



PROPRIETOR’S APPOINTEES’ ANNUAL REPORT - 2020

Nga mihi nui – Greetings 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 provisions within what was the Private Schools Conditional Integration Act (1975) which have been transferred into Part 33, State Integrated Schools, Education Act 1989).
- 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 **Monday 1 December 2020** to:

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

or

(email to: r.taylor@wn.catholic.org.nz)

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: 2020

Part One SPECIAL CATHOLIC CHARACTER

Religious Life and Culture of the Catholic Character of your School – Please comment on:

1. Visible signs to support this _____

2. Particular strengths of your schools Special Character

3. Areas requiring special focus or attention

4. Progress being made with the recommendations from the last Catholic Character External Review:

5. Opportunities for personal encounters with Jesus such as:
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? _____

School Name: _____ Town/City: _____ Year: 2020

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

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 _____

School Name: _____ Town/City: _____ Year: 2020

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 Ginny McCarty at CSES, cses@wn.catholic.org.nz)
Yes No
3. Have Board members attended Archdiocesan 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 2018 _____

4. Please comment on the level of service provided by:
Catholic School Education Services (CSES) (*Ginny McCarty, David Sullivan, Alan Grant and Frank Wafer*): _____

ADW Property Team (*Sarita Smit*): _____

ADW Attendance Dues Team _____

Archdiocesan Offices: (*Catholic Social Services, Family and Young Church Ministry*)

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

School-Parish (Name of Parish) _____

- 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: 2020

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)

%	=	\$
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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) cyclical maintenance plan? e.g. internal and external painting

%	=	\$
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5. Has a copy of the Board's ten-year plan for maintenance (under \$5,000) been lodged with ADW Property Team this year?

Yes No
6. Has a copy of the Board's Health and Safety Management Plan been lodged with ADW?

Yes No
7. 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?

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

Jenny Gordon
Vicar for Education
PO Box 1937, WELLINGTON 6140