



Catholic Diocese of Toowoomba
**TOOWOOMBA CATHOLIC
SCHOOLS AND EARLY LEARNING
AND CARE CHARTER**

APRIL 2024



MISSION FOR EDUCATION IN THE CHURCH

Catholic schools, early learning and care facilities are places where students learn how to live their lives, achieve cultural growth, participate in educational activities focussed on future vocational opportunities and engage in the pursuit of the common good; they provide the occasion and opportunity to understand the present time and imagine the future of society

and mankind. At the root of Catholic education is our Christian spiritual heritage, which is part of a constant dialogue with the cultural heritage and the conquests of science; Catholic schools are educational communities where learning thrives on the integration between research, thinking and life experience.¹

¹ Educating today and tomorrow: a renewing passion, Instrumentum laboris, Congregation for Catholic education (for educational institutions), 2014





LEADERSHIP AND GOVERNANCE OF DIOCESE OF TOOWOOMBA CATHOLIC SCHOOLS, EARLY LEARNING AND CARE

The Bishop

As the chief shepherd and teacher of the Diocese, the Bishop is responsible, along with his clergy, for ensuring that the church's Mission for education is realised in Catholic schools, early learning and care across the Toowoomba Diocese.

All Toowoomba Catholic schools and early learning and care services operate under the jurisdiction of the Bishop.

The Bishop has the authority to issue directives concerning the general regulation of Catholic schools and early learning and care services; these directives apply also to schools, early learning and care services conducted by members of religious institutes, although they retain their autonomy in the internal management of their schools .

In supporting his leadership of schools and early learning and care services, the Bishop is advised by the clergy, the Executive Director: Catholic Schools and the Toowoomba Catholic Schools Council.

Priests

Whilst Parish priests have pastoral, sacramental and formative responsibility for all Catholics living in the territorial boundaries of their Parish; the leadership, administration and management of Toowoomba Catholic schools and early learning and care services is delegated to the Executive Director: Catholic Schools. In schools, this delegation is shared with the principal and the school staff. In early learning and care services this delegation is shared with the Director and relevant staff.

Toowoomba Catholic Schools Council

The Toowoomba Catholic Schools Council is responsible for providing the Bishop with advice in relation to education policy. Policies that are developed in consultation with the Executive Director: Catholic Schools and endorsed by the Bishop become regulations that are to be implemented by schools, early learning and care services across the Diocese. It is through the implementation of these policies that Catholic schools and early learning and care services bring to life the vision and mission for Catholic education in this Diocese.



Executive Director: Catholic Schools

As the Sole Director of the governing body for The Corporation of the Roman Catholic Diocese of Toowoomba, the Bishop delegates to the Executive Director: Catholic Schools, leadership of the Toowoomba Catholic Schools Office, system schools and early learning and care services and the authority to determine system structures, employ personnel and set priorities for Toowoomba Catholic Schools and Toowoomba Catholic Kindergartens and Care.

The Executive Director: Catholic Schools is also authorised to determine implementation of the policies issued by the Bishop for Catholic schools, early learning and care services and the development, implementation and review of all other governance instruments, including policies, frameworks, procedures and guidelines as required to meet civil, canonical and specific agency accountabilities.

The Executive Director: Catholic Schools must exercise these delegations and authority to ensure that Toowoomba Catholic Schools and Toowoomba Catholic Kindergartens and Care

- › operates within the parameters of Canon law and civil law
- › reflects Catholic culture, including subsidiarity and right relationships
- › provides direction for all staff
- › empowers leadership
- › clearly defines accountabilities
- › ascribes role requirements and the monitoring of performance, and
- › partner with and engage parents in the education of their child/ren.

The Executive Director: Catholic Schools is to ensure that the leadership, service and support provided by the Toowoomba Catholic Schools Office is focussed on the following key areas of responsibility.

1. Religious Education and faith formation
2. Teaching and learning
3. Governance and administration, including employment and industrial relations, work health and safety, student/child protection, communications and public relations and information services
4. Educational and religious leadership
5. Accountability to Church and government bodies, as well as parents and the community.



1. RELIGIOUS EDUCATION AND FAITH FORMATION

The Executive Director: Catholic Schools acts in all Catholic schools and early learning and care services in the Diocese on behalf of the Bishop in relation to ensuring that the Religious Education and faith formation of students is based on the principles of Catholic doctrine³. The Executive Director: Catholic Schools must also ensure that those appointed to teach religion have the required knowledge, pedagogical skill and through their words and actions are a witness to a Christian life⁴.

In fulfilling these responsibilities, the Executive Director: Catholic Schools is to ensure that the service, support and leadership provided by the Toowoomba Catholic Schools Office includes

- 1.1 developing, implementing, monitoring and reviewing policies, frameworks, procedures and guidelines in matters relating to Religious Education and faith formation
- 1.2 providing resources, programs, professional learning and formation opportunities to school early learning and care services and Toowoomba Catholic Schools Office staff
- 1.3 providing school and early learning and care staff with support and consultancy services which promote quality approaches to leading, teaching and learning in Religious Education and the faith life of the school and early learning and care services
- 1.4 leading and supporting the development of a Religious Education curriculum and the accreditation of school-based Religious Education programs
- 1.5 liaising with other agencies involved in faith formation and Religious Education
- 1.6 monitoring and periodically reviewing the suitability of the Diocesan Religious Education program and recommending improvements as needed.



³ Declaration on Christian Education, *Gravissimum Educationis*, Pope Paul VI, 28 October, 1965.

⁴ Decree on the Apostolate of the Laity, *Apostolicam Actuositatem*, Pope Paul VI, 18 November, 1965.



2. TEACHING AND LEARNING

The Executive Director: Catholic Schools is to create structures, set priorities and allocate resources that enable 'the academic standards in Catholic schools to be at least as outstanding as that of other schools in the area'.⁵

The structures, priorities and resourcing are to position the Toowoomba Catholic Schools Office to lead teaching and learning across Catholic schools and early learning and care services through high quality strategic and annual planning, budgetary provision, equity and excellence and quality assurance procedures and should include

- 2.1 developing, implementing, monitoring and reviewing policy, framework, procedure and guidelines in matters relating to educational matters
- 2.2 leading and supporting curriculum, teaching and learning development
- 2.3 providing and brokering staff support and consultancy services which promote quality approaches to teaching and learning
- 2.4 providing and brokering resources, programs and professional development opportunities to groups and individuals
- 2.5 monitoring the development of all educational programs in Catholic schools and early learning and care services
- 2.6 liaising with other agencies in the provision of educational support services
- 2.7 leading National and State educational initiatives with Catholic schools and early learning and care services
- 2.8 liaising and advocating with the Queensland Catholic Education Commission

⁵ *Evangelii Praecones*, Encyclical of Pope Pius XII on promotion of Catholic missions to our venerable brethren, patriarchs, primates, Archbishops, Bishops, and other local ordinaries enjoying peace and communion with the Apostolic See, 2 June, 1951.



3. GOVERNANCE AND ADMINISTRATION

The Executive Director: Catholic Schools is to ensure that the Toowoomba Catholic Schools Office provides leadership and services in governance; financial management and accountability of educational funds; strategic planning for the provision of Catholic schooling, early learning and care in the Diocese including personnel and facilities; negotiation with other partners in resource allocation for Catholic schooling; leadership in information services, communications and public relations.

In meeting these delegations, the Executive Director: Catholic Schools role and responsibilities include

- 3.1 preparing and implementing strategic planning instruments that set vision, mission, values and goals for Toowoomba Catholic Schools and Toowoomba Catholic Kindergartens and Care
- 3.2 preparing the annual recurrent and capital budgets and appropriately auditing financial statements and reporting to the Diocesan education community and governments as appropriate
- 3.3 managing system funds to ensure their efficient use and equitable distribution
- 3.4 providing consultation and coordination to schools and early learning and care services regarding accounting, reporting and auditing of school and early learning and care funds
- 3.5 employing principals, directors, senior leadership staff, teachers and support staff in system schools early learning and care services and staff at the Toowoomba Catholic Schools Office
- 3.6 providing personnel and payroll services
- 3.7 providing industrial relations, health safety and environment and student/child protection advice and support
- 3.8 collecting and analysing statistical data for future planning, including new schools
- 3.9 communications and public relations with schools, early learning and care, parents/carers, education partners and the community
- 3.10 coordinating the planning and building projects in systemic schools, early learning and care facilities including the management of capital funding applications to governments.



4. LEADERSHIP

The Executive Director: Catholic Schools provides leadership across all five areas of responsibility and is required to establish structures and systems for delegating leadership to other members of the Toowoomba Catholic Schools Office, schools and early learning and care services.

In meeting these requirements, the Executive Director: Catholic Schools role and responsibilities include

- 4.1 ensuring the Toowoomba Catholic Schools Office operates within Federal and State legislation and fulfils the required functions of an employer
- 4.2 leading and managing the employment of personnel and support for their ongoing development through appropriate performance and development procedures
- 4.3 employing suitably qualified staff to positions in the Toowoomba Catholic Schools Office to ensure quality leadership, service and support
- 4.4 providing professional development opportunities for staff of the Toowoomba Catholic Schools Office, schools and early learning and care services to build leadership capabilities and capacity
- 4.5 providing guidance and direction to the Toowoomba Catholic Schools Office, schools and early learning and care services through coordinated policy, framework, procedure and guideline development and support for implementation
- 4.6 ensuring the climate of staff relations within the Toowoomba Catholic Schools Office, schools and early learning and care services is consistent with the ethos and mission of Catholic education.



5. ACCOUNTABILITY

The Executive Director: Catholic Schools is accountable to

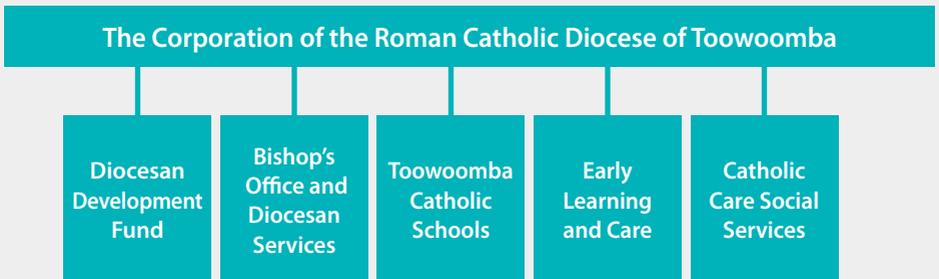
- 5.1 the Bishop as employer and Episcopal leader
- 5.2 to the students of Catholic schools, early learning and care through the promotion of quality teaching and learning and by fostering the ongoing professional development of Toowoomba Catholic Schools Office and school, early learning and care staff
- 5.3 to parents, through promotion of school, early learning and care leadership that operates within the policies of the Toowoomba Catholic Schools Council, Toowoomba Catholic Schools and Toowoomba Catholic Kindergartens and Care
- 5.4 to Toowoomba Catholic Schools Office staff, principals, directors and staff of schools and early learning and care services through the provision of personnel and leadership, support and services that promote quality teaching, learning and management
- 5.5 to Church, Federal and State authorities, through the procedures of legislative, financial and educational accountability.

Operating structure and not-for-profit status

The Corporation of the Roman Catholic Diocese of Toowoomba is made up of a range of ministries, including five operating entities with their own ABN, each of which contribute to the overall mission of the Catholic church in the Diocese of Toowoomba.

In particular, relating to this Charter, Toowoomba Catholic Schools (ABN 88934244646) and Early Learning and Care (ABN 30524036528) must both be operated as not-for-profit religious organisations in accordance with relevant statutory and regulatory requirements and comply and ensure

- a. income and property are used solely for promoting their objects; and
- b. no part of their income or property is distributed, paid or transferred by way of bonus, dividend or other similar payment to their members; and
- c. on their dissolution, the assets remaining after satisfying all debts, liabilities and any relevant statutory or regulatory requirements, must be transferred to The Corporation of the Roman Catholic Diocese of Toowoomba.





Approved by Most Reverend Ken Howell
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