



## PROPRIETOR'S APPOINTEES' ANNUAL REPORT - 2016

Nga mihi nui – Greeting to you all

This is your report to Cardinal John to assure him that the Board are meeting the collective responsibilities on his behalf to ensure that:

- The school is authentically Catholic (a legal obligation as per the Private Schools Conditional Integration Act 1975 “PSCIA”).
- The property is well looked after.

This report is a collaborative effort between you, as appointees, with the assistance of the Principal and DRS. However, it is your responsibility as appointees to co-ordinate, complete it and send it to Cardinal John, via this office.

An example of good practice to simplify the process is that the appointees meet with the Principal half an hour before a normal Board meeting to collectively complete the report. This is usually then shared with your full Board and a copy kept for school records. Cardinal John thanks you for this report especially as it is the only formal feedback to the Archdiocese.

Please return this report by **Friday 2 June, 2017** to:

**Jenny Gordon, Vicar for Education  
Archdiocese of Wellington  
PO Box 1937, Wellington 6140**

**or**

**(email to: [a.mansell@wn.catholic.org.nz](mailto:a.mansell@wn.catholic.org.nz))**

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**School** ..... **Town/City** .....

**Address**..... **Postal Code**.....

**Name of Proprietor's Appointees Correspondent:** .....

Proprietor's Appointees responsible for this report

**Name:**..... **Signature** .....

**Name:**..... **Signature** .....

**Name:**..... **Signature** .....

**Name:**..... **Signature** .....

School Name: \_\_\_\_\_ Town/City: \_\_\_\_\_ Year: 2015

**Part One SPECIAL CATHOLIC CHARACTER**

**Religious Life and Culture of the Catholic Character of your School**

Comment On:

1. Visible signs to support this \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Particular strengths of your schools Special Character  
\_\_\_\_\_  
\_\_\_\_\_
3. Areas requiring special focus or attention  
\_\_\_\_\_  
\_\_\_\_\_
4. Please comment on progress being made with the recommendations from the last Catholic Character External Review \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Please comment on:  
*School Prayer (Staff and Students)* \_\_\_\_\_  
\_\_\_\_\_  
*Retreats* \_\_\_\_\_  
\_\_\_\_\_  
*Liturgies* \_\_\_\_\_  
\_\_\_\_\_

**Religious Education programme of the school (Please consider the school's process in evaluating and reporting on the effectiveness of the Religious Education programme)**

- What is working well?* \_\_\_\_\_  
\_\_\_\_\_
- What needs strengthening?* \_\_\_\_\_  
\_\_\_\_\_
- What needs changing?* \_\_\_\_\_  
\_\_\_\_\_
6. Does the DRS report to the Board on the Religious Education programme? \_\_\_\_\_
  7. Is the school providing the required number of hours, per year level, as outlined in the 2011 letter from NZCBC? \_\_\_\_\_
  8. Is the programme well resourced financially? \_\_\_\_\_  
\_\_\_\_\_
  9. How much money is allocated to Professional Development in the areas of Catholic Character and Religious Education? \_\_\_\_\_
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School Name: \_\_\_\_\_ Town/City: \_\_\_\_\_ Year: **2015**

**Part Two ROLLS**

a) When you look at your roll over the last five years what trends do you see occurring?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) What do you believe needs to happen to address this?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Do parents agree to pay Attendance dues at enrolment? Yes  No

Has their written consent form been lodged with the Attendance Dues Team? Yes  No

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**Part Three STAFF**

1. Bishop's responsibility as per Canon 805: Please identify all teachers by name, **other than Catholic**, teaching Religious Education and their faith traditions. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please give an example of how job descriptions, appraisals and key performance indicators include Special Catholic Character \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. How is the DRS involved in the leadership of the school? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. **Secondary:** How has School Chaplaincy been arranged and how successfully is it operating?

\_\_\_\_\_  
\_\_\_\_\_

5. How does the school identify areas of need for Special Character Professional Development?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Has the Board encountered problems in recruiting staff? \_\_\_\_\_

\_\_\_\_\_

7. Any other comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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School Name: \_\_\_\_\_ Town/City: \_\_\_\_\_ Year: **2015**

**Part Four DIOCESAN SERVICES**

1. Do staff members attend training offered by CSES? Yes  No   
(Catholic Schools Education Services)

2. **Staff Professional Development Courses for the year**  
Has the school sent this information to CSES to update teacher's personal certification records and ascertain further Professional Development opportunities?  
(If "No", please send to Sue Davis at CSES, [cses@wn.catholic.org.nz](mailto:cses@wn.catholic.org.nz) )  
Yes  No

3. Have Board members attended Diocesan and/or Proprietor Professional Development in Catholic Character? (e.g. Board of Trustees training)  
Yes  No

3a Please name what Professional Development opportunities your Board would consider important for 2016/2017 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please comment on the level of service provided by:  
**Catholic School Education Services** (CSES, Sue Davis, David Sullivan, Maureen Phillips and Frank Wafer): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADW Property Team** (Sarita Smit): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADW Attendance Dues Team** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Diocesan Offices:** (Catholic Social Services, Family Life, etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**National Offices:** (NCRS, Caritas, The Catholic Institute.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**School-Parish (Name of Parish as at 1 February 2015)** \_\_\_\_\_

5 Please comment on your school-parish relationship?  
\_\_\_\_\_  
\_\_\_\_\_

6. Can you identify any strategies that would support more involvement?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. How is the Sacramental Programme delivered and suggestions for further support?  
\_\_\_\_\_  
\_\_\_\_\_

School Name: \_\_\_\_\_ Town/City: \_\_\_\_\_ Year: 2015

**Part Five PROPERTY**

1. Ministry of Education Property Maintenance Grant \$ \_\_\_\_\_

2. What proportion of your Board's Maintenance Grant from your Operations Grant has been allocated this year for routine maintenance of buildings? (excludes grounds, cleaning and caretaking)

% = \$

3. Amount spent on property maintenance in current year \$ \_\_\_\_\_

4. What amount of funding has the Board set aside this year for its ten-year (long term) maintenance cycle? e.g. painting

% = \$

5. Has a copy of the Board's ten-year plan for maintenance been lodged with ADW Property Team this year?

Yes  No

6. Has any of the maintenance that the board is responsible for been deferred because of lack of funds?

Yes No

Please identify specific issues relating to property

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**Part Six GENERAL COMMENTS**

Overall, are there any other comments you would like to make?

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Many thanks for your time and effort in completing this report.

Jenny Gordon  
Vicar for Education  
PO Box 1937  
**WELLINGTON 6140**