

# DOBCEL CIRCULAR

27 April (#5/2020)

Dear Colleagues

This Circular is to update our diocesan education community on the work of DOBCEL Standing Committees. There are also some vacancies that we are hoping to fill over the coming weeks. Please note that our standing committees seek to reflect the diversity of our education community, with membership including priests, parents, principals and other school leaders, religious, colleagues from the Religious Institute and Ministerial PJP community, experts from beyond education and Catholic Education Office staff.



## Terms of Reference

The Terms of Reference for each of the Standing Committees were updated at the March meeting of the DOBCEL Board. These updates are now available on the [DOBCEL Website](#).

## Committee 1

**Committee Name:** Enhancing Catholic School Identity (ECSI) Committee  
**Chair:** Jo-Anne Bond  
**Exec Officer:** John Meneely

In 2020, our core work is focusing on:

1. Reviewing and revising the ECSI action plan to align it with the Diocesan Education community strategic goals for 2020-24
2. Formation for Mission to support schools in this integral area
3. Continued alignment of the Awakenings curriculum to the ECSI preferred stance of the diocese.

**Current vacancy:** This standing committee would welcome a Parish/Community representative.

## Committee 2

**Committee Name:** Audit Risk and Finance Standing Committee

**Chair:** Angela Towers

**Exec Officer:** Julie Duynhoven

In 2020, our core work is focusing on:

1. Review of policies as presented by the School Audit and Funding Reference Group and the School Properties, Facilities and Planning Reference Group
2. Develop financial reporting criteria for DOBCEL schools
3. Establishment of a DOBCEL Risk Register and risk management strategies including the oversight of the review/development of policies, procedures and processes to best mitigate risks

**Current vacancy:** This standing committee would welcome someone with expertise in the area of Occupation Health & Safety or Risk Management

## Committee 3

**Committee Name:** Family and Community Engagement Standing Committee

**Chair:** Anne Pekin

**Exec Officer:** Audrey Brown

In 2020, our core work is focusing on:

1. Review and/or development of DOBCEL Grievance Policy and Procedures; DOBCEL Parent Code of Conduct
2. Support for CEOB's Promotions and Communications strategy
3. Hearing about and celebrating parent and community engagement initiatives in diocesan schools.

**Current vacancies:** This standing committee would welcome the addition of three new members:

- A parent from the Southern Zone or Northern Zone
- A promotions/communications officer or community engagement officer from outside the Ballarat region
- A primary school principal

## Committee 4

**Committee Name:** System Improvement Standing Committee

**Chair:** Gabe Driscoll

**Exec Officer:** Sandra Harvey

In 2020, our core work is focusing on:

1. Development of the HIVE website for Learning and Teaching resources
2. Development of a Learning and Teaching Framework/Platform
3. Development and /or revision of the following policies and procedures:
  - Policy on Student Assessment and Data Collection
  - Reporting and Assessment Policy

- Policy on Learning and Teaching
- Curriculum Policy

**Current vacancy:** This standing committee would welcome the addition of a primary teacher with expertise in learning and teaching.

## Committee 5

**Committee Name:** Wellbeing and Safeguarding Standing Committee  
**Chair:** Mark Hogbin  
**Exec Officer:** Tony Perkins

In 2020, our core work is focusing on:

1. Development and promotion of DOBCEL Wellbeing Framework
2. Audit Principal Wellbeing Framework
3. Development of Risk Assessment matrix for Wellbeing and Safeguarding

**Current vacancy:** This standing committee would welcome the addition of two new members:

- A primary school principal
- A parent representative.

### Expressions of Interest

If you would like to express interest in any of the vacancies outlined above, please complete the [expression of interest form](#) and email to [admin@dobcel.org.au](mailto:admin@dobcel.org.au) **by Monday 4 May**. Feel free to contact the Executive Officer of the committee if you need further information.

### A special thanks

The DOBCEL Board is grateful to all those who serve as members, executive officers and administrative support for our 14 committees, working parties and reference groups. Your wisdom, expertise and practical advice ensures that our growing responsibility around policy and governance is enhanced by the participation of all our partners.

If there is anything in this update that requires further explanation please contact me via [admin@dobcel.org.au](mailto:admin@dobcel.org.au).

*Tracey O'Neill*

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**DOBCEL Board Director and Chair**

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