Commission.

MAINTAINING DOCUMENTATION

Documentation relating to workplace complaints should be maintained and kept confidential. The level of detail required will depend on the type of complaint that is raised. At a minimum, those who are responsible for managing a workplace complaint should retain file notes on any discussions with individuals about the complaint. Where the complaint is more complex, it may be necessary to maintain more comprehensive notes and/or create a specific file. Documentation should include sufficient information about the complaint, any steps taken to manage the complaint and any approach taken to resolve it.

CCSP NSW/ACT may also request and review reports from supervisors or managers on the frequency, issues, resolutions and locations of workplace complaints within the organisation. This will assist CCSP NSW/ACT to review the effectiveness of the workplace complaints process and also identify any systemic problems or trends that may warrant further investigation.

SUMMARY

It is important that CCSP employees feel supported in their roles and that the organisation provides a fair and just environment where staff and volunteers feel comfortable to come forward with personal complaints and are confident that matters will be resolved.

RELATED POLICIES

Code of Conduct

HARASSMENT AND BULLYING POLICY

POLICY NAME	HARASSMENT AND BULLYING POLICY	VERSION	1.0
Drafted by	Management Committee	Approved by Council on	15 November 2024
Responsible Person	Executive Director	Scheduled review date	Term 4 2027

PREAMBLE

It is a right of all CCSP NSW/ACT employees to be treated with dignity and respect, and it is an individual's responsibility to treat others the same way.

CCSP NSW/ACT is committed to providing a workplace free of all forms of harassment and bullying, as prescribed by Commonwealth and state legislation. CCSP NSW/ACT is committed to meeting its legislative obligations relating to harassment and bullying, and will take all reasonable, practicable steps to provide and maintain a working environment free from these behaviours.

This policy applies to all activities, and all people involved in those activities, that take place on work premises and where activities are undertaken in the course of employment, or at work-related activities, such as social functions. This policy covers employees, contractors, customers and visitors.

An internal complaints resolution process assists employees to raise issues of concern (see the Complaints Policy). All complaints will be treated confidentially, seriously and sympathetically. No employee will be penalised or disadvantaged as a result of raising any genuine concern or complaint.

DEFINITIONS

Harassment

Harassment is unwelcome behaviour which:

- offends, humiliates or intimidates another person; or
- is likely to offence, humiliate or intimidate another person.

The fact that no offence is intended by the behaviour does not mean that harassment has not occurred. If the behaviour has the effect of being offensive, humiliating or intimidating, that is usually enough.

Harassment may occur as a single act, a series of incidents, or persistent innuendos or threats. It can take many forms, be silent or loud, subtle or openly hostile, and it may be private or public.

Examples of harassment

The following examples may constitute harassment in the workplace:

- swearing in the workplace;
- gossiping about a person;
- making, circulating or displaying jokes containing inappropriate or offensive content;
- intrusive enquiries into another person's personal life, including the person's religion, family or private matters;
- constantly monitoring what someone else is doing, giving negative criticism or 'nitpicking';
- openly displaying pictures, posters, graffiti or written materials which might be offensive to some; and
- communications via phone, email or computer networks which are threatening, abusive or offensive to others.

Sexual harassment

Sexual harassment occurs when a person makes an unwelcome sexual advance, an unwelcome request for sexual favours or engages in any other unwelcome conduct of a sexual nature in relation to another person.



Examples of sexual harassment

Sexual harassment may take various forms, such as:

- sexual advances and requests for sexual favours;
- inappropriate physical contact or unnecessary familiarity;
- offensive comments on physical appearance, dress or private life;
- lewd jokes;
- public display of pornography in the workplace, including on the internet by email, or on mobile phones;
- wolf whistling;
- unsolicited physical contact, such as patting or pinching;
- public display of nudity; and
- sexual violence, indecent or sexual assault.

Some of the above may also amount to a criminal offence.

Sexual harassment often relates to a misuse of power to create an unequal working relationship.

This policy is not about prohibiting friendships at work or genuine consenting relationships.

Bullying

Workplace bullying is a form of harassment. It includes repeated, unreasonable behaviour that demeans, intimidates, victimises, threatens or humiliates people, either as individuals or as a group.

Bullying is not necessarily related to an attribute a person has. Bullying may involve a risk to the work, health and safety of employees.

Examples of bullying

Workplace bullying includes, but is not limited to, behaviours such as:

- verbal abuse, threats, sarcasm or other forms of demeaning or intimidating language or communication;
- psychological harassment;
- physical intimidation;
- putting employees through initiation rituals;
- deliberate change of work duties for the purpose of victimisation;
- sabotage of another person's work;
- placing unreasonable work demands on people;
- ridiculing another's opinion;
- exclusion from work activities of which the person would reasonably expect to be a part; and
- threatening to take unjustified action against a person unless that person complies with unreasonable requests.

What bullying does not include

Bullying does not cover situations where an employee feels aggrieved about legitimate and reasonable:

- performance management processes;
- disciplinary action in line with company policy; and
- allocation of work in compliance with systems and role requirements.

WHAT EMPLOYEES SHOULD DO IF THEY HAVE A COMPLAINT

1. CCSP NSW/ACT aims to resolve all complaints of harassment and bullying which may arise at the workplace. CCSP NSW/ACT can only do this if employees tell the company about their complaints.
2. CCSP NSW/ACT aims to treat all such complaints seriously, quickly and as confidentially as is reasonably possible.
3. If an employee thinks they are being harassed or bullied or both, they should not ignore the conduct, hoping it will go away. If possible, they should speak to the person responsible for the conduct and ask that person



to stop. If an employee feels that they cannot do this, or it doesn't work, they should talk to the Executive Director or the Chair.

4. The Executive Director, Chair or other member of the Management Committee may be contacted at any time to discuss any complaint or enquiry, general advice or to discuss any issue.
5. The Executive Director, Chair or other member of the Management Committee may also investigate complaints. Depending on what is required, and on the nature of the complaint, it might be appropriate for CCSP NSW/ACT to make a formal determination about what has happened, and to make a decision about what the consequences should be.

WHAT TO DO IF A COMPLAINT IS NOT RESOLVED OR THE BULLYING CONTINUES

If the complaints process is completed and an employee is not satisfied that the bullying behaviour has ceased, they may proceed to make an application to the Fair Work Commission for an order to stop the bullying. The Fair Work Commission will deal with all such applications within 14 days of lodgement.

In considering the application, the Fair Work Commission must take into account any matters the Commission considers relevant, including the:

- outcomes of any investigation into the matter at a workplace level, whether undertaken by the workplace, or another person;
- procedures available to resolve grievances or disputes; and
- outcomes arising out of any procedure available to the employee to resolve grievances or disputes.

SUMMARY

It is important that CCSP employees feel supported in their roles and that the organisation provides a fair and just environment where staff and volunteers feel comfortable to come forward with personal complaints and are confident that matters will be resolved.

RELATED POLICIES

Code of Conduct

WORK HEALTH AND SAFETY POLICY

POLICY NAME	WHS POLICY	VERSION	1.0
Drafted by	Management Committee	Approved by Council on	15 November 2024)
Responsible Person	Executive Director	Scheduled review date	Term 4 2027

PREAMBLE

The objectives of this policy are to, as far as reasonably practicable:

- achieve a safe and incident free workplace
- consider WHS in project planning and work activities
- involve employees and contractors in the decision-making process through regular communication and consultation
- ensure employees, contractors and volunteers identify and control risks in the workplace
- monitor and review the elimination or control of potential risks
- enhance employees' WHS knowledge through a program of education and training.

We are committed to fulfilling the objectives of this policy and expect the same of all employees, volunteers and contractors working on our behalf.

CCSP NSW/ACT aspires to provide the highest level of protection possible to employees and others against harm to their health and safety in the workplace and is committed to maintaining a safe and healthy work environment for employees and visitors.

It seeks to do this by fostering a culture where CCSP NSW/ACT employees and management consult and collaborate to identify hazards, assess risks and implement effective measures to either eliminate or reduce those risks, as far as is reasonably practicable.

It also seeks to do this by aiming to reduce and remove risks to the work health and safety of all persons who work within or may be affected by CCSP NSW/ACT.

SCOPE

This document applies to all CCSP NSW/ACT employees.

It also outlines the roles and responsibilities of all parties to ensure a workplace where health and safety is considered in all decision-making processes and all reasonable actions are taken to prevent injury and illness occurring.

RESPONSIBILITIES

The success of our WHS management depends on:

- the commitment of all persons to achieving the policy objectives
- planning work activities, with due consideration given to WHS
- undertaking the risk management process in an effective manner
- communication and consultation between our employees and subcontractors.

The health and safety of all persons in a workplace is a shared obligation and responsibility between CCSP NSW/ACT, employees and other persons (including other organisations with a shared duty). These responsibilities are outlined below:



CCSP NSW/ACT

CCSP NSW/ACT is responsible for the health and safety of employees and others at the workplace. This responsibility includes, so far as is reasonably practicable, providing and maintaining a workplace without risk to health and safety, providing a workplace with adequate facilities for the welfare of employees, providing information, training, instruction or supervision to protect persons from work health and safety risks, monitoring the work health and safety of employees to prevent illness or injury and consulting with employees and others with a shared duty to identify, eliminate or minimise risks.

CCSP NSW/ACT aims to do this through:

- identifying and investigating hazards, assessing risks and implementing appropriate strategies to eradicate or minimise risk of injury to people from work;
- ensuring the relevant work health and safety legislation is observed and complied with;
- ensuring communication and consultation with employees on work health and safety;
- developing and implementing safe working systems and providing adequate safety information, training and supervision for those systems; and
- ensuring the regular review and monitoring of the work health and safety systems including assessing their effectiveness and establishing measurable targets.

The role/s responsible for ensuring CCSP NSW/ACT meets these obligations are the Management Committee and Executive Director.

Executive Director

The Executive Director is responsible for the day-to-day work health and safety within their areas of responsibility.

They should achieve this through:

- undertaking the actions necessary to maintain a safe workplace by reinforcing safe work practices;
- ensuring the implementation of CCSP NSW/ACT work health and safety policies, procedures and programs;
- ensuring all incidents within their area of control and all hazards are identified and investigated, and control strategies implemented;
- ensuring that training and instruction is provided to employees on work health and safety and that they are adequately supervised;
- encouraging employees to raise work health and safety concerns and to report incidents or near misses;
- ensuring that employees are consulted on all issues that affect their health and safety;
- ensuring notifiable incidents are notified to the relevant bodies (e.g. SafeWork NSW and Catholic Church Insurances) within the required timeframes; and
- ensuring they act promptly to resolve any work health and safety concerns raised by employees or others.

Employees

All employees are responsible for taking reasonable care to ensure that their acts and omissions are not harmful to the health and safety of themselves or others in the workplace. Employees must also comply with any reasonable instruction of CCSP NSW/ACT with respect to health and safety and ensure that they cooperate with any reasonable work health and safety policies or procedures released by CCSP NSW/ACT.

Employees are also required to:

- immediately report to their manager or supervisor any unsafe equipment or work hazard that might pose a risk to work health and safety;
- not misuse, damage or interfere with workplace equipment;
- perform all work duties in a manner which ensures their own health and safety, as well as that of all other employees and other persons who may be affected by the work performed;
- co-operate with CCSP NSW/ACT to enable the work health and safety of all employees to be achieved; and
- familiarise themselves with all work health and safety policies and procedures provided by CCSP NSW/ACT, to implement them to the best of their ability and to seek clarity from their manager or supervisor if any aspect is unclear.



Other persons

Other persons e.g. visitors or clients, are responsible for taking reasonable care to ensure that their acts are not harmful to the health and safety of themselves or others. They must also comply with reasonable instruction given by CCSP NSW/ACT to maintain health and safety.

RELEVANT LEGISLATION

- Work Health and Safety Act 2011 (NSW) (the Act) as amended or replaced; and
- Work Health and Safety Regulation 2017 (NSW) (the Regulation) as amended or replaced.

SUMMARY

CCSP is committed to the work health, safety and welfare of all its employees. CCSP regards its work health and safety responsibilities with the utmost importance and as such, resources are made available to comply with all relevant Acts and Regulations to ensure the workplace and meetings and events are safe and without risk to health.

RELATED POLICIES

Code of Conduct

CONFERENCE ATTENDANCE POLICY

POLICY NAME	CONFERENCE ATTENDANCE POLICY	VERSION	2.0
Drafted by	Management Committee	Approved by Council on	Version 2.0 approved 20 November 2020
Responsible Person	Executive Director	Scheduled review date	Term 4 2027

PREAMBLE

This policy is for the representation of the Council of Catholic School Parents (CCSP) volunteers attending conferences where CCSP provides funding.

The conference must be consistent with the objectives of the CCSP and advance the roles of the CCSP. Approval to attend conferences will be dependent on a variety of factors including costs associated with the conference. Partial costs associated with attending a conference may be offered rather than the full cost of attendance.

Staff of CCSP may identify conferences that align with their position description. Any request to attend a conference must be made to the Executive Director and agreed to by the CCSP Management Committee.

GUIDELINES

Conferences within Australia

The funding allocation for conferences within Australia supported by the council will be reviewed by the council as required.

Where the volunteer includes additional personal time in the location of the conference, CCSP will only contribute the set amount determined by CCSP as necessary for the conference, with further costs paid by the volunteer.

Where a member has previously represented CCSP at a conference in one year it would be appropriate for opportunities to be provided to other Volunteers.

International Conferences

The funding allocation for International conferences supported by the Council will be reviewed by the council as required.

Volunteers should have experience in the operations of the CCSP, preferably for a period of at least 12 months.

A written report and verbal presentation will be presented to the council at the meeting following the return of the Volunteer from the conference and the attendee may be asked to speak to it.

When a person has represented the Council at an International Conference they may not do so again for a further 2 years to allow another diocese to benefit.

Where the volunteer includes additional personal time in the location of the conference, CCSP will only contribute the set amount determined by CCSP as necessary for the conference, with further costs paid by the volunteer.

Preference

Members of committees may find conferences dealing with the standing committee focus areas, these should be attended by an appropriate standing committee member, i.e. if there is a conference dealing with diverse learners then a member of the Diverse Learning Committee should be given preference.

ACTION

A Conference and Professional Learning Approval Form must be completed for consideration of the management committee. Contact the Executive Director for assistance.

A written report and verbal presentation will be presented to the Council at the meeting following the return of the volunteer from the conference.

SUMMARY

CCSP Council members may from time to time attend conferences on behalf of CCSP. Volunteers who attend conferences in Australia or internationally must first seek permission from CCSP for funding, and if approved, a written and verbal report will be presented to the Council at the meeting following the return of the volunteer from the conference.

RELATED POLICIES

Code of Conduct



COMMITTEE REPRESENTATION POLICY

POLICY NAME	CONFERENCE ATTENDANCE POLICY	VERSION	2.0
Drafted by	Management Committee	Approved by Council on	20 November 2020
Responsible Person	Executive Director	Scheduled review date	Term 4 2027

PREAMBLE

CCSP is a statewide organisation and represents the interests of Catholic school parents across NSW and ACT.

At times members of CCSP NSW/ACT may be nominated to represent CCSP on education-related and other representative committees. It's important that CCSP is able to provide representation on committees that directly affect Catholic school parents. CCSP relies on the support and expertise of its Council members in fulfilling these roles and encourages all members to consider participating in opportunities that arise.

When volunteers accept the role of a representative of CCSP on a committee, it is important to be mindful that they are contributing thoughts, suggestions, comments or opinions on behalf of CCSP, not on their own behalf or from their own personal position. As such, it's essential that when representing CCSP on committees, volunteers accurately act as a voice for CCSP and Catholic school parents in NSW/ACT.

BEST PRACTICE AND GUIDING PRINCIPLES

CCSP is proud to nominate Council members to represent CCSP on relevant committees that affect Catholic education and Catholic school students and families. That Council members are drawn from schools around the 11 dioceses and CRMNA schools is a strength for CCSP as a truly representative body. As such, members have access to and are in touch with issues that affect Catholic school parents.

CCSP will typically be invited to provide a parent representative on a group or committee. The Executive Director will then invite Council members to nominate themselves. Once a Council member has been confirmed to represent CCSP on a committee or group, they are then obligated to represent the best interests of CCSP and should always aim to enhance the profile of CCSP.

When representing the CCSP on committees volunteers agree that

- prior to representing CCSP on an issue, they will inform themselves of the CCSP's overarching position and understand the areas of key concern;
- they will declare a potential conflict of interest in representing CCSP on an external committee making this known to the Executive Director as soon as possible;
- they will put aside personal views in an effort to represent the position of CCSP;
- they will endeavour to identify emerging issues and advise the CCSP Executive Director and staff as they arise;
- report the outcomes of the meetings highlighting any issues that will directly impact Catholic school parents.

When representing CCSP, Council members should always consider the level of policy development and decision making involved in the external organisations and the potential impact and influence in relation to CCSP's priorities and direction.

ACTION

In preparing for representative committee meetings, Council members canvas parents either through their diocesan parent organisation or school for input. After the meeting, Council members can complete a Meeting Report, which is available from the Secretariat.

SUMMARY

CCSP relies on the support and expertise of its Council members in fulfilling important roles on external committees and encourages all members to consider participating in opportunities that arise. When Council members choose to represent CCSP on a committee, they must ensure they responsibly represent CCSP's position, not a personal view.

RELATED POLICIES

Code of Conduct



FORMS, DECLARATIONS AND CHECKLISTS

As part of governance and compliance requirements, all Council and Committee members and employees need to read the CCSP policies and, if required, sign the annual declarations and forms – see the following checklist.

ANNUAL DECLARATIONS AND FORMS

All **volunteers** are required to sign the following annual declarations as part of their CCSP induction after reading the CCSP Induction and Policy Manual:

- ☐ CCSP Policy Suite Declaration Form
- ☐ CCSP Conflict of Interest Declaration
- ☐ CCSP Responsible Persons Declaration

Executive Officers are required to sign the following declarations:

- ☐ CCSP Policy Suite Declaration Form
- ☐ CCSP Conflict of Interest Declaration

These declarations will be provided as part of the annual induction. Please return completed and signed forms to the CCSP Secretariat by email: office@ccsp.catholic.edu.au

ANNUAL FORMS TO SIGN

- ☐ CCSP Contact Details Form

This form collects contact information about employees and their emergency contacts, as well as details of their children and their school (optional).

- ☐ CCSP Media Release Form

In this form employees give permission for CCSP to use photographs or videos of themselves attending CCSP meetings and other events in printed and digital publications and on the website.

These forms will be provided as part of your induction. Please return to the CCSP Secretariat by email: office@ccsp.catholic.edu.au

OTHER FORMS

- ☐ Conference/Professional Learning Approval Form

This form is used to apply for financial assistance to attend suitable and relevant professional learning opportunities or conferences during the year. It is a requirement that this form be completed in time for budgetary consideration to be made.

- ☐ Non-Staff Reimbursement Form

This form is used to apply for expenses reimbursement including travel, meals, petrol, tolls, etc. Approval by the CCSP Executive Director is required before private car travel for CCSP is undertaken.

ACNC LETTER OF APPOINTMENT

This letter will be forwarded to volunteers at the commencement of each year they are on the Council or Committee. It outlines how, as a member of the committee of a charity registered with the Australian Charities and Not-for-profits Commission, they have duties and responsibilities that come with the role. They may also have other obligations and duties to other government agencies or under other laws.

Dear [parent representative]

RE: Appointment as a Responsible Person for the Council of Catholic School Parents NSW/ACT.

Congratulations on your appointment to the governing body of the Council of Catholic School Parents NSW/ACT.

In your role, you have a special opportunity to contribute to the work and life of the Council of Catholic School Parents NSW/ACT. Being a committee member can be challenging at times, but it can also be a rewarding way to help CCSP achieve its charitable purpose.

As a member of the committee of a charity registered with the Australian Charities and Not-for-profits Commission, you have duties and responsibilities that come with your role. You may also have other obligations and duties to other government agencies or under other laws.

The ACNC Governance Standards set core, minimum governance standards that all charities must meet. Governance Standard 5 requires that charities take reasonable steps to make sure that the members of their governing body know and understand their legal duties and carry out their duties. These duties generally require you to be careful and conscientious in your role and to act with common sense and integrity.

The duties are:

- To act with reasonable care and diligence. You must exercise your powers and duties with the care and diligence that a reasonable person would if they were in your place.
- To act in good faith in the best interests of the charity and for a proper purpose. When acting as a board member you must make decisions that are in the best interest of the charity and to further its charitable purpose.
- Not to improperly use information or position. Any special knowledge that you gain as a committee member must only be used for the benefit of the charity and never to further personal or other interests. Similarly, you must not use your position to improperly gain an advantage for yourself or someone else, or cause detriment to the charity.
- To disclose conflicts of interest. If your duty to act in the best interests of the charity is in conflict with (or may conflict with) your personal interests you must disclose this responsibly. (Refer to our Conflicts of Interest policy and sign off form).
- To ensure that financial affairs are managed responsibly. Ensure that there are systems and processes in place that ensure that the charity's resources are being effectively put towards the charity's charitable purpose and are protected from misuse.
- Not to allow the charity to operate while insolvent. You must ensure that the charity can pay its debts when they are due or will become due and that it does not continue to operate if it cannot pay its debts.

Knowing and carrying out your duties as a committee member helps CCSP to carry out its charitable purpose and protects its resources against misuse. You can find more information about the duties of those who manage charities on the ACNC's website (www.acnc.gov.au) or in the ACNC's guide Governance for Good.

If you have any concerns about meeting these duties, talk to the Chair or Executive Director or contact the ACNC for information. Remember that there are resources available and people who can help you to better understand and meet your duties.

Congratulations again on your appointment as a committee member of the Council of Catholic School Parents NSW/ACT. Thank you for donating your time and expertise.

Yours sincerely,

CHAIR

EXECUTIVE DIRECTOR



CCSP POLICY SUITE DECLARATION FORM

CCSP volunteers, staff and employees need to be familiar with the policies adopted by the Council of Catholic School Parents NSW/ACT.

I (name) _____ declare that I have read, understood and will abide by the policies of the Council of Catholic School Parents in the Annual Induction and Policy Manual.

Signature

Date

CONFLICT OF INTEREST DECLARATION

POLICY NAME	GOVERNANCE AND DELEGATIONS POLICY	VERSION	3.0
Drafted by	Management Committee	Approved by Council on	This version approved 15 November 2024 Version 2 approved 27 August 2021
Responsible Person	Executive Director	Scheduled review date	Term 4 2027

Conflicts of interest are recorded in the CCSP Conflict of Interest Register.

CONSENT AND CONFIRMATION			
I consent to be a (please tick the box of the role which applies to you)	Volunteer parent representative of CCSP <input type="checkbox"/>	Alternate volunteer representative of CCSP <input type="checkbox"/>	Diocesan executive officer <input type="checkbox"/>
I confirm that I am not restricted in any way from appointment as Councillor or Committee member or diocesan executive officer of CCSP and/or from taking part in the governance of the Council of Catholic School Parents NSW/ ACT (CCSP).			
Given name			
Family name			
All former given names and family names:			
Date and place of birth			
Usual residential address			
Contact details	Mobile Phone	Email Address	
Current occupation			
STANDING NOTICE OF INTERESTS:			
I have the following interests (please insert details and nature and extent of interests in any of the following):			
Membership of associations, firms or partnerships which give rise to a conflict			
Offices held with associations, companies, firms and partnerships which might give rise to a conflict			
Membership of associations, firms or partnerships which might give rise to a conflict			
Other interests			
UNDERTAKING			
I undertake to declare if there is a conflict at the beginning of each meeting and notify the Executive Director/Chair of CCSP immediately of:			
(a) any material change in the facts set out in this notice; and			
(b) any material personal interest I have in a matter that relates to the affairs of CCSP unless I have already given a standing notice of the nature and extent of the interest and the notice is still effective in relation to the interest.			
Signature			
Date			



RESPONSIBLE PERSONS DECLARATION

POLICY NAME	GOVERNANCE AND DELEGATIONS POLICY	VERSION	2.0
Drafted by	Management Committee	Approved by Council on	This version approved 15 November 2024 Version 1 approved 12 November 2021
Responsible Person	Executive Director	Scheduled review date	Term 4 2027

WHO MAY BE DISQUALIFIED FROM BEING A RESPONSIBLE PERSON?

You may be disqualified from being a Responsible Person if you:

- have been disqualified by the ACNC in the past year; or
- are disqualified from managing a corporation within the meaning of the *Corporations Act 2001* (Cth).

This may occur if you:

- have been convicted of certain offences, such as serious offences, dishonesty offences or other offences that can affect a corporation,
- are an undischarged bankrupt or are subject to a 'personal insolvency agreement' you have not followed, or
- have been disqualified by the Australian Securities and Investments Commission (ASIC), the Office of the Registrar of Aboriginal and Torres Strait Islander Corporations (ORIC), or an Australian or New Zealand court.

DUTIES OF RESPONSIBLE PERSONS AND CHARITIES

The ACNC requires charities to meet governance standards. Under governance standard 4 charities must make sure its responsible persons are suitable, and under governance standard 5 they must ensure their responsible persons are aware of their duties and comply with them.

Under governance standard 5 responsible persons must:

- act with reasonable care and diligence
- act honestly and fairly in the best interests of the charity and for its charitable purposes
- not misuse their position or information they gain as a responsible person
- disclose actual or potential conflicts of interest
- ensure that the financial affairs of the charity are managed responsibly, and
- not allow the charity to operate while it is insolvent.

I, (name)	
Of (address)	
<p>Declare that</p> <ul style="list-style-type: none"> • I am not disqualified from managing a corporation, within the meaning of the <i>Corporations Act 2001</i> (Cth): and • I have not been disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a responsible person (what the ACNC Act calls a 'responsible entity') of a registered charity. <p>While I am a responsible person for the Council of Catholic School Parents, I agree to notify this charity as soon as possible if I do become disqualified from managing a corporation within the meaning of the <i>Corporations Act 2001</i>, or am disqualified by the Australian Charities and Not-for-profits Commissioner. Responsible persons are the members of a charity's governing body who share responsibility for the governance of the charity (called 'responsible entities' under the ACNC Act).</p>	
Declared at	
Date	
Signature	
Name	
Position	



CONTACT DETAILS FORM

POLICY NAME	GOVERNANCE AND DELEGATIONS POLICY, WHS POLICY	VERSION	1.0
Drafted by	Management Committee	Approved by Council on	This version approved 15 November 2024
Responsible Person	Executive Director	Scheduled review date	Term 4 2027

YOUR DETAILS

Name	
Address	
Mobile phone number	
Home phone number	
Work phone number	
Email address	
Diocese	
Working with Children Clearance	Number: Date of birth: Expiry:

YOUR NOMINATED EMERGENCY CONTACT PERSON(S)

For the safety and wellbeing of CCSP Volunteers and Executive Officers, the Secretariat requests the following emergency contact information. The information below will be kept secure on file and not shared with any third parties. It will be destroyed when you cease to be a CCSP Volunteer or Executive Officer.

Name	
Relationship to you	
Address	
Mobile phone number	
Home phone number	
Email address	
Employer/place of work	
Work phone number	
Doctor's name	
Doctor's phone number	
Medicare number	
I have voluntarily provided the above contact information and authorise the CCSP Secretariat and its representatives to contact the above person(s) on my behalf in the event of an emergency.	
Name	
Signature	
Date	



PARENT REPRESENTATIVE CHILD'S/CHILDREN'S DETAILS (OPTIONAL)

From time to time, CCSP will approach parent representatives for opinions and quotes to respond to media enquiries on current issues. We ask for your child's/children's details so that we can contact you if we need to speak to a parent of a child of a certain age or in a certain demographic or diocese. The information below will be kept secure on file and not shared with any third parties. It will be destroyed when you cease to be a CCSP Volunteer or Executive Officer.

Child 1

Name

School

Age

Year at school

Any other information you would like to share about your child

Child 2

Name

School

Age

Year at school

Any other information you would like to share about your child

Child 3

Name

School

Age

Year at school

Any other information you would like to share about your child

MEDIA RELEASE FORM

I, _____

(insert name)

grant permission to the Council of Catholic School Parents to use and reproduce any visual or audio image/s taken of me and/or my child/children in its future promotional and marketing materials, website, intranet, annual report, recruitment, advertising and/or publications.

I understand that visual and audio images includes but is not limited to photographs in hard copy and digital form, audio recordings and audio visual digital recordings.

I acknowledge that the Council of Catholic School Parents regularly reproduces visual and audio images/ recordings as stated above and by signing below I give the Council of Catholic Parents the authorisation to use and reproduce images of me and/or my child/children with or without retouching, cropping and altering.

I also acknowledge that any image taken of me by or on behalf of the Council of Catholic School Parents belongs to the Council of Catholic School Parents for its own use; however, the organisation will not exploit this right by sharing or using the image outside of any practice or material being promoted by the Council of Catholic School Parents.

I understand that I have the right to withdraw my consent at any time by writing to the Executive Director, Council of Catholic School Parents, and that the organisation will stop all future use of my image in publications, website and associated promotional material.

Diocese: _____ School: _____

Phone number: _____ Email address: _____

Signature: _____ Date: _____

(Signature of Parent or Guardian is required for those either under 18 or with a cognitive impairment.)

If you specifically do not want a certain image file of you used, please state below (ie: audio)

Please provide a copy of this form to the Executive Director at the Council of Catholic Schools Parents, Angel Place, Level 7, 123 Pitt Street Sydney NSW 2000 or by email to: executive.director@ccsp.catholic.edu.au

All letters to withdraw consent should also be sent to the Executive Director and must include the date the letter was written.

CONFERENCE AND PROFESSIONAL LEARNING APPROVAL FORM

It is a requirement that this form be completed in time for budgetary consideration to be made.

Name of Council Member or Officer	
Purpose of Travel	
How is the proposed purpose <ul style="list-style-type: none">• Consistent with objectives of CCSP?• Advancing the roles of CCSP?	
How does this purpose for travel <ul style="list-style-type: none">- meet and or affect the needs and aspirations of your diocesan association?- what is the value opposed to the costs for the CCSP?	
Proposed Itinerary	Please attach a copy of the proposed itinerary
Estimated cost	Conference registration fee: Airfares: Travel allowance: Accommodation including meals: Other costs:

Approved by:

Signature:

Date:



NON-STAFF REIMBURSEMENT FORM

NAME: _____

REASON FOR CLAIM: _____

ACTIVITY DATE/PERIOD: _____

COST CENTRE/PROGRAM: _____

REIMBURSEMENT WILL BE MADE BY DIRECT BANK DEPOSIT TO YOUR ACCOUNT.

PART A: EXPENSE REIMBURSEMENT

i) TRAVEL

MEALS _____

TAXIS _____

TRAIN, BUS, FERRY _____

TOLLS _____

PARKING _____

OTHER (SPECIFY) _____

ii) OTHER EXPENSES:

OTHER (SPECIFY) _____ No. of kilometres = _____ x 0. _____

PETROL _____

Please attach all tax invoices/receipts **TOTAL CLAIM: \$** _____

Approval by the CCSP Executive Director is required before private car travel for CCSP is undertaken.

BANK DETAILS:

Please complete bank details below and check for accuracy.

Account Name: _____ Bank Name: _____

BSB: _____ Bank A/c No: _____

Branch Name: _____

Email Address for remittance advice: _____

I certify that this claim for reimbursement is valid, and I have complied with all relevant CCSP policies including obtaining prior approval where necessary.

Signed: _____

Date: _____

APPROVAL:

Approved for payment: _____ Date: ____/____/____

Email Address for remittance advice: _____

Please refer to notes on next page.





NON-STAFF REIMBURSEMENT INFORMATION

GENERAL

'Reimbursement' – a payment to you for costs incurred on behalf of CCSP. You must be able to provide records (tax invoices and/or receipts) to substantiate your claim.

Air travel and accommodation should be booked by the CCSP staff and paid for directly by CCSP. CCSP will meet additional meal expenses for out-of-town trips; however, phone calls, alcohol, mini-bar and other costs will be at your own expense and should be paid directly by you.

'Travel allowance' – a payment to you based on a standard rate per kilometre for use of your private car. Rates are those determined by CCSP from time-to-time.

'You' or 'your' – anyone who applies for reimbursement of costs or payment of travel allowances, including members of committees or anyone travelling to/for a workshop, seminar or conference *where CCSP has agreed to meet travel costs*.

'We' or 'our' – the Council of Catholic School Parents, New South Wales/ACT.

REIMBURSEMENT OF TRAVEL COSTS

1. Claims for reimbursement of costs should be on our claim form. Supporting records (such as, but not limited to, original tax invoices and/or receipts) need to be attached.
2. Claims are to be approved prior to payment by the Executive Director.
3. Reimbursements will be processed as soon as possible, and payment made by direct deposit to your nominated bank account.

PAYMENT OF TRAVEL ALLOWANCES

4. It is essential that CCSP holds a completed Tax File Number declaration for you. (Copies are available from the Tax Office website.) You only need to complete this form for your initial claim or when your details change.
5. Claims for travel allowances should be on our claim form.
6. Prior approval by the CCSP Executive Director is required before private car travel for CCSP is undertaken.
7. Claims are to be approved prior to payment by the Executive Director.
8. Reimbursements are made fortnightly via the payroll system.
9. As required by the Tax Office, CCSP will issue a payment summary to you at the end of each tax year showing the total amount of travel allowances paid to you. For payments more than 5000 kilometres per tax year, the Tax Office requires that PAYG tax is deducted from the payment for the excess over 5000 kilometres.

REGISTERS

DATE OF CONFLICT DECLARATION	NAME OF PERSON DECLARING CONFLICT	POSITION	MEETING OR EVENT WHERE CONFLICT AROSE	DETAILS OF THE CONFLICT	ACTION TAKEN IN RESPONSE TO CONFLICT

GIFTS AND BENEFITS REGISTER

DATE OFFERED	OFFERED TO (NAME AND POSITION)	OFFERED BY (NAME, POSITION & ORGANISATION)	REASON OFFERED	DESCRIPTION OF GIFT	ESTIMATED VALUE	DECISION REGARDING THE OFFER	AUTHORISED BY (NAME AND POSITION)



APPENDICES





CONSTITUTION *of the* COUNCIL OF CATHOLIC SCHOOL PARENTS NSW/ACT

November 2018



PART I - PREAMBLE

When the Council of Catholic School Parents received recognition from the NSW Bishops in 1995 that they were the official voice of Catholic school parents in NSW/ACT, it marked the beginning of a new era of Church, family and school partnership. In so doing, it breathed life into the fundamental beliefs of: parents as the primary and principal educators of their children (Gravissimum Educationis); the collaborative relationship between parents and the school in educating children (Canon 796) along with the mutual role of school and parents in the Christian formation of children. (Pope Paul II, 2003).

Since that time there is a growing body of evidence that substantiates the importance of the role of the parent in school improvement, student achievement and wellbeing (Bryk, 2010, Aracy 2012). It is well-known that parental expectations; interest in schooling and attitude to schooling are key factors in a child's enjoyment and success at school. Emblematic of this, is the change in language from parent involvement to parent engagement.

The Council of Catholic School Parents has in its constitution and structure, a mechanism for responding and contributing to the continually evolving landscape of parent engagement, education policy and social cohesion.

GUIDING PRINCIPLES

1. The love of Christ is central to our lives and our purpose.
2. Parents are the primary and natural educators of their children.
3. Parents have a right to choose a Catholic education for their children.
4. Catholic schools are instruments of the Church and are integral to the formation and development of children in faith, life and culture.
5. Catholic schools are a community where students, teachers and parents, school leaders and support staff, religious and clergy work together for the common good.
6. Informed and empowered parents are effective advocates for the interests of students in Catholic schools.
7. Partnerships between students, parents, carers and families, and the broader community bring mutual benefits and maximise student engagement and achievement.

PURPOSE

The principal purpose of the Council is to provide leadership, advocacy and support to parents of children in Catholic schools and Catholic school parent associations which is made manifest by

1. providing a state level forum where parents can consider, discuss and deliberate on issues that affect students and families in Catholic schools in NSW and ACT;
2. seeking to represent the interests of parents of all students in Catholic schools to state government, statutory and education authorities;
3. promoting and strengthening participation of all parents in Catholic schools in partnership with Bishops, Catholic education agencies and other organisations;
4. promoting and fostering links between family, school, Church and the community;
5. supporting the development and sustainability of parent organisations in the dioceses.

PART II - REGULATIONS

1. NAME AND STRUCTURE

- 1.1 The name of the Association is "Council of Catholic School Parents".
- 1.2 The Council of Catholic School Parents exists in Canon Law as a private association within the Church (CIC 299, §1).
- 1.3 The body operates under NSW legislation through a body corporate incorporated under the Roman Catholic Church Communities' Lands Act 1942 No 23.
- 1.4 The Constitution of the Council has been reviewed by the meetings of the Bishops of the Province on 8 March 1995 and 9 November 2000 (CIC 299, §3).

2. DEFINITIONS

- 2.1 Where used in this Constitution the following expressions shall have the meanings hereby assigned to them:
 - (a) "Catholic Education" means the process of education that aims at the formation of the whole person in accordance with the beliefs, teachings, traditions and practices of the Catholic Church;
 - (b) "Catholic School Parent Organisation" means that organisation which is recognised by the school authorities as the official body representing all parents of the particular Catholic school community;
 - (c) "Chairperson" means the Chairperson of the Council of Catholic School Parents;
 - (d) "CIC" means the Code of Canon Law promulgated by Pope John Paul II on January 25, 1983;
 - (e) "Committee" means the Committee of the Council of Catholic School Parents;
 - (f) "Congregational School" means a school that is owned and governed by a Religious Congregation, also known as Independent Catholic School;
 - (g) "Congregational School Group" means the grouping of Congregational schools who have paid the current annual membership fee;
 - (h) "Consensus" decision-making arises out of shared responsibility and vision, mutual trust and recognition. It brings wider resources to the decision process with the whole group working toward a decision which may not be the one everyone wishes for but is one that everyone can accept, including those who disagree.
 - (i) "Corporations Law" means the Corporations Act 2001 of the Commonwealth, the Corporations (New South Wales) Act 1990 and any other enactment which applies to the Corporations Law to another State or Territory of the Commonwealth;
 - (j) "Deputy Chairperson" means the Deputy Chairperson of the Council of Catholic School Parents;



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- (k) "Diocesan Parent Organisation" means that organisation in any Arch/Diocese that has been established to represent all parents of students in Catholic Schools in the Arch/Diocese, and is acknowledged as such by the Diocesan Bishop;
 - (l) "Financial Year" means the year commencing on the first day of January in each year and terminating on the last day of December in the same year;
 - (m) "Member" means the Diocesan Parent Organisations and the Congregational School Group; and other such members deemed by the Council;
 - (n) "Parents" mean natural, adoptive or foster parents, guardians and caregivers of students (past and present) attending Catholic Schools in the Province;
 - (o) "Province" means the Province of Sydney established and erected in accordance with Canon Law, CIC 431, §1, comprising the Archdiocese of Sydney and the other Dioceses and including the Archdiocese of Canberra and Goulburn;
 - (p) "Representative" means the person who is authorised to act as the representative of a member in accordance with Article 4;
 - (q) "School" refers to schools and Colleges engaged in Primary and Secondary education;
 - (r) "State" means the State of New South Wales and the Australian Capital Territory.

3. ROLE OF THE COUNCIL

It is the role of the Council to:

- 3.1 represent the views of members to the Bishops and the NSW Catholic Education Commission.
 - 3.2 represent views to State-level committees and inquiries on education.
 - 3.3 make submissions to governments on issues pertinent to Catholic Schools.
 - 3.4 respond to governments and other bodies seeking views of Catholic school parents.
 - 3.5 monitor and evaluate policies of governments and other groups for impact on Catholic schools.
 - 3.6 act with Bishops and NSW Catholic Education Commission to influence governments regarding funding of Catholic schools.
 - 3.7 enter into appropriate arrangements with government, statutory authorities or educational bodies in the promotion of the interests of Catholic school parents.
 - 3.8 foster positive and fruitful relationships with other organisations in education in the attainment of its purposes.
 - 3.9 promote the CCSP through the use of Catholic media outlets, general media and other networking instruments as they emerge.
 - 3.10 provide a state-wide communication network to disseminate and exchange information among parents and parent organisations.
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4. MEMBERSHIP

- 4.1 Membership of the Council of Catholic School Parents is comprised of the eleven dioceses and one additional representative for the Congregational School Group, all of equal standing and right along with other bodies granted membership status from time to time by resolution of a two thirds majority of Council present at the meeting.
- 4.2 Where there is a diocesan parent organisation recognised by the diocesan Bishop and Director, that body is the member of the CCSP.
- 4.3 Where there is no parent body in existence or in the process of being set up, then a representative and alternate representative shall be appointed by the Bishop or Director of the Diocese and those persons shall have the same rights and standing as other members.
- 4.4 The Congregational School Group is constituted of those Congregational schools that have paid their membership fee on behalf of parents see (definition at 2.1 [g]). The Group shall be represented on Council by a nominee with a right to vote.

5. REGISTER OF MEMBERS

- 5.1 The Council shall keep a Register of Members in which shall be recorded the full name of each member, the date of commencement of membership, and a record of annual membership fees paid.

6. ANNUAL MEMBERSHIP FEE

- 6.1 The annual membership fee and the time and manner of its payment shall be reviewed annually at the annual general meeting.

7. AUTHORISATION OF MEMBERS' REPRESENTATIVES

- 7.1 Each member shall authorise a representative and alternate representative. The representative so authorised shall be entitled to exercise all the powers on behalf of the member that they represent.
- 7.2 The authorisation of each representative and alternate representative is to be given in writing and forwarded to the Council prior to the annual general meeting and presented to the annual general meeting.
- 7.3 There shall be only one authorised representative with voting rights from each member body acting for that member. An alternate representative from each member body may attend meetings and in the absence of the representative shall act for that member.
- 7.4 The alternate representative for the Chairperson's member association/diocese shall be entitled to vote for that member.
- 7.5 Tenure of representatives is determined in the case of members by their appointor and in the case of others by the Council of Catholic School Parents as required.
- 7.6 A representative may at any time resign as a representative by notice in writing to that effect and forwarded to the Council.
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8. ANNUAL GENERAL MEETING

- 8.1 An annual general meeting of the Council shall be held in each calendar year.
- 8.2 The annual general meeting shall be held at such time and place as the Council determines.
- 8.3 The business that is transacted at an annual general meeting shall include:
- (i) annual report of the Chairperson;
 - (ii) annual financial report;
 - (iii) decisions concerning the annual membership fee;
 - (iv) election of the Chairperson, Deputy Chairperson and the Committee;
 - (v) appointment of the Auditor;
 - (vi) amendments to the Constitution;
 - (vii) set the date of the next annual general meeting twelve months hence.

9. ORDINARY MEETINGS OF THE COUNCIL

- 9.1 The Council, in addition to the annual general meeting, shall meet at least three (3) times each calendar year at a time and place determined by the Council.
- 9.2 The Committee may at any time convene additional ordinary meetings of the Council.

10. PROCEEDINGS AT ALL MEETINGS OF THE COUNCIL

- 10.1 No business shall be transacted at any meeting of the Council unless a quorum representing a two thirds majority of members is present at the time when the meeting proceeds to business. The Council may meet in person, by telephone or electronic means of conferring.
- 10.2 If within half an hour from the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same day in the next week at the same time and place or to such other day and such other time and place as the Chairperson/Deputy Chairperson may determine and if at the adjourned meeting a quorum is not present within half an hour from the appointed time the meeting is dissolved.
- 10.3 The Chairperson shall preside at the annual general meeting and all ordinary meetings of the Council or in the absence of the Chairperson, the Deputy Chairperson shall chair the meeting. In the absence of both, the representative the Chairperson has delegated shall chair the meeting.
- 10.4 Decision-making shall be by consensus but should an impasse occur a vote of members present will be taken and shall be decided by a show of hands.
- 10.5 Each representative (in accordance with Article 4) present at the meeting of the Council excluding the Chairperson and Past Chair are entitled to a vote. In the event of an equality of votes on any question, the Chairperson has the casting vote.
-

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- 10.6 Without prejudice to Article 19 no resolution shall be deemed to have been passed unless there is a minimum of two thirds of the members' present votes in favour of the resolution.
- 10.7 The Council is to ensure an accurate record is kept of the proceedings of its annual general meeting and all ordinary general meetings.
- 10.8 Minutes of the resolutions and proceedings of all meetings of the Council are to be made together with a record of the name of persons present at the meetings.
- 10.9 Copies of the minutes shall be forwarded to those entitled to receive them within twenty-one (21) days of the meetings.
- 11. OBSERVERS AT MEETINGS OF THE COUNCIL**
- 11.1 Subject to the conditions determined by the Council or the Committee, the Council shall welcome to its meetings parents of Catholic School Parent Organisations in the Province.
- 12. CHAIRPERSON AND DEPUTY CHAIRPERSON**
- 12.1 The Chairperson and Deputy Chairperson are to be elected by the members at the annual general meeting either from its representatives or Council may elect an independent Chairperson subject to a resolution of Council with two thirds of members present entitled to vote in favour of such appointment.
- 12.2 The Chairperson and Deputy Chairperson elected by the representatives at the annual general meeting shall hold office from the first day of January following the annual general meeting at which s/he is elected until the last day of December twelve months after taking office.
- 12.3 Whenever a casual vacancy occurs in the office of Chairperson, the Deputy Chairperson shall assume this vacancy. The Council shall appoint one of the representatives to fill the vacancy of Deputy Chairperson if required.
- 12.4 No one shall serve more than three (3) consecutive terms as Chairperson and Deputy Chairperson. Provision can be made for an additional fourth (4th) term by resolution of the Council.
- 12.5 The duties of the Chairperson include:
- (i) convening and chairing the meetings of the Council;
 - (ii) delegating a representative to chair the meetings in his/her absence and the absence of the Deputy Chairperson;
 - (iii) representing the Council at meetings with government officials and other agents as required from time to time;
 - (iv) being an ex-officio member of the sub-committees of the Council;
 - (v) being responsible for the publication of all statements on behalf of the Council;
 - (vi) presenting the annual report.
- 12.6 The duties of the Deputy Chairperson shall include:
- (i) chairing the meeting in the absence of the Chairperson;
 - (ii) being an ex-officio member of the sub committees of the Council.
-

13. COMMITTEE OF THE COUNCIL

- 13.1 There shall be a Committee of the Council which shall consist of:
- (i) the Chairperson and Deputy Chairperson ex-officio;
 - (ii) the Immediate Past Chairperson ex-officio for one year after the end of their term as Chairperson;
 - (iii) four (4) representatives elected at the annual general meeting.
- 13.2 Those elected to the Committee shall hold office from the day of their election to the day of the next election.
- 13.3 Whenever a casual vacancy occurs on the Committee, the Council shall appoint one of the representatives to fill the vacancy.
- 13.4 The duties of the Committee shall include:
- (i) planning and implementing the business of the Council;
 - (ii) acting on the Council's behalf between meetings of the Council;
 - (iii) being involved in the appointment of an Executive Director whose role it is to oversee the operation of the Secretariat;
 - (iv) providing for the safe custody of books, documents, instruments of title and securities of the Council.
- 13.5 The Committee shall meet at times and places determined by the Chairperson.

14. ESTABLISHMENT OF COMMITTEES

- 14.1 The Council may, as circumstances demand, appoint a Standing Committee or Standing Committees from amongst its number or persons co-opted by it and may prescribe the functions of any Standing Committee or Standing Committees. The Chair of such committees, or a nominee of the Standing Committee shall attend meetings of the Council with equal standing and right in the Council.
- 14.2 The Council may, as circumstances demand, appoint a sub-committee or sub-committees from amongst its number or persons co-opted by it and may prescribe the functions of any sub-committee or sub-committees.

15. INCOME AND PROPERTY

- 15.1 The income and property shall be applied solely towards the attainment of the purposes and the fulfilment of the aims of the Council and no portion thereof shall be paid or transferred directly or indirectly by way of profit to any member or representative provided that nothing herein contained shall prevent the payment in good faith of remuneration to any officers or employees of the Council or to any member or representative or to any other person in return for any service actually rendered to the Council.
-

16. ACCOUNTS AND AUDIT

- 16.1 The Council shall ensure that there are kept proper accounts and records of the transactions and affairs, including property credits and liabilities, of the Council and any such other records as sufficiently explain its financial operations and financial position.
- 16.2 A general meeting shall appoint an auditor who is a registered company auditor within the meaning of the Corporations Law.
- 16.3 Once in each financial year the accounts of the Council shall be examined by an auditor independent of the CCSP.
- 16.4 The auditor shall certify as to the truth and fairness of the accounts and shall report thereon to the Council.

17. BY-LAWS

- 17.1 The Council shall have the power to make, repeal and amend, from time to time, any by-laws for the proper management of the Council.

18. AMENDMENTS TO THE CONSTITUTION

- 18.1 The annual general meeting by a two thirds majority vote of representatives present and voting may determine such amendments to this Constitution as are deemed necessary, provided that at least sixty (60) days notice has been given of any proposed amendment.

19. DISSOLUTION

- 19.1 The representatives may dissolve the Council provided that a resolution has been passed by a two-thirds majority vote of representatives present and voting at a general meeting convened solely for this purpose, and provided that sixty (60) days notice has been given of the proposed resolution.
- 19.2 If the Council is dissolved decisions concerning its goods and rights and its liabilities are to be made, with due regard for the wishes of the founders or benefactors and for acquired rights, by the representatives in consultation with the Bishops of the Province, provided that after the satisfaction of all its liabilities any remaining funds are to be used for Catholic Education in the Province.

The meeting of the Bishops of the Province of Sydney in accordance with Canon Law, CIC 299, §3 reviewed this Constitution of the 'Council of Catholic School Parents' and thereby the 'Council of Catholic School Parents' is recognised in the Church. The meeting of the Bishops of the Province of Sydney in accordance with Canon Law, CIC 300 hereby gives its consent to the 'Council of Catholic School Parents' to use the word "catholic" in its title.



ABOUT CCSP (THE 'COUNCIL')

The Council of Catholic School Parents (CCSP) NSW/ACT (known as the 'Council') is the peak body representing the parents and carers of children and young people enrolled in Catholic schools across NSW/ACT.

The parent representatives that make up the Council are volunteers and their commitment to the CCSP is deeply valued.

The Council is committed to advocating for high quality education for all students enrolled in Catholic schools in NSW and the ACT regardless of the location of their school. It is represented on various boards and committees, and has regular contact with education ministers, NESA, ACARA and other key stakeholders in the education landscape.

The Council lobbies governments on a wide range of issues affecting school education and families.

ABORIGINAL AND TORRES STRAIT ISLANDER COMMITTEE

One of the objectives of the Council is to be inclusive and ensure that diverse voices are represented at the state level.

In seeking to further this objective, in December 2004, the Council established an **Aboriginal and Torres Strait Islander Committee** as a permanent standing committee of the Council, and has confirmed a permanent position for the Chair (or their nominee) of this committee on the Council.

The CCSP Aboriginal and Torres Strait Islander Committee meets to allow for meaningful Aboriginal and Torres Strait Islander parent representation at a state level.

The Committee discusses issues and concerns specific to Aboriginal Education at state and federal levels and provides a network and forum for Aboriginal parent leaders.

COUNCIL MEMBERSHIP

- A parent and an alternate parent representative from each of the 11 NSW/ACT diocesan parent bodies/groups (22)
- A parent and an alternate parent representative from the congregational school group (2)
- An executive officer from each diocese and the congregational school group (12)
- The Chair (or their nominee) of the Aboriginal and Torres Strait Islander Committee (1)

ABORIGINAL AND TORRES STRAIT ISLANDER PARENT SUB-COMMITTEE MEMBERSHIP

- An Aboriginal parent representative from each of the 11 NSW/ACT dioceses + a representative from the congregational school group (12)
- An executive officer from each diocese and the congregational school group (12)

COUNCIL OF CATHOLIC SCHOOL PARENTS NSW/ACT

www.ccsp.catholic.edu.au
office@ccsp.catholic.edu.au
02 9287 1514
@cathschoolparents

Level 7, Angel Place,
123 Pitt Street,
Sydney NSW 2000
ABN 31 821 524 696

WHAT DO PARENT REPS DO?

- ◆ Develop an understanding of the purposes of the Council and the Aboriginal and Torres Strait Islander Committee to assist parents to understand their mission and purpose
- ◆ Participate in the annual induction process
- ◆ Attend and participate in Council meetings and activities (four Council meetings per year) or the Aboriginal and Torres Strait Islander Committee meetings (four meetings per year)
- ◆ Provide comment and feedback on issues between meetings as requested
- ◆ Write a report for each Council meeting or Aboriginal and Torres Strait Islander Committee meeting about their **diocesan parent organisation (DPO)** – or parent matters in their diocese or school community, as applicable – and report back to their DPO/school community on Council and sub-committee work
- ◆ Submit the diocesan report two weeks prior to Council meetings or Aboriginal and Torres Strait Islander Committee meetings
- ◆ Work with other Council and Committee members in a spirit of mutual support and collaboration
- ◆ Participate in CCSP working parties
- ◆ Seek nominations from fellow DPO members or families when the Council calls for representation on committees, sub-committees, review panels etc. and have these endorsed by the Bishop, Diocesan Director or Congregational School Group Chair
- ◆ Facilitate the flow of information between the Council and the Aboriginal and Torres Strait Islander Committee on the important issue of Aboriginal Education
- ◆ Be supportive of Catholic teachings and ethos
- ◆ Be able to participate in Catholic rituals such as prayer, liturgy and/or Mass
- ◆ Be willing to fully participate in the activities of the role

HOW MEMBERS ARE SELECTED

As per the CCSP Constitution, where a diocesan parent organisation (DPO) exists, the nomination of a parent delegate and alternative representative for a position on the Council will be generated from that group and authorised by the Bishop and/or Diocesan Director.

Where NO diocesan parent organisation exists, the nominations for a position on the Council will be generated by the Bishop and/or Diocesan Director.

The congregational school group endorses one parent representative and one alternate representative for the CCSP Council and one Aboriginal parent for the CCSP Aboriginal and Torres Strait Islander Committee.

The dioceses and the congregational school group each select two executive officers – one to support the parent representatives on the Council and one to support the parent representative on the Aboriginal Committee. The executive officers identify and nominate an Aboriginal parent leader to become a member of the Aboriginal and Torres Strait Islander Committee. The nomination requires the endorsement of the Bishop/Diocesan Director or Congregational School Group Chair.

***All roles are to be endorsed by their Bishop and/or Diocesan Director
or Congregational School Group Chair***

WHAT DO EXECUTIVE OFFICERS DO?

Each of the 11 dioceses and the Congregational School Group nominate two Executive Officers (their Aboriginal Education Officer and Family Engagement Officer, for example) to support the parent representatives. One Executive Officer supports the parent and alternate representative at the Council meetings; the other supports the Aboriginal and Torres Strait Islander parent and alternate representative at the Aboriginal and Torres Strait Islander Committee. The Executive Officers are ex-officio and have no voting rights.

Their role is to:

- ◆ Participate in an annual induction process
- ◆ Support the Bishop and/or Diocesan Director and DPO to identify, support and facilitate the nomination of parent representatives for the Council and Aboriginal and Torres Strait Islander Committee

- ◆ Partner with the Council and the Aboriginal and Torres Strait Islander Committee to promote and foster parent engagement and leadership
- ◆ Guide their parent representatives and support them to be involved in the meetings of the Council and Aboriginal and Torres Strait Islander Committee and attend quarterly meetings with them
- ◆ Facilitate a strong connection between the parent and alternate parent representatives of the Council and Aboriginal and Torres Strait Islander Committee and the diocesan Bishop and Diocesan Director or Congregational School Group Chair
- ◆ In collaboration with the parent representatives, ensure a flow of information and regular communication between the Council, Aboriginal and Torres Strait Islander Committee and the Diocesan Director and Principals of Congregational schools
- ◆ Develop an understanding of the purposes of the Council and Aboriginal and Torres Strait Islander Committee to assist parents to understand the mission and purpose of the CCSP
- ◆ Provide support to the parent, alternate representative and Aboriginal parent representative to participate in the meetings and activities of the Council
- ◆ Liaise with the Bishop, Diocesan Director or Principals of Congregational schools and their parent representatives to share information regarding the work of Council within their diocese
- ◆ Disseminate diocesan or school approved Council material through appropriate channels
- ◆ Regular consultations between the parent representatives and their parent bodies/assemblies
- ◆ Assist with organisation of diocesan partnered Council conferences

CCSP COMPLIANCE WITH GOVERNANCE STRUCTURES

Role of the Chair

- ◆ Elected by the members at the Annual General Meeting for a 12-month term and can serve for a maximum of three consecutive terms with provision for a fourth year
- ◆ Provides leadership to the organisation
- ◆ Chairs Council meetings
- ◆ Ensures compliance with relevant legislative requirements and appropriate inductions are completed
- ◆ Together with the Executive Director, represents the interests of CCSP
- ◆ Acts in the best interests of the CCSP keeping this at the forefront of all decision-making
- ◆ Leads the CCSP Management Committee

Role of the Deputy Chair

As above and in the event the Chair is unable to fulfil their duties.

Role of the Management Committee

- ◆ Planning and implementing the business of the Council
- ◆ Acting on the Council's behalf between meetings of the Council
- ◆ Being involved in the appointment of an Executive Director whose role it is to oversee the operation of the Secretariat
- ◆ Providing for the safe custody of books, documents, instruments of title and securities of the Council

Membership includes the Chair and Deputy Chair ex-officio, the Immediate Past Chair ex-officio for one year after the end of their term as Chair, and four (4) representatives elected at the Annual General Meeting

The Management Committee meets at times and places determined by the Chair. These meetings are generally held virtually.

LEADERSHIP FRAMEWORK

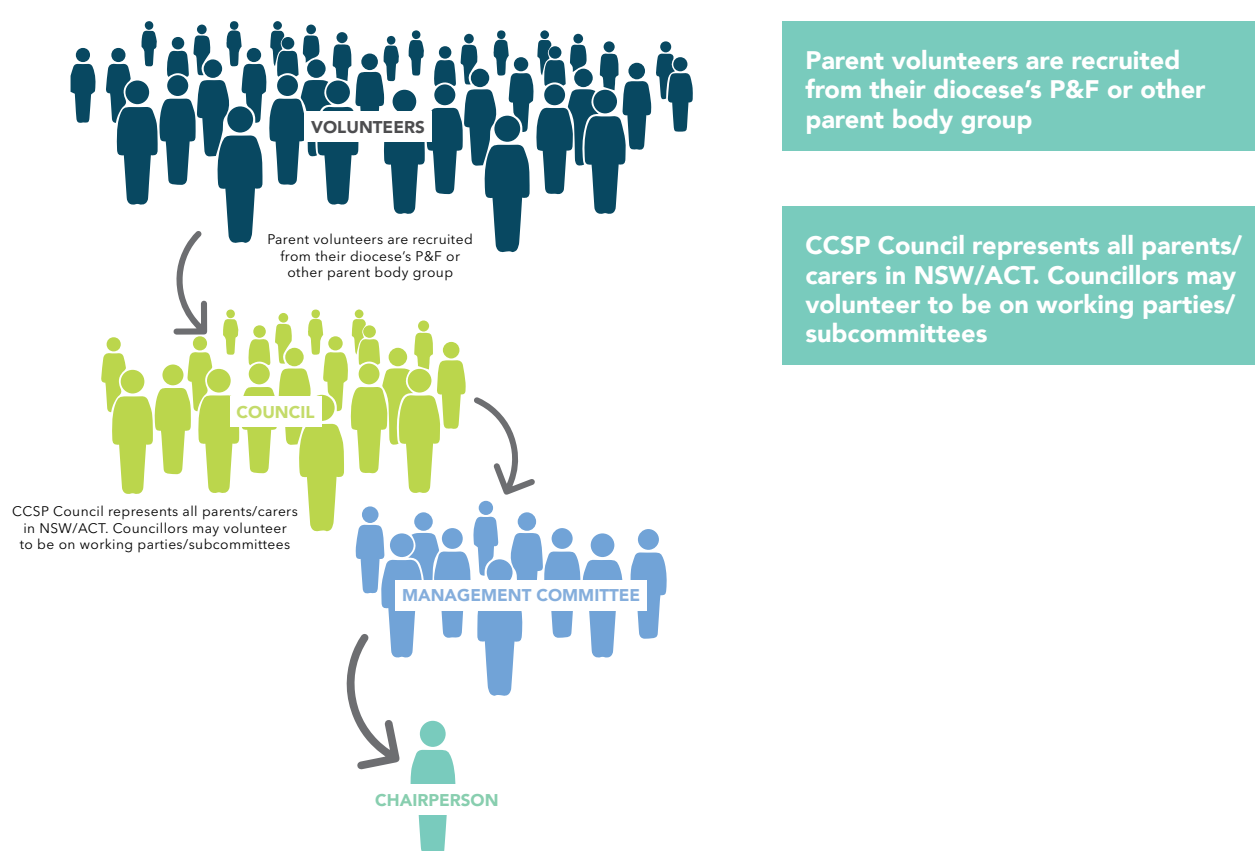
The CCSP Leadership Framework provides a framework of expectations and understanding for volunteers who take on or are considering taking on roles with the CCSP.

Normally, a parent volunteer joins the CCSP as a Council member elected or nominated through their diocesan processes. They may spend the whole of their time with the CCSP as a Council member or they may wish to deepen their involvement by taking on a position on the Management Committee. A position on the Management Committee of the CCSP is a very important role that assists in providing leadership, inspiration and direction to the Council as a whole.

Particular individuals may then progress to the role of Chair for a maximum three-year term.

The Leadership Framework helps members understand and execute their role as members of the Council and Management Committee.

JOURNEY OF COUNCILLOR OR COMMITTEE MEMBER MEMBERSHIP



RECRUITMENT AS COUNCILLOR OR COMMITTEE MEMBER

Directors and diocesan parent organisations receive communication about the CCSP volunteer roles of the parent and alternate parent representatives and Aboriginal and Torres Strait Islander Committee member positions with an invitation to put forward the names of people who will make a positive contribution.

INDUCTION

A process of induction occurs annually during the Term One meeting.

PROFESSIONAL DEVELOPMENT

Parent representatives may choose to participate in a schedule of PD opportunities, webinars, conferences and join working parties and committees to gain experience working on projects and initiatives.

BUDDY PROGRAM

The CCSP Buddy Program involves pairing new or inexperienced parent reps with more experienced ones in order to provide support, guidance and friendship. The goal is to help the new parent rep feel more comfortable and supported as they adjust to their new role. If you would like a buddy or to be a buddy, please contact Cath on 0414 186 428.

SUCCESSION

The CCSP Constitution does not stipulate a term for the roles of parent representative and alternative parent representative but has found that a cycle of 2–3 years as alternative representative followed by 2–3 years as a representative allows for smooth succession and optimal participation.

INVOLVEMENT, ENGAGEMENT, REPRESENTATION, LEADERSHIP

It is understood that Councillor or Committee members at every level of their association with the CCSP will in one way or another touch on each and every one of these areas in the execution of their role:

- Involvement
- Engagement
- Representation
- Leadership

Each area is divided into sections in the tables below, which outline the expected level of commitment depending on the role of Council member, Executive member or Chairperson.

The existence of the CCSP and its work are underpinned by involvement and engagement which feed into Representation and Leadership at the higher level.

INVOLVEMENT		
Those who join the CCSP in the first place tend to be people who have been involved at their local diocesan level, either in their school setting, church setting or community.		
Attribute	Track	Definition
'Way of being'	Councillor or Committee member	This represents a predisposition to be involved, be informed and open to working for something beyond oneself, in the case of the CCSP that is for the good of parents in Catholic schools, the students in Catholic schools and indeed all Australian students. Integrity and respect for others and confidentiality all intertwine to shape this particular 'way of being'.
Commitment	Councillor or Committee member	Prepared to build relationships that will benefit the organisation and raise awareness.
Collaborative	Executive	At this level, Councillor or Committee members take their involvement to a higher level as they interact with others to achieve their desired outcomes and to guide others in fulfilling the aims and objectives of the organisation.
Development of others	Chair	The role of Chairperson sits above the other roles and with that comes a clear overview of the workings of the organisation and the individuals in it. The Chair sees the skills and attributes of the other members and recognises how they can best be developed for their own good and the good of the organisation. There is always an imperative to develop others to continue the work of the CCSP for the future.

ENGAGEMENT		
CCSP members at every level are called upon to engage more deeply than they would at the school or diocesan level. This may be with educational or political issues, other organisations, the media, and the outside world.		
Attribute	Track	Definition
Learning to go deeper	Councillor or Committee member	The realisation that the relationship is a two-way one, which imposes expectations and deliverables on both sides. This necessitates a willingness to dig deeper for greater understanding through analysis and discernment.
Reflect and act	Executive	Decision-making and actions need to be carefully considered and thought-out. Members at this level are expected to reflect and then act, by making decisions and avoiding the trap of inertia.
Deliver results	Chair	The Chair can see the needs of the organisation and external tensions at the same time and is well-positioned to recommend and drive the appropriate course of action.

REPRESENTATION		
Having joined the CCSP, there is an expectation that members represent the Catholic school parent voice when they return to their settings.		
Attribute	Track	Definition
Diocesan voice	Councillor	Springing from the role of representation of the parent voice at the diocesan level, it is the role of all Council members to give voice of parents at the state level. This may manifest in formal or informal ways.
Knowledge	Councillor or Committee member	To be a credible voice, members need to be informed and measured in the way that they express that voice.
Collective voice	Executive	It is the role of the Management Committee to synthesise the voices of other Council members, and Catholic school parents to distil the concerns and messages to disseminate.
Analytical and strategic	Executive	To be able to go beneath the surface and analyse what is at the core of the issue to be able to craft a strategic response.
Listening to the voices of all Being the voice of all	Chair	The overall voice of Catholic school parents resides with the Chair who is the face of all Catholic school parents. It is incumbent on the Chair to go beyond their own interests to represent the true voice of Catholic school parents having listened to and heard their views.

LEADERSHIP		
Within our school, church and wider setting CCSP members are regarded as leaders. They will be listened to, challenged and sought after for their input as they are now seen to have a particular expertise and experience.		
Attribute	Track	Definition
Open to growth and interested Big picture view	Councillor or Committee member	Council members are open to opportunities for growth either in parent engagement, leadership, Church doctrine, or other particular areas of interest such as special needs. They will already come to the CCSP with an interest in and ability to see the big picture.
Ready to contribute for good of all	Executive	Having gained through their growth and development through the levels from school, diocesan and now state, members should be prepared to speak on behalf of those whose voices they represent. They can see beyond their own needs and are now advocating for the good of all Catholic school parents.
Impact and influence Negotiation and problem-solving	Chair	As the elected head of the CCSP, the Chair exerts influence and their actions have impact. This is underpinned by the support of the Management Committee and Council members and is in collaboration with the Executive Director of the organisation. Refined negotiation and problem-solving skills will be called into play from time to time in this role.



COMMITTEE ROLES AND TERMS OF REFERENCE

The Council currently has two standing committees:

- Management Committee
- Aboriginal and Torres Strait Islander Committee

From time to time, working parties/committees are formed, made up of Council members, to work on a particular project, resource or event, such as the CCSP Conference. One meeting for each of the working parties is scheduled per term or as required by its members.

The Executive Director and Chair are currently members of each working party.

ROLE OF THE MANAGEMENT COMMITTEE

The Management Committee meets at times and places determined by the Chair. These meetings are generally held virtually.

The Committee of the Council consists of:

- the Chairperson and Deputy Chairperson ex-officio;
- the Immediate Past Chairperson ex-officio for one year after the end of their term as Chairperson
- four (4) representatives elected at the annual general meeting.
- Those elected to the Committee shall hold office from the day of their election to the day of the next election.

Whenever a casual vacancy occurs on the Committee, the Council shall appoint one of the representatives to fill the vacancy.

Responsibilities

The duties of the Committee as outlined in the Constitution include:

- planning and implementing the business of the Council;
- acting on the Council's behalf between meetings of the Council;
- being involved in the appointment of an Executive Director whose role it is to oversee the operation of the Secretariat;
- providing for the safe custody of books, documents, instruments of title and securities of the Council.
- The Committee shall meet at times and places determined by the Chairperson.

In addition, members of the Committee of the Council shall:

- attend an induction session
- comply with the rules, policies, and standing orders of the organisation
- contribute to the discussion and decision-making at management committee meetings and Council meetings
- consider issues before them on the basis of the best interests of the CCSP
- review and approve the Strategic Plan for adoption by the General Council
- review the annual work plan
- attend all meetings in person or teleconference and if not possible provide an apology
- read papers in advance of meetings to consider issues
- participate on sub-committees or working parties as appropriate
- review and recommend the annual budget for approval by the General Council
- review and approve policies for endorsement by the General Council
- make comments to the media only as provided by the organisation
- promote the organisation in the community
- avoid using the position to advance their own advantage
- avoid improper use of information acquired in the role
- declare any conflict of interest that might arise
- conduct the business of the Council in a manner that is polite and courteous toward others.

It is the role of the Committee to focus on the strategic direction and the core policies of the organisation.

Meeting frequency

A Management committee meeting should be held prior to a general council meeting each term or as they fall to set the agenda and review the budget.

Summary

The Committee of the Council of Catholic School Parents drives the strategy and its implementation of the organisation. This requires an ability to commit to the organisation, see the overall direction and take a role in leading the rest of the Council in achieving the objectives.

Terms of Reference

The Committee of the Council of Catholic School Parents (CCSP) is set up under the Constitution approved by the Australian Catholic Bishops Conference.

Meetings of the Committee

- No business shall be transacted at any meeting of the Committee unless a quorum (a majority of voting members of the Committee) is present at the time when the meeting proceeds to business. The Committee may meet in person or by telephone or electronic means of conferring.
- If within half an hour from the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to a time and place as the Chair may determine, and if at the adjourned meeting a quorum is not present within half an hour from the appointed time the meeting is dissolved.
- Executive Director may attend or assist with the organisation of Management Committee meetings at the invitation of the Chair.
- It is favourable that decisions are made by consensus; however, in the event where a consensus cannot be made, the resolution will be put to the vote of the meeting and shall be decided by a majority of at least two thirds.
- At any meeting of the Committee a resolution may be put to the vote of the meeting, with the Chair having a casting vote if required.
- Each voting member present at the meeting of the Management Committee shall have one vote.
- Decisions are to be clearly stated and recorded in the minutes. They are binding on Committee members.
- Minutes of the resolutions and proceedings of all meetings of the Committee are to be made together with a record of the name of persons present at the meetings.
- Copies of the minutes shall be forwarded to those entitled to receive them within 14 days of the meetings.

Financial responsibilities

- Review CCSP budget prepared by Executive Director 28 days prior to annual budget meeting and identify any issues.
- Review CCSP Membership Fees – setting of base cost and levy amounts annually in preparation for the AGM for adoption.
- Approve the purchase of any asset where the value as per the 'Delegations Schedule' and where allocation in the current budget and the agreement in principle to purchase asset has been given by CCSP Council.
- Approve all payments as per the 'Delegations Schedule'
 - o Regular payments for set amounts which exceed this amount are considered approved as per the budget but if these exceed amount stated in budget by a significant variance approval should be sought.
 - o Approval for amounts as per the 'Delegations Schedule' should be the decision of the Council.
- Oversee the annual audit of CCSP financial statements and report to CCSP Council.

Purchasing

- Replacement items as per the 'Delegations Schedule' may be approved by this Committee.
- Items which are of significant variance to current budget may be recommended by the committee for approval to the Council.

Administrative

- Undertake the annual performance review of the Executive Director and monitor the contract of employment with the Executive Director

- Any salary changes outside those above will be discussed by this committee and any recommendation is to go to Council for approval.
- Approve payment of any arrears of salary which exceeds more than 1 day's salary for the employee(s) involved.
- Contract negotiations for the Executive Director will be handled by the Chair of CCSP. The Chair will consult in conjunction with the Management Committee and relevant parties. Any contracts will be recommended to the Management Committee for a final decision.
- Develop, review and monitor relevant corporate governance procedures relating to the Secretariat and where appropriate procedures relating to CCSP.

Other issues

- Any decision that needs clarification by the Executive Director as a result of these meetings should be sought from the Council Chair, who will in turn advise if further consultation with the Committee is required.

ABORIGINAL AND TORRES STRAIT ISLANDER PARENT COMMITTEE

A Standing Committee of the Council of Catholic School Parents NSW & ACT

Terms of Reference and Membership, July 2013

Preamble

Broadly, the purpose of the Committee is to:

- allow for meaningful Aboriginal and Torres Strait Islander parent/carer representation at the State level;
- provide a network and forum for Aboriginal and Torres Strait Islander parent leaders;
- discuss issues and concerns specific to Aboriginal and Torres Strait Islander education at State and Federal levels and monitor state and federal policy;
- advocate for meaningful and effective policy on behalf of Aboriginal and Torres Strait Islander families;
- facilitate the flow of information between the CCSP and Catholic school parents on the important issue of Aboriginal and Torres Strait Islander education and;
- develop resources for Catholic school communities to support Reconciliation, to celebrate partnership and to support the active engagement of Aboriginal and Torres Strait Islander families and communities in the learning of their children.

The rationale for such a committee is also informed by the following:

'Parents have a prior right to choose the kind of education that shall be given to their children'. – *Article 26 Part 3 of the Universal Declaration of Human Rights, 1948.*

And,

'Parents have a particularly important part to play in the educating community, since it is to them that primary and natural responsibility for their children's education belongs (TM#20). Catholic Schools are called to assist parents in fulfilling their obligation for the Christian formation and education of their children. The Catholic school respects parents' fundamental human right to know, to understand, to share in decisions that affect the education of their children.' – *Walking His Way, Telling His Truth, Living His Life: Implications of Ecclesia in Oceania for Catholic Education (NCEC 2003).*

Terms of Reference

The Committee is a Standing Committee of the Council of Catholic School Parents (CCSP) with responsibility for advising the CCSP on matters relating to Aboriginal and Torres Strait Islander education and parent and community engagement in Catholic education.

The Standing Committee's role is to advise the CCSP on:

- issues and developments relating to the education of Aboriginal and Torres Strait Islander students, including the resourcing of Aboriginal education at state and federal level;
- strategies to promote Catholic education as a real choice/option for Aboriginal and Torres Strait Islander families;

- initiatives and/or strategies that promote more inclusive practices in our schools for Aboriginal and Torres Strait Islander students and their families and initiatives that reflect the particular needs of Aboriginal and Torres Strait Islander students and their families;
- policies and/or documents produced by state and federal governments which are relevant to Aboriginal and Torres Strait Islander education.

The Committee has additional roles with respect to:

- Developing resources to support Aboriginal education and inclusive practices in Catholic schools, for example the 'Choosing a Catholic School' booklet and the 'Celebrating Aboriginal Education in Catholic Schools' poster series.
- Undertaking and furthering action research projects (for example the 'Parent Voices' Project) and promoting Aboriginal education in Catholic schools through presentations at conferences and other forums
- Acting as a reference group for external agencies, including policy makers, seeking an Aboriginal and Torres Strait Islander parent/carer perspective
- Being proactive in being a voice for Aboriginal and Torres Strait Islander parent/carers with government and others

The Committee undertakes these roles while respecting the proper autonomy and authority of the Dioceses, the Religious Congregations and Church agencies, particularly in respect of the delivery of programs and services for Aboriginal and Torres Strait Islander students.

Membership

The CCSP's aim is to constitute the NSW Catholic Aboriginal and Torres Strait Islander Parent Committee as a committee comprised of Aboriginal and Torres Strait Islander parent/carers. This aim is consistent with the need for greater Aboriginal and Torres Strait Islander community participation in educational management as set out by various government documents and policies, including the national Aboriginal and Torres Strait Islander Action Plan.

Composition

Consistent with the above goal it is proposed that:

The Committee will consist of a maximum of fifteen (15) permanent members:

- Eleven Aboriginal and Torres Strait Islander parent/carer members, nominated by each Diocesan Director through their Aboriginal Education Officer
- One Aboriginal and Torres Strait Islander parent/carer of a student in a Congregational (Independent) Catholic School;
- Additional members may be co-opted from time to time as the needs of the Committee dictate.

Chairperson

A Chairperson (of Aboriginal and/or Torres Strait Islander heritage) will be appointed by the CCSP in consultation with the Committee. The Chairperson, or another nominated member of the Committee, as per the CCSP Constitution, has the responsibility and right to attend CCSP meetings with equal standing on the Council.

Executive Officer

The CCSP Executive Director will act as Executive Officer to the Committee.

Observers

Diocesan Aboriginal Education Officers are able to attend meetings to support the parent from their Diocese or school. The CEC Aboriginal Education Advisor is also invited to attend meetings.

Term of Membership

All members will be appointed by the CCSP for a period of two years (renewable).

Frequency of Meetings

The CCSP Aboriginal and Torres Strait Islander Parent Committee will meet three times per year. Additional meetings can be held as necessary to consider specific issues. These meetings may be face to face or by video/teleconference. Generally, the meetings will be held in Sydney.

Committee Costs

As a standing committee of the CCSP, reasonable meeting costs (eg. members travel) for **parent/carer members** will be met by the CCSP. Diocesan Aboriginal Education Officers will pay their own expenses if they attend meetings.

POSITION DESCRIPTIONS

CCSP PARENT AND ALTERNATIVE PARENT REPRESENTATIVE POSITION DESCRIPTION

The CCSP acknowledges that representatives come to the CCSP via different paths. Where the CCSP member is the diocesan parent organisation, the nomination will come from that group. Where there is not a diocesan parent organisation, then representatives may be nominated by their Diocesan Bishop or Director. The CCSP respects the varied and important ways the dioceses discern the most appropriate person to represent them at the state level and the unique qualities deemed to be either essential or desirable in that particular diocese.

As a Council, we serve parents and carers of students in Catholic schools in NSW and the ACT, as well as Bishops, diocesan directors, principals and school staff.

Councillor or Committee members volunteer their time to achieve the goals of the organisation. Each year Councillor and Committee members are selected and endorsed by the Diocesan Director of Education.

The role of the alternate parent representative is similar to the below, and alt reps are asked to step into the role of the Representative to represent their diocese in their absence, particularly if matters require a vote. Alternate representatives are invited to attend Council meetings so far as budgetary constraints allow.

Key Responsibilities

Expectations and responsibilities of diocesan representatives that the Council has discerned to be important for the proper functioning of the CCSP include:

- Developing an understanding of the purposes of the Council and the Aboriginal and Torres Strait Islander Committee to assist parents to understand their mission and purpose
- Being willing to fully participate in the role, to be the 'face of CCSP' in their diocese, and be contactable by email and/or phone between meetings
- Attending and participating in Council meetings and activities (four Council meetings per year) or the Aboriginal and Torres Strait Islander Committee meetings (four meetings per year)
- Providing comment, feedback and quotes on current issues that can be provided to the media between meetings as requested
- Co-writing a report for each Council meeting or Aboriginal and Torres Strait Islander Committee meeting about their diocesan parent organisation (DPO) – or parent matters in their diocese or school community, as applicable – with their Executive Officer, and reporting back to their DPO/school community on Council and Committee work (the diocesan report needs to be submitted two weeks prior to Council meetings or Aboriginal and Torres Strait Islander Committee meetings)
- Working with other Council and Committee members in a spirit of mutual support and collaboration
- Seeking nominations from fellow DPO members or families when the Council calls for representation on committees, sub-committees, review panels etc.
- Facilitating the flow of information between the Council and the Aboriginal and Torres Strait Islander Committee on the important issue of Aboriginal Education
- Providing guidance and encouragement to local parent representative bodies, or at diocesan level.
- Actively supporting and assisting schools with parent education and actively supporting family engagement activities and parent involvement and development across the diocese
- Assisting to keep schools up to date with diocesan, state and federal issues
- Contributing to the values and outcomes of CCSP Strategic Plans
- Helping to organise biannual CCSP conference
- Participating in the annual induction process and signing declarations as required
- Contributing to and providing feedback on the development of quality resources for Catholic school families produced by CCSP
- Contributing ideas, articles and images to CCSP's e-newsletter Parent Talk
- Responding to emails and correspondence from the Secretariat and other delegates in a timely manner to ensure an ongoing dialogue between all members during meetings
- Participating in CCSP working parties and committees as required
- Participating in CCSP surveys



Other roles/responsibilities

In cases where there is executive support, the following roles may normally be fulfilled by those staff.

- Liaising with Bishop and Director and other Catholic Education Office staff as required while being sensitive to local protocols
- Disseminating and distributing relevant information to parents in schools (observing local protocols)
- Building networks for communication with schools and parents (observing local protocols)
- Liaising with principals and priests (observing local protocols)
- Having regular consultations between Representative and diocesan parent body (DPO – in the case of the diocesan parent organisations, the Representative should be part of leadership team of DPO)

Skills and Attributes

- Sensitivity to Catholic teaching and ethos
- Understand the importance of Catholic schools and their contribution to society
- Good listener
- Open mind
- Sound understanding of the Catholic Education system (or an ability to develop)
- Team player
- Be a parent/carer/kin of a school age child in a Catholic school in NSW/ACT
- Be able to process and articulate information and ideas
- Have some IT skills
- Political interest
- Understanding of the mission and vision of the DPO and CCSP
- Good interpersonal relationship skills
- Willingness to fully participate in the role

Conference Attendance

From time to time, the CCSP sponsors parent representatives to attend conferences where it is deemed parent voice is required or there is benefit for the Council to gain knowledge from a member attending and sharing their learnings.

If members seek to attend a conference, members need to be aware of the following general guidelines:

1. Members will need to submit a request to attend the conference using the Conference Approval Form
2. May be limited to a specified number of attendees based on cost to the CCSP. This will be assessed based on the current budget.
3. Expenses to attend the conference will be limited to reasonable transport expenses, meals and the conference attendance fee.
4. Attendees will be required to deliver a written report and verbal presentation at the following CCSP meeting so they can share their learnings with all members.



COUNCIL/COMMITTEE EXECUTIVE OFFICER KEY RESPONSIBILITIES

Each of the 11 dioceses and the Congregational School Group/CRMNA nominates two Executive Officers (their Aboriginal Education Officer and Family Engagement Officer, for example) to support the parent representatives. One Executive Officer supports the parent and alternate representative at the Council meetings; the other supports the Aboriginal and Torres Strait Islander parent at the Aboriginal and Torres Strait Islander Committee meetings. The Executive Officers are ex-officio and have no voting rights.

The CCSP EO responsibilities are ideally incorporated into the Executive Officer's diocesan position description.

Executive Officers' responsibilities to the Council and Committee include:

- Participating in an annual induction process
- Attending a quarterly networking meeting with other EOs from each diocese to share ideas, problem solve and identify initiatives or resources that can be developed in collaboration with CCSP to support them in their role
- Supporting the Bishop and/or Diocesan Director or Congregational School Chair and diocesan parent body (DPO) to identify, support and facilitate the authorisation of parent representatives for the Council and Aboriginal and Torres Strait Islander Committee
- Partnering with the Council and the Aboriginal and Torres Strait Islander Committee to promote and foster parent engagement and leadership
- Guiding their parent representatives and supporting them to be involved in the meetings of the Council and Aboriginal and Torres Strait Islander Committee and attend quarterly meetings with them
- Encouraging a strong connection between the parent and alternate parent representatives of the Council and parent representatives of the Aboriginal and Torres Strait Islander Parent Committee and the diocesan Bishop and/or Diocesan Director or Congregational School Group Chair
- Collaborating with the parent representatives to ensure a flow of information and regular communication between the Council, Aboriginal and Torres Strait Islander Committee and the Bishop, Diocesan Director and Principals of Congregational schools as appropriate in their diocese
- Developing an understanding of the purposes of the Council and Aboriginal and Torres Strait Islander Committee to assist parents to understand the mission and purpose of the CCSP
- Providing support to the parent, alternate representative, and Aboriginal parent representative to participate in the meetings and activities of the Council and the Committee
- Liaising with the Bishop, Diocesan Director or Principals of Congregational schools and their parent representatives to share information regarding the work of Council as appropriate in their diocese
- Disseminating diocesan or school approved Council material through appropriate channels
- Engaging in regular communication between the parent representatives and their parent bodies/assemblies
- Assisting with organisation of diocesan partnered Council conferences.

CCSP CHAIR POSITION DESCRIPTION

The Chair is elected by the members at the Annual General Meeting from its representatives or Council may elect an Independent Chair subject to a resolution of Council with two thirds of members present entitled to vote in favour of such appointment. The Chair is to be elected from among the representatives at the Annual General Meeting and shall hold office from the first day of January following the Annual General Meeting at which s/he is elected until the last day of December twelve months after taking office. Whenever a casual vacancy occurs in the office of Chair, the Deputy Chair shall assume this vacancy. No one shall serve more than three (3) consecutive terms as Chair and Deputy Chair. Provision can be made for an additional fourth (4th) term by resolution of the Council.

The role of the Deputy Chair is as per below and in the event the Chair is unable to fulfil their duties.

Responsibilities

In addition to the duties as outlined in the Constitution (see below), it is the role of the Chair to be active in the following areas:

Leadership

- provide leadership to the organisation
- act in the best interests of the CCSP keeping this at the forefront of all decision-making
- if the Chair is unable to occupy a neutral position then they must stand aside for that item
- put in place a succession plan for the position of Chair
- with the Executive Director induct the Management Committee into and model the Leadership Framework

Objectives

- ensure objectives, goals and mission of the CCSP are being advanced
- assist in the production of the Strategic Plan and its review and implementation
- in conjunction with the Executive Director, set and monitor the annual budget
- ensure that the Council operates ethically and in a socially responsible fashion

Meetings

- convene and chair the meetings of the Management Committee and Council in a way that is neutral and impartial
- with the Executive Director prepare the agenda for MC and Council meetings
- with the Executive Director prepare the Running Sheet for meetings and ensure that the agenda adheres to it
- manage the business of the Management Committee of the Council
- provide a written report to each meeting and AGM
- set a courteous and considerate tone at all meetings as an example to others in the organisation

Compliance

- ensure that CCSP paid staff is treated fairly under normal industrial conditions
- promote harmony between volunteers, staff and employees.
- ensure that CCSP meets all legal requirements
- schedule and conduct an annual review of the Executive Director

Representation

- along with the Executive Director, act as CCSP spokesperson in the media
- consult with Executive Director and CCSP secretariat when representing the CCSP
- respond in a timely manner to all Secretariat requests so as not to stall normal operations
- avoid using the role to advance their own position with politicians or other areas of influence
- avoid improper use of information acquired in the role
- declare any conflict of interest that might arise

Relationship with management

It is the role of the Chair to work closely with the Executive Director in a way that does not get in the way of the day-to-day business but advances the goals and objectives of the organisation. The Chair needs to recognise the expertise and experience of the Executive Director to carry out the work of the organisation as formed in the Strategic Plan and annual workplan. The relationship between the Chair and Executive Director is of central importance to the organisation and must be built on trust and respect. There must be open and transparent communication between these roles.

Action

Ensure that a regular meeting schedule is established. Meetings between Executive Director and Chair should occur on a fortnightly basis as a natural process for updating and collaborating. The Chair should meet with the Executive Director prior to Management Committee meetings to set an agenda.

Summary

The role of Chair is central to the profile and success of the organisation. As this is an oversight role, it is important that the Chair view the bigger picture to ensure that the CCSP is acting in a way that fulfils its goals and objectives. It is not the role of the Chair to conduct the day-to-day management of the organisation where there is paid staff to do this.

EXECUTIVE DIRECTOR POSITION DESCRIPTION

The role of the Executive Director of the Council of Catholic School Parents is a highly strategic appointment. It is the role of the Management Committee of the Council of Catholic School Parents under the supervision of the Chair to conduct the recruitment, appointment and review of the Executive Director.

The Executive Director is the chief officer of the Council of Catholic School Parents NSW/ACT (CCSP). The Executive Director has a key leadership and strategic role. The Executive Director is accountable to the Chairperson of the CCSP and reports to the state Council on a regular basis.

The Executive Director is responsible for the day-to-day operation of the CCSP for the purpose of achieving and fulfilling the strategic direction of the organisation. The Executive Director is responsible for achieving the goals and objectives of the organisation as set out by the Management Committee executed through:

- recruitment and management of CCSP secretariat
- management of financial and human resources
- policy formulation and implementation
- responding to accountability requirements
- community and public relations
- being a public face for the CCSP

The Executive Director heads up the Secretariat, is responsible for promoting relations with internal and external stakeholders and is a principal advocate for and on behalf of parents in Catholic schools with government and Catholic education authorities. The Executive Director works in close collaboration with other Catholic education leaders to further the aims of Catholic education.

Responsibilities

1. To ensure the ongoing development and implementation of the strategic plan of the CCSP as expressed in the mission statement by:
 - a. modelling authentic leadership
 - b. maintaining focus on Catholic identity of CCSP
 - c. building commitment to Mission and Strategic Plan of the CCSP among the Council's members and group of congregational schools through its planning process
 - d. tying strategic objectives to an annual work plan
 - e. monitoring and evaluating the strategic plan throughout its implementation
2. The Executive Director exercises leadership by:
 - a. Working strategically and collaboratively with i. management committee of the CCSP
ii. senior staff of the CSNSW
iii. senior staff of the NSW Department of Education
iv. senior staff in other Catholic education authorities
 - b. Promoting the values, benefits and needs of Catholic education by establishing and maintaining contact and dialogue with relevant policy-making bodies, the media, and interest groups within the wider community
 - c. Ensuring effective liaison and dialogue with all groups within the Catholic education community including:
 - i. NSW Bishops
 - ii. Diocesan Directors of Education
 - iii. Conference of Leaders of Religious Institutes (NSW)
 - iv. CSNSW
 - v. NCEC
 - vi. Catholic School Principals Association of NSW
 - vii. Independent Education Union
 - viii. Other Catholic and state parent bodies
 - ix. Maintaining relationships with relevant ministers and shadow ministers and their staff
3. The Executive Director will provide:
 - a. support for diocesan parent organisations
 - b. fostering the development of diocesan parent organisations in dioceses where they do not exist
 - c. facilitate and support networks of diocesan executive officers

- d. promote knowledge of and support for parent engagement in schools and with school leadership
4. The Executive Director contributes to Church and educational activities at state and national levels through:
 - a. Membership of appropriate boards and committees including
 - i. CSNSW and NCEC where appropriate
 - ii. NSW non-government schools advisory council which acts as an advisory body to NSW Minister for Education
 - b. representing the NSW Catholic school parents in public forums, ministerial functions, and in political/business/media communications
5. The Executive Director ensures the CCSP's role as a leader in research and practice relating to parent and community engagement with schooling by:
 - a. working collaboratively with researchers in the field and participating in research forums and networks
 - b. providing evidence-based professional development to education office personnel and teachers through NESA endorsed modules
 - c. having a presence at conferences, forums and other events
 - d. writing articles for journals and other publications
 - e. offering consultancy to dioceses and other educational jurisdictions both government and non-government
 - f. building relationships with tertiary providers to provide training to pre-service teachers
6. Is directly responsible for the effective operation of the CCSP by
 - a. coordinating and facilitating the development of CCSP policy, decision-making processes and priorities
 - b. regular and relevant reporting to CCSP Council
 - c. formation and facilitation of sub-committees as needed
 - d. ensuring the provision of administrative support services to the CCSP, its members and committees
 - e. ensuring complete and timely reporting to statutory authorities like ACNC
 - f. coordinating the secretariat's annual work plan
 - g. leading a planning process for current and projected needs
 - h. preparation of annual budget
 - i. appointing, developing and appraising staff within Secretariat
 - j. ensuring appropriate and effective management of Councillor or Committee members
 - k. maintenance of CCSP websites, social media channels and publications to represent the views and interests of the CCSP
 - l. maintenance of CCSP archives and files in an appropriately robust and sustainable way

SKILLS/ATTRIBUTES

The Executive Director will have:

- Relevant tertiary qualifications
- Strong empathy with the goals and purposes of Catholic education

To effectively undertake this role, the Executive Director will have an extensive knowledge and understanding of:

- The broad education environment at state and national levels
- Catholicity in terms of diocesan and religious institute structures
- The structure and culture of the Catholic church
- The political structure and responsibilities of governments at state and national levels
- Running a not-for-profit organisation and in particular the peculiarities of a Councillor or Committee member-based organisation

The Executive Director will have superior skills in:

- Interpersonal relations and communications
- Writing, undertaking research and presentation
- Synthesising large amounts of information to understand complex policy issues
- Time and workload management
- Persuasive negotiation
- Working collaboratively with colleagues both within CCSP and externally





CCSP EXECUTIVE OFFICER – PROJECT MANAGER POSITION DESCRIPTION

Purpose

The Executive Officer role provides a range of high level of project coordination and event management to meet the operational needs of the CCSP Secretariat, providing support to the Executive Director, the Chair and Council, and other members of the team, including but not limited to the following:

- Developing, implementing and monitoring project coordination systems, schedules, procedures and methods, adapting processes and techniques as required, to facilitate efficient team operations in line with CCSP standards, policies and procedures
- Managing events and projects from scheduling through to completion and within budget, including providing updates and reports as required,
- Researching for and Preparing quality reports, briefing papers, correspondence and assisting with strategies to enable a timely response to CCSP issues
- Continuous quality improvement and planning that can include any tasks relevant to the scope of the position that lead to continuous quality improvement and planning for the CCSP
- Copywriting, editing, researching, collating, designing and producing resources (newsletters, reports, posters, brochures, booklets, training modules etc.), presentations, communications and publications in Word, PowerPoint, InDesign etc.
- Writing content for, designing, managing and monitoring the CCSP website including communications from the website, surveys, forms and promotions
- Responding to and resolving complex enquiries and issues to ensure the provision of accurate information, and the timely and effective resolution of issues.
- Assisting the Executive Officer as required; for example, with:
 - Meetings – Council, Committee, external stakeholders, education ministers, etc.
 - Research applications
 - Strategic planning
 - Position descriptions
- Undertaking other duties as required by the Executive Director.

The **Executive Officer** delivers services to support the following areas (examples only):

Parent Talk Newsletter

- Compiling, writing and editing content for Parent Talk newsletter that goes to all CCSP subscribers and schools staff on a termly basis

Roger O'Sullivan Memorial Awards

- Co-ordinating awards including scheduling, promotional material and submissions to judges on an annual basis

Coordination of CSO Governance and Compliance

- Work with the Risk and Compliance Business Partner in Legal, Risk and Compliance to support best practice governance and work with key stakeholders to meet legislative compliance obligations
- Maintain papers and documentation in accordance with diocesan record management procedures

Maintenance of CCSP Policy Suite

- Work with the Management Committee, as well as CSNSW Human Resources, to maintain policy framework and undertake cyclic review of policies
- Contribute to the review and development of policies and procedures including the Annual Induction and Policy Manual

Leadership Framework

- Induction for new and existing staff. Develop and prepare annual induction documentation and presentations as well as associated induction, consent and agreement forms for Responsible Persons and Councillor or Committee members.

Annual Report

- Write content and source images for annual report

Communications

- Scheduling and implementing the Communications plan including newsletters and social media, and writing media releases as required; upload content permissions-only content to website and undertake other duties relevant and appropriate to the position, such as consulting on internal and external web projects as required
- Liaising with freelancers and other contractors and consultants to produce media such as videos and photography

Projects

- Work collaboratively with the Executive Director to undertake projects identified in the CCSP Strategic Plan. This can include conceptualisation, initialisation and execution of projects.

WHS

- Support Executive Director to oversee dissemination of WHS material for secretariat.

Professional practice and development processes for the role of Executive Officer will be established and will include feedback mechanisms from line manager and relevant CCSP and CSNSW staff.

Qualifications/Experience/Attributes

- Ability to articulate a clear understanding of and a personal commitment to Catholic Education and the mission of the Church through Catholic schools
- Relevant tertiary qualifications and a demonstrated record of excellence in administration and communications over at least ten years or an equivalent combination of experience, training and achievement
- Demonstrated ability to work with teams, manage multiple projects and competing priorities and deliver expected outcomes within set timeframes
- High level communication skills and ability to liaise with personnel from a variety of stakeholder groups
- Strong conceptual, analytical and problem solving skills and the ability to develop and implement practical and workable solutions in a large and complex organisation
- Ability to develop, implement and monitor office systems, schedules, procedures and methods, adapt processes and techniques as required, to facilitate efficient team operations in line with CCSP standards, policies and procedures
- Excellent written communication skills and strong verbal communication skills and interpersonal skills
- Ability to organise workload, meet deadlines and work unsupervised, setting priorities planning and organising one's own work and that of others to meet team objectives
- Ability to respond to and resolve complex enquiries and issues to ensure the provision of accurate information, and the timely and effective resolution of issues
- Advanced computer and desktop publishing skills (all Microsoft Office programs)
- Ability to use analytical programs and survey tools
- Demonstrated ability to respectfully establish and manage relationships with people at all levels to promote consensus, forge partnerships and build trust through consistent actions, values and communications.
- Current drivers licence
- Current Working with Children Check
- Current National Police Check



CCSP ADMINISTRATION OFFICER POSITION DESCRIPTION

Context

The Council of Catholic School Parents NSW/ACT was established in 1995. The CCSP is the body officially recognised by the Bishops of NSW/ACT and Catholic Schools NSW to represent the interests of families of children in all NSW Catholic schools. The Council of Catholic School Parents is incorporated under the Roman Catholic Church Communities' Lands Act 1942 No 23.

Purpose

Reporting to the Executive Director, the Administrative Operational Assistant performs quality administrative tasks and general office duties to facilitate the effective and efficient operation of the CCSP Secretariat and support CCSP's vision and mission and strategic goals. The Administrative Operational Assistant exercises discretion, initiative and confidentiality to support the achievement of organisational objectives and provide support to the Executive Director, the Chair and Council, and other members of the team.

Key Accountabilities

Duties performed by the CCSP Administrative Operational Assistant include but are not limited to:

- Responding to and registering telephone calls, emails and other correspondence in a timely, concise and considered manner, and establishing and maintaining administrative procedures and processes to ensure timely completion of correspondence and briefing requests.
- Delivering a comprehensive range of administrative support functions, including diary and meeting management, routine databases, secretariat support to committees, photocopying, document production, compilation and distribution and maintenance of office equipment.
- Preparing, coding, issuing and receipting of invoices and annual membership levies, purchasing office supplies, reconciling credit card transactions, and filing financial records.
- Organising meeting logistics, including inviting members, venue booking and preparation, catering, travel and accommodation; also preparing and distributing agendas, minutes and meeting papers, and recording minutes at meetings.
- Producing a range of documents using MS Office Suite (Word, Excel, PowerPoint and Outlook) to support the work of the Secretariat and Council members and drafting and preparing general correspondence, presentations, reports and submissions, as applicable.
- Collecting representatives' authorisation forms, declarations, and emergency contact details
- Maintaining the CCSP Secretariat office space and files, including sorting, digitising, archiving and filing.
- Co-ordinating the distribution of resources and publications to members and stakeholders.
- Assisting with activities involving proofreading, website maintenance, marketing, awards, scholarships, and reports.
- Creating and maintaining materials for social media which includes but is not limited to LinkedIn, Instagram and Facebook.
- Assisting with co-ordinating conferences and events, as applicable.
- Contributing to the design, implementation and coordination of administrative practices, business systems and procedures to deliver the required outcomes of CCSP, including where required finance and human resources.
- Ensuring continuous quality improvement and planning that can include any tasks relevant to the scope of the position that lead to continuous quality improvement and planning for the CCSP.
- Undertaking other duties as required by the Executive Director, Chair and Executive Officer.

In addition to these requirements the Administrative Operational Assistant will be required to work one Thursday and Friday each term to support Council and Committee meetings.

Professional practice and development processes for the role of Administrative Operational Assistant will be established and will include feedback mechanisms from the Executive Director and relevant CCSP and CSNSW staff.

Qualifications/Accreditations

- Business Administration Diploma or Certificate IV or equivalent experience
- Current Working With Children Check (WWCC)
- Current Class C Driver's Licence
- National Criminal History check clearance

Required Knowledge And Attributes

- Ability to articulate a clear understanding of and a personal commitment to Catholic Education and the mission of the Church through Catholic schools.
- Advanced computer and desktop publishing skills (all Microsoft Office programs).
- Strong understanding of and ability to maintain all CCSP social media platforms.
- Ability to organise workload, meet deadlines and work unsupervised, setting priorities planning and organising one's own work and that of others to meet team objectives.
- A demonstrated record of excellence in administration and executive support over at least five years or an equivalent combination of experience, training and achievement.
- Proven skills in organising and maintaining relevant documentation for meetings with experience in providing executive support to committees including the ability to draft documentation for senior executives.
- Demonstrated experience using initiative and self-motivation in the with the ability to work autonomously and be responsible and accountable for own work with the capacity and willingness to work in a team environment.
- Ability to develop, implement and monitor office systems, schedules, procedures and methods, adapt processes and techniques as required, to facilitate efficient team operations in line with CCSP standards, policies and procedures.
- Excellent written communication skills and strong verbal communication skills and interpersonal skills as well as the ability to perform duties in a professional, respectful and culturally sensitive manner.
- Ability to respond to and resolve complex enquiries and issues to ensure the provision of accurate information, and the timely and effective resolution of issues.
- Demonstrated ability to respectfully establish and manage relationships with people at all levels to promote consensus, forge partnerships and build trust through consistent actions, values and communications.

Key Working Relationships

Internal	<ul style="list-style-type: none">• Executive Director• Executive Officer – Project Manager• CCSP Council and Committee
External	<ul style="list-style-type: none">• Catholic school networks• CSNSW• Family and community partners• Parents, Volunteers, and the Public• Diocesan Office Personnel• Catholic Church Agencies• Contractors, Suppliers and Other Contacts

ROLES AND RESPONSIBILITIES OF PERSONS SITTING ON EXTERNAL COMMITTEES REPRESENTING THE CCSP

The CCSP at times has representatives on external committees, boards, working parties and the like. These representatives are drawn from the school, diocesan or state level and represent the interests of parents with children in Catholic schools in these forums. Some positions require formal nominations. In these instances, the CCSP Executive Director and Management Committee may have to consider a number of different factors when deciding who the nominee of the CCSP will be (if there are multiple nominations from CCSP members). Such factors may include suitability against selection criteria, city versus country and current membership.

For external committee positions, detailed Terms of Reference and selection criteria are distributed when nominations are called for. In general, Committee members should:

- Be able to develop an understanding of the purposes of the CCSP and to assist other parents to understand its mission and purpose
- Be able to attend and participate in committee meetings and activities
- Be able to provide comment and input on issues between meetings in timely manner
- Be able to write a report for each CCSP meeting about the committee's work
- Be able to work with a cross-section of the educating community in the spirit of mutual support and understanding
- Liaise and work with the Executive Director to determine the best way to pass on relevant information to CCSP and parents in the diocese/schools
- Communicate regularly with the Executive Director of CCSP between meetings
- Have a prior or existing interest in the nature of the work being undertaken by the committee
- Present the views of the CCSP (or parents more broadly) at meetings
- Feed information back to CCSP and thereby act as a liaison between CCSP the Committee
- Seek ideas from the CCSP
- Be sensitive to Catholic teachings and ethos
- Be able to participate in Catholic rituals such as prayer, liturgy and/or Mass
- Be aware of protocols of communication
- Be prepared to be involved
- Promote CCSP

Skills/Attributes

- Sensitivity to Catholic teaching and ethos
- Understand the importance of Catholic Schools and their contribution to society
- Good listener
- Open mind
- Sound understanding of the Catholic Education system (or an ability to develop)
- 'Team player' and able to 'network'
- Dedication and Commitment
- Be a parent/carer
- Be able to process and articulate information and ideas
- Have time available to participate / fulfil their role
- Have some IT skills
- Interest in education issues
- Understanding of the mission and vision of the CCSP
- Good interpersonal relationship skills
- Willingness to fully participate in the role

CCSP AND POLITICAL ACTION

Parents are the most effective advocates for schools and for their children. Professional lobbyists and public policy professionals confirm this fact. To successfully advocate for your child, your school or your choice of education, you need to be aware of exactly what your rights are. This does not mean becoming an expert in funding or education legislation, rather simply educating yourself in terms of your rights and legal entitlements and those of your child.

There are various different agencies that can provide support in this area, including the CCSP. If parents are to be effective advocates they need the necessary skills, knowledge and support to perform their role.

WHY DO POLITICIANS LISTEN TO PARENTS?

- o Parents are voters
- o Parents have made a choice about the type of education they want for their children
- o A parent's primary concern is for their children and their children's education and is therefore often keenly aware of what is needed

HOW CAN PARENTS BE ADVOCATES?

By speaking out when they come across misinformation relating to Catholic education

By speaking out when they see an injustice of any kind

By taking an interest in the 'Big Issues' affecting Catholic education

By taking part in a delegation to see local Members of Parliament

By making an informed choice at the ballot box on a range of issues including education

By writing to newspapers supporting Catholic education

By promoting and celebrating what is good about Catholic education to neighbours, friends and colleagues and the broader community

By avoiding talking down their school, teachers, Principal to others and instead being proactive in helping to address any negative aspects of school life

By getting involved in their school/parent organisation

By being aware of their rights and the rights of children generally

By working with teachers, schools, systems to make school education better

At a school level any formal political action (such as visiting a local member of parliament) should be undertaken with the **knowledge and approval of the Principal. Preferably it should be undertaken with the Principal.**

At a diocesan level any formal political action should be undertaken in consultation with the CEO/CSO to minimise conflicting agendas.

At a state level all political action is organised centrally through the Secretariat.

KEY MESSAGES FOR PARENTS

1. Education is increasingly political.
2. Education is increasingly national and international.
3. The Catholic sector is fully involved and integrated into the policy and decision making processes at all levels.
4. There are system and local implications of policy.
5. Catholic education has non-negotiables in policy.
6. Policy is multi-dimensional.
7. Schools should be at the heart of policy development and implementation.

CCSP HISTORY HIGHLIGHTS 1995–2025: 30 YEARS OF CCSP

In 1992, the Parent Committee of the Catholic Education Commission NSW was requested by the Bishops of NSW to plan the establishment of a state level Catholic parent organisation to represent Catholic school parents in the dioceses of NSW and Canberra/Goulburn.

At its February meeting in 1993 the 'Planning Committee' began the drafting of a Constitution for a State Catholic parent organisation. Legal consultation was undertaken with Fr Rodger Austin, Church Law Consultant, to assist with the drafting.

Following a lengthy period of discussion and consultation, the 'Planning Committee', on behalf of NSW Catholic school parents, endorsed a penultimate draft of the Constitution which named the State Catholic parent organisation, the 'Council of Catholic School Parents'.

1995

- In June of 1995 a newly established 'Council of Catholic School Parents' [CCSP] was officially launched at a meeting attended by the Chairman of the Catholic Education Commission NSW, Bishop Robinson.
- A Management Committee of the Council was established to assist in the preparation of agendas for Council meetings and to deal with urgent matters between Council meetings
- Seven 'Diocesan parent organisations' applied for and were accepted under the Constitution as members of the Council and each of these seven organisations 'authorised' a parent to act as its Representative on the Council
- Council members developed links with major state level agencies within the Catholic Schools community and State Government and major state level public agencies dealing with matters to do with school education as well as other parent organisations.
- Council established a part-time Secretariat with Roger O'Sullivan as the first Executive Director; a position he remained in until 2004.
- The annual membership fee was equivalent to 20c per student.
- A grant of \$20,000 from the CEC, NSW assisted with Council's establishment costs.

1996

- A 'Diocesan parent organisation' was established to represent parents in Catholic Schools in the Diocese of Broken Bay. This organisation applied for and was accepted as a member of the Council.
- The Council provided a submission to the Committee of Ministers on the Portrayal of Violence, chaired by Senator Alston.
- A publication called 'Parent Net' was established to be distributed to parents in Catholic schools.

1997

- The Council was officially incorporated under NSW law on 7 May 1997 with the assistance of the legal services of Makinson & d'Apice, the Council was incorporated under the 'Roman Catholic Church Communities' Land Act 1942' and listed in the 'Official Directory of the Catholic Church in Australia'
- A 'Diocesan parent organisation' was established to represent parents in Catholic Schools in the Diocese of Lismore. This organisation applied for and was accepted as a member of the Council.
- Provided a response in 1997 to a NSW Ministerial Discussion Paper proposing the 'Establishment of a Teacher Registration Authority'.
- Provided a submission in response to the McGaw Review of the Higher School Certificate.
- Established a website.
- Provided residential workshops for parents as one of its actions to assist the development of a strong network among parents in Catholic schools in NSW.

1998

On 27 November 1998, at its eighteenth meeting, the Council engaged Dr Ross Keane from the Australian Catholic University to undertake a review of and prepare a written report on the Council. This 'Review':

- Examined the development of the Council since June 1995 in terms of its preamble and principal purpose.
- Identified the current development of the Council and suggest ways and means by which the individual Diocesan Parent Bodies, comprising the Council, might improve their representation of parents in all Catholic schools in their respective Dioceses.
- Examined the operational procedures adopted by the Council in carrying out its responsibilities and the operation of the Council's Secretariat.
- Council sought and obtained a grant of \$10,000 from the Minister for Education to assist with the development of its 'communication system'.
- Council was signatory to a public statement on Child Protection jointly signed by the CEC NSW, CCER, NSWIEU, NSWPC, AISNSW.
- Developed a 'Parent Election Package', focused primarily on school funding matters, to assist parents in the 1998 Federal Elections.
- Established the CCSP Award (ACU Scholarship), an annual scholarship award to encourage the study of the role of parents in school education, recognising academic excellence shown by a student in the teacher education program at the Australian Catholic University in a field of study to do with the role of parents in school education. The Council Chairman presented the first award in 1998.

1999

- A 'Parent Election Package' was developed, focused primarily on school funding matters, to assist parents in the 1999 State Elections.
- CCSP website was redesigned.

2000

- In November the Council met with the Conference of NSW Bishops and re-presented its 'Constitution' for consideration. The Bishops endorsed the Council's constitution which had been given interim approval in 1995.
- An independent review of the CCSP was commissioned and conducted by Dr Ross Keane. The report, 'Early Days', acknowledged the challenges of managing Councillor or Committee member-based organisations with one part-time Executive Officer but also identified a number of impressive achievements in the short time since the Council's establishment. The Report also identified the need for a full-time secretariat to assist with the increasing consultation and advice regarding parent leadership and the emerging educational agenda.
- At the Council's Sixth Annual General Meeting, on 18th August 2000, it was recommended the notional CCSP membership fee be raised for calendar year 2001 to 50c/student. A fee of 25c/student was retained.

2001

- There were nine full members of the CCSP with Lismore and Broken Bay now members.
- Catholic school parents in the Archdiocese of Canberra/Goulburn were close to the establishment of a Diocesan Catholic school parent organisation. Parents in Wilcannia/Forbes still had some more work to do. The long-established Federation of Catholic school parents in the Wollongong Diocese was in difficulty and needed help from the Council.
- At the Council's Seventh Annual General Meeting, on 11 May 2001, it was recommended the notional CCSP membership fee be raised for calendar year 2002 to 50c/student.. A fee of 25c/student was retained.

2002

At the Council's Eight Annual General Meeting, on 9th August 2002, it was recommended the notional CCSP membership fee be raised for calendar year 2003 to 50c/student. The response from Council members varied from ready acceptance of a larger increase to \$1, to acceptance from some members of the recommended 50c/student, to an unwillingness to ask CEO/CSOs for any increase. The Council set the 2003 membership fee at 50c/student.

2003

Council made a submission to the Conference of NSW Bishops regarding increasing funding for CCSP as the funding level and method for collection of the annual CCSP fee was not adequate to support both the Secretariat and the ability of the Councillor or Committee member representatives to fulfil their roles and responsibilities, with only six of the eleven Dioceses having operational and developing Diocesan parent organisations (DPOs) and only three of the seven founding members being operational. This submission requested the NSW Bishops to:

1. constitute the CCSP membership fee as an 'add-on' levy to the annual per student levy paid by the respective Diocesan Education Offices and by individual Congregational schools to the CEC NSW
2. agree to a fee for the 2004 school year at the equivalent of \$1 per student.

2004

- Role of the CCSP had been professionalised and its profile increased exponentially.
- Had representation on the Catholic Education Commission NSW (CEC), the National Catholic Education Commission (NCEC), the NCEC Parent Committee, NSW Quality Teaching Council, NSW Board of Studies, and NSW Non-Government Schools Advisory Council.

- Maintained representation on approximately 35 committees and/or boards and also participated in ad hoc committees and working parties as they arose.
- Formally established the NSW Aboriginal and Torres Strait Islander Parent Committee in December 2004. This was a significant addition to the CCSP's structure and work plan. The significance of this important work, empowering Aboriginal and Torres Strait Islander families and communities, was recognised by the NSW Minister for Education at the time, with an increase in the CCSP's annual grant-in-aid to support this work.
- Danielle Cronin became Executive Director, a position she remained in until 2014.

2008/9

- CCSP entered into a joint project with the CEC to develop the Partners4Learning website – a nationally recognised Centre of Excellence under the Teacher Quality National Partnership
- From an initial 20c per student, the CCSP levy was increased to \$1.00 in 2000 and \$1.50 per student in 2008.

2010

- The CCSP Management Committee recommended the employment of an 18-month pilot role for a 0.4FTE Communication & Development Officer to assist the Executive Director.

2011

- CCSP became an endorsed provider of Professional Development from the NSW Institute of Teachers
- Representing parents of children in Catholic schools continued to be a major focus for the CCSP
- The Council had nominees on approximately 30 committees, boards and working parties.

2012

- CCSP wrote a submission to the Catholic Education Commission requesting a grant-in-aid for the employment of a full-time officer; an annual grant-in-aid was provided to support the employment of a second full-time officer for the CCSP Secretariat for three years with an opportunity for review approved for September/October 2014.
- In September 2012, the NSW Government announced unprecedented funding cuts to Catholic and other non-government schools. In the spirit of Goulburn and within 24 hours of hearing of the proposed cuts the CCSP, along with the Catholic Education Commission, diocesan offices and their parent associations, mounted a grassroots campaign to oppose the cuts. Following this mass action, and much diplomatic work behind the scenes, the government was persuaded to 'freeze' the grants over the next four years rather than cut funding in real terms.

2013

- A focal point of the year was the 10th biannual iConnect Parent Conference in May hosted by the parents and helpers of the Parents Representative Council (PRC), Parramatta Diocese.
- Discussions continued throughout 2013 regarding the future of Federal Government funding for Australian schools.
- CCSP hosted the launch of Catholic School Parents Australia (CSPA), a new body representing parents of children in systemic Catholic schools nationwide.

2014

- Launch of an updated website with new logo and branding
- eNewsletters and social media platforms connected CCSP with the parents, children,

teachers, priests and Bishops that make up the Catholic school community.

- Better Together: Catholic Advisory Bodies website launched. Designed to support and nurture Catholic school advisory bodies such as school boards, school councils and Parents & Friends Associations, the Better Together website provided a framework and resources for parent engagement, supported by the Commonwealth Government through the Empowering Local Schools National Partnership.
- Partners4Learning website launched, providing a portal through which school administrators and parent could access research, case studies, advice, practical resources and professional development to support parent, family and community school partnerships. It was a web-based Centre of Excellence in Parent and Community Engagement funded by the Australian Government's Smarter Schools Teacher Quality National Partnership.
- CCSP continued to lobby Federal Government for certainty around funding for Catholic Schools beyond 2017.
- Aboriginal and Torres Strait Islander Committee showcased its work at an international indigenous conference in Hawaii.
- Representatives attended the installation of the Most Reverend Anthony Fisher.
- The first Roger O'Sullivan Award was established to recognise and celebrate family and school partnerships.
- Linda McNeil replaced Danielle Cronin as Executive Director.

2015

- More than 200 parents, educators, presenters and clergy attended the 11th Biennial CCSP Conference, hosted by the Lismore Parent Assembly over a weekend in May 2015.
- Two decades since it was first formed, the CCSP undertook an extensive review of its structure, purpose and operations. This comprehensive process, involving a series of interviews, focus groups and an online survey with key stakeholders, was expertly guided by Phil Billington, former Director of Catholic Education, Diocese of Sandhurst (Victoria). The final report of the Review, 'Reflecting Forward', was presented to the CCSP State Council in November 2015.



- In partnership with the Catholic Education Commission (CEC NSW), the CCSP developed a State Election Tool Kit to assist parents lobby and inform their local MP about funding priorities for Catholic schools. The CCSP's message to the major parties focused on two key issues – increased capital funding and a fairer planning system for Catholic schools.

2016

- Having gained a new sense of purpose from the 2015 review, the CCSP set out to have its voice heard in all corners. State Council meetings were held in the dioceses of Parramatta, Canberra-Goulburn and Broken Bay.
- Through CSPA, parent input was provided to numerous inquiries including the Royal Commission into institutional Responses to Sexual Abuse
- Discussions were held with the Federal Education Minister's office around proposed schools funding plans.
- CCSP met with key educational vicars in the dioceses with the aim of building partnerships across schools and parish.
- Participated in May in the Collaboration Forum, planned and coordinated with NSW P&C Federation and NSW Parents Council.

2017

- CCSP gave a workshop and poster presentation at the first Australian Parent Engagement Conference coordinated by ARACY, showcasing survey results of more than 250 parent responses
- Held a stall at Encounter New Horizons with the Association of Catholic Schools Principals Conference
- Hosted the #FutureReady biennial CCSP conference co-hosted by Broken Bay Catholic School Parents at St Paul's College, Manly

- Six members of the Aboriginal and Torres Strait Islander Committee travelled to the World Indigenous Peoples Conference on Education in Toronto, Canada and were surprised to find out they are a 'one of a kind' in the world.
- CCSP secretariat showed at ACU and Independent Education union Exposition Days.
- Made a submission to the Review into Educational Excellence, known as Gonski II report.
- Under the Turnbull Government school funding became an issue so CCSP endeavored to influence and communicate with politicians, writing letters and setting meetings in a bid to educate them about the plight of ordinary Catholic school parents.

2018

- A tough year for Catholic education with the funding wars continuing to dominate news and the CCSP meeting agendas.
- CCSP celebrated its 100th meeting that commenced with a smoking ceremony in Hyde Park in honour of International Day of the World's Indigenous Peoples.
- Dr Michael Carr-Greg led the Review into the non-educational use of mobile devices in NSW schools and consulted with CCSP as part of the consultation process
- CCSP surveyed parents in NSW to provide feedback to the announcement that NESA would undertake a review of the NSW curriculum
- Morrison Government announced a new funding package for non-government schools and CCSP distributed a media release welcoming the new arrangements.

2019

- Peter Grace became the new Executive Director of CCSP.
- In the lead-up to the NSW state election CCSP spoke with the Minister and Shadow Minister of Education; and for the federal election collaborated with CSPA and NCEC to develop information guides on the funding of Catholic schools.

- Worked with elected Education Minister, Dan Tehan, to review the Melbourne Declaration on Educational Goals for Young Australians, ensuring the voice of Catholic school parents was a feature of decision-making. The resultant policy was the Alice Springs (Mparntwe) Education Declaration.
- CCSP also had input into CSPA's Gearing Up for Parent Engagement in Learning Toolkit.
- Established a pre-service teacher scholarship with the University of Notre Dame, to sit alongside the ACU scholarship.

2020

- CCSP was to celebrate its 25th Anniversary but the global pandemic changed these plans.
- CCSP was involved in many meetings with politicians and agencies about schooling at home during lockdowns.
- Meetings were held online during the year apart from Term 1.
- Logo and style guide refreshed and a new Schoolzine website created.
- CCSP had input into the Australian Government's Review of Disability Standards for Education and CSPA's post-Covid Home-School Connections Project.

2021

- CCSP was represented on the panel convened by Catholic Schools NSW earlier in 2021 to conduct a review of Consent Education in Catholic schools in NSW,
- A CCSP representative appeared as a witness at the Public Hearing of the NSW Legislative Council's Inquiry into the Education Legislation Amendment (Parental Rights) Bill 2020.
- CCSP met regularly with the NSW Minister for Education and Early Childhood Learning.

2022

- A new executive director, Cath Garrett-Jones, was employed.
- CCSP continued to work with Dr Frank Malloy and the Council of the Federation of Religious Institute and Ministerial PJP Catholic School Authorities of NSW and ACT to build a stronger relationship with their leadership and schools.
- Met regularly with the NSW Education Standards Authority (NESA) CEO, Paul Martin, and represents parents and carers on the NESA Disability Forum and Parent Roundtables for new curricula and contemporary issues.
- Collaborated with the eSafety Commissioner in the delivery of webinars designed to equip both primary and secondary parents and carers with the knowledge and skills to keep their children safe online.
- Submissions were made to the Parliament of Australia House Select Committee on Social Media on Online Safety and Parliament of Australia Senate Education and Employment Reference Committee Inquiry into the national trend of school refusal.

2023

- In preparing for the NSW State election, CCSP met with both the Minister, the Hon. Sarah Mitchell MLC as well as the Shadow Minister Prue Car MP on 21 February. Parents and carers raised issues of concern to both members and advocated strongly for Catholic education across NSW.
- The Diverse Learning Working Party revised the booklet Supporting Diverse Learning in Catholic Schools: A Guide for Parents by Parents. The second edition was printed in November 2023 with a small print run of 300 to distribute to dioceses.
- Nationally renowned child psychologist Dr Justin Coulson presented to over 2000 families on the topic of Anxiety and Resilience on 29 March.
- Hundreds of parents across NSW and ACT registered to participate in an online literacy event where Corey Tutt read from his book The First Scientist on 30 May 2023.
- The Term 3 Combined meeting held on 31 August and 1 September was hosted by Headmaster Michael Blake at St Joseph's College Hunters Hill and was attended by



special guests and speakers including the Apostolic Nuncio for Holy See, Archbishop Charles Balvo, who addressed the meeting on Thursday 31 August, and celebrated Mass afterwards. Other presentations were made to Council and Committee by Kitty Guerin, Chair RI PJP schools, Marita Winters, Mary Aikenhead Ministries, Brother David Hall, Dean, La Salle Academy, ACU and Dallas McInerney, CEO, CSNSW.

- Food for Families filming with food writing Jane de Graaff occurred on 25 September in Jane's Coffs Harbour kitchen. Three videos were produced for our socials and website that aim to help parents and carers feed their families healthy food on a budget - these will be published and promoted in 2024.
- Anne Fehon, representing the congregational schools, was voted in as Chair at the Term 4 AGM.
- A new strategic plan for 2024–2026 was created in consultation with parents and carers.

2024

- We gave away 100 of our CCSP Family Faith Diaries to parents who responded to an article in the first edition of Parent Talk for the year.
- We also gave away 5 sets of adult/child CCSP aprons – as worn by food writer Jane de Graaff and Cath in our Food for Families videos as well as 10 beautiful Jane de Graaff kitchen linen sets that included an apron, tote bag, oven mitt, tea towels and fridge magnet. These were posted out in March to 15 lucky subscribers.
- A faith formation booklet was produced by the Catholic Identity Working Party which was well received by schools. Our Catholic Faith was created in consultation with CSNSW and a foreword was written for the handbook by Archbishop Anthony Fisher.

- CCSP had a full complement of EOs from dioceses in family engagement roles for the first time.
- In Term 2, the Secretariat team met with members of the Isolated Children's Parents Association when they visited Sydney on 7 May. We discussed issues that are relevant to all our rural and remote students and ways we can join forces to advocate on families' behalf.
- CCSP attended three CSNSW Sport carnivals to hand out free coffees to parents and carers in the morning – to lift our profile and to acknowledge hard work that parents and carers do.
- Secretariat team met with Edmund Rice Education Australia Principals at an early meeting at Waverley College on 25 June to tell them about CCSP and the work we do for our families, and also listen to their concerns and issues.
- CCSP hosted some excellent professional learning opportunities for parents and carers including four eSafety Commissioner free cybersafety webinars, an Indigenous Literacy Day free online literacy event for families – Anita Heiss Reads Bidhi Galing (Big Rain) and Breaking Point, a free webinar with Dr Justin Coulson.
- A new logo and rebrand was launched at the Term 3 Combined Meeting in Canberra after consultation with Council and Committee. Our refreshed logo and look helped us optimise our capacity to engage with parents and carers, sharing our vision and mission and reinforcing the role of parents as first educators and the importance of the parish, school and family partnerships. The Council and Aboriginal Torres Strait Islander Committee collaborated to ensure the logo was truly representative and focused on the person of Christ as central to our work.
- CCSP received a record 32 entries in the Roger O'Sullivan Award from Catholic schools around NSW and ACT. In Term 4 the Council voted on renaming the Roger O'Sullivan Award to the CCSP Family Partnerships Excellence Award.
- A new CCSP website was shown to Council and Committee at the Term 4 meetings, to be launched at the beginning of Term 1, 2025.
- Council voted to increase the annual fee per student to \$2.50.





Providing leadership, advocacy and support for parents and carers
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