

CATHOLIC  
DIOCESE  
of  
BALLARAT  
DOBCEL



# **DOBCEL Standing Committees – Terms of References**

November 2020

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## Mission and Values

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

We journey towards this vision through: proclaiming and witnessing to the Good News of Jesus Christ; ensuring quality learning that promotes excellence and fosters the authentic human development of all; living justly in the world, in relationship with each other and in harmony with God's creation; exploring, deepening and expressing our Catholic identity in diverse ways and enabling each one of us to reflect more fully the image of God; in each of the Diocese of Ballarat Catholic Education Limited (DOBCEL) school communities. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing, and inclusion of all children and young people.

The DOBCEL Board Standing Committees develop policy for the consideration of the DOBCEL Board for DOBCEL Schools and assist in identifying procedures for the implementation and monitoring of those policies.

The DOBCEL Board reviews and finalises policy for ratification by the Bishop.

The Executive Director and DOBCEL Management assist the Board in the implementation of DOBCEL policies and ensures that procedures are established, implemented and monitored.

The Executive Director and DOBCEL Management support the Board Standing Committees in fulfilling DOBCEL's corporate governance and oversight responsibilities, school financial reporting, compliance oversight, internal control structure, risk management systems, audit functions and its reporting obligations through the Catholic Education Commission of Victoria Ltd (CECV).

The CECV is an approved school system and funding authority for Victorian Catholic schools established with the support of the Bishop of the Diocese of Ballarat. In accordance with the requirements of the Memorandum of Understanding between the Victorian Registration and Qualifications Authority (VRQA) and the CECV, the CECV is authorised as a Review Body under section 4.3.2(c) of the *Education Training and Reform Act 2006* (ETR Act) to review and report on the compliance of Catholic schools with the minimum standards for registration. DOBCEL has responsibility for provision of reporting to the CECV on the compliance of Catholic schools in the Diocese of Ballarat.

There are five DOBCEL Standing Committees of the DOBCEL Board:

- Audit, Risk and Finance Standing Committee
- Enhancing Catholic Schools Identity Standing Committee
- Family and Community Engagement Standing Committee
- System Improvement Standing Committee
- Wellbeing and Safeguarding Standing Committee

## Terms of Reference – Audit, Risk and Finance Standing Committee

Reviewed: November 2020  
Ratified: Month Year  
Next Review: 2023

### Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) Standing Committees develop policy for the consideration of the Board for DOBCEL Schools and assist in identifying procedures for the implementation and monitoring of those policies.

The DOBCEL Board finalises and approves policy for ratification by the Bishop.

The Executive Director assists the Board in the implementation of DOBCEL policies and ensures that procedures are established, implemented and monitored.

The Assistant Director: Business Services DOBCEL assists the Board and the Executive Director in fulfilling DOBCEL's corporate governance and oversight responsibilities, school financial reporting, internal control structure, risk management systems, and audit functions.

### The Audit, Risk and Finance Standing Committee has been established by DOBCEL to:

- oversee the operations of DOBCEL and the monitoring of DOBCEL schools in relation to risk;
- oversee the operation of DOBCEL Schools to ensure they meet all of the legislative requirements including, but not limited to: the requirements under the *Education and Training Reform Act 2006* (ETR Act), the Education and Training Reform Regulations 2017 and associated Guidelines, Ministerial Order No. 870: Child Safe Standards – Managing the risk of child abuse in schools, the National Principles for Child Safe Organisations, Ministerial Order - No. 706 Anaphylaxis Management and other State and Commonwealth legislation;
- review the DOBCEL annual budget and monitor performance against the budget, and when requested provide oversight on key projects;
- take appropriate actions to set the overall corporate “tone” for quality financial reporting, sound business risk practices and ethical behaviour;
- provide assistance to the Executive Director in fulfilling DOBCEL's corporate governance and oversight responsibilities, school financial reporting, internal control structure, risk management systems, and audit functions. In doing so, it is the responsibility of the Standing Committee to maintain free and open communication between Management, auditors and the Board. The

Chair of the Standing Committee will have capacity to make direct contact with the Board for matters considered appropriate or which have a significant risk noting that a report of each meeting will be reported to the Board;

- subject to the approval of the Board investigate any matter brought to the Standing Committee's attention with full access to all books, records, facilities, personnel of DOBCEL (and/or its agents) and with the authority to engage independent professional advice as it determines necessary to carry out its duties.

## The Role of the Audit, Risk and Finance Standing Committee is to:

- ensure it understands DOBCEL's structure, controls and types of transactions in order to assess the significant risks faced by DOBCEL in the current environment or as a result of any emerging risks;
- ensure accurate and timely provision of reporting to the Catholic Education Commission of Victoria Ltd (CECV) in accordance with the requirements of the Memorandum of Understanding with the Victorian Registration and Qualifications Authority (VRQA) which authorises the CECV as a Review Body under section 4.3.2(c) of the ETR Act to review and report on the compliance of Catholic schools with the minimum standards for registration;
- oversee DOBCEL's financial reporting process and monitor the integrity of the annual financial statements of DOBCEL, including the reviewing of significant financial reporting judgments such as accruals, provisions or estimates and the impact of any changes in accounting practices and policies;
- review and discuss with Management and the external auditors, the adequacy and effectiveness of the accounting and financial control system, including DOBCEL's policies and procedures to assess, monitor and manage business risk, legal and ethical compliance programs;
- annually review the risk management policy and associated risk management plan and recommend their approval to the DOBCEL Board. Review, monitor and provide advice on action taken by DOBCEL in accordance with the risk management plan.
- make recommendations to the DOBCEL Board on the appointment, reappointment or replacement and remuneration of external auditors. The Committee shall pre-approve all audit and non-audit services provided by the external auditors and shall not engage the external auditors to perform any non-audit/assurance services that may impair or appear to impair the external auditor's judgment or independence in respect to DOBCEL's operations;
- review and assess the independence of the external auditors, including but not limited to any relationships with DOBCEL or any other entity that may impair or appear to impair the external auditor's judgment or independence in respect of DOBCEL;
- discuss and agree with the external auditors on an annual basis, the overall scope of the external audit, including identified risk areas and any additional agreed-upon procedures.

Confirm the annual audit fee;

- review any accompanying reports to the annual financial statements from the external auditors and with Management, to ensure appropriate actions are implemented. The results of these activities are to be reported to the Board and the Member. The Committee may seek confidential meetings with the external auditor periodically or as needed;
- approve the appointment of school auditors following recommendations from Management;
- receive any qualified school audit reports together with recommendations from Management on an action plan to address the issues raised in the audit reports;
- provide oversight to special projects, confirm the objectives of the project, its work plan and budget. Review all reports and Management responses to recommendations and oversee the implementation of agreed recommendations. Where appropriate, provide advice to Management on key recommendations arising from these special projects;
- receive a copy of the annual budget(s) and presentation from Management outlining the business plan supporting the budget and provide appropriate feedback to Management and the Board;
- at each meeting receive an executive report from Management on progress against the approved budget;
- monitor procedures involved in the distribution of Government Recurrent Grants (GRG) in Primary Schools and distribution of Targeted Areas funding in Primary and Secondary schools to ensure transparency and effective use of these funds;
- oversee capital development and facilities management for the DOBCEL Schools;
- endorse school capital funding applications for the DOBCEL Schools;
- ensure the continued development of school risk management support processes;
- oversee the development, review and implementation of financial and risk management policies;
- report to the Board on all matters referred to above prior to each Board meeting and as required.

The Committee through the Chair will prepare an annual report to the Board and Member on all matters considered by the Committee in the 12 month period. The report will be presented to the Board within three months of the end of each calendar year.

## Membership

Membership of a DOBCEL Standing Committee is for an initial period of two (2) years. Members may seek re-appointment for up to a further two (2) year term. DOBCEL reserves the right to offer a one year re-appointment where necessary for membership continuity and to restructure the Standing Committee membership when appropriate.

Members of DOBCEL Standing Committees must abide by the DOBCEL Code of Conduct for Directors which includes Safeguarding Children and Young People.

Current employees of DOBCEL cannot be a voting member of the Audit, Risk and Finance Standing Committee.

The membership of the Committee will be managed to include representation as follows

- A Chair, appointed by the Board (with specific expertise in audit, risk and/or finance),
- At least two members appointed by the Board because of their specific expertise in audit, risk and/or finance,
- At least one Director of DOBCEL
- The Diocesan Business Manager or another representative of the Member

## Chair of Board Standing Committee

The Chair, appointed by the Board, will have specific expertise in audit, risk and finance.

The Chair will be responsible for calling meetings, setting the agenda and ensuring that minutes are recorded, approved and distributed to the Board and Board Committee members.

## Standing Committee Procedures

- The **Audit Risk and Finance** Standing Committee reports to the DOBCEL Board through a report on each meeting, minutes, draft policies and proposals
- If any member of the Board Standing Committee has a conflict of interest with a matter being considered by the Board Standing Committee, the member must disclose that conflict of interest to the Board Standing Committee Chair in accordance with DOBCEL's Conflict of Interest Policies and Procedures.
- A quorum shall comprise not less than 50% membership and must include either the Board Committee Chair, or their respective delegate.
- Members of the Board Standing Committee should value and respect differing views, mindful of the diversity of communities and individuals across the Diocese.
- Board Standing Committee, minutes, reports and submissions shall be presented to the Board by the Board Standing Committee Chair and, where necessary, assisted by DOBCEL Management.
- In collaboration with the Standing Committee Chair, DOBCEL Management will distribute meeting papers including the agenda in advance (one week prior) of the meeting to facilitate preparation of the meeting.
- The Board Standing Committee will meet at least 4 times per year to perform its functions and comply with its responsibilities.
- All discussions, documents and recommendations of the Board Standing Committee are confidential but must be reported to the DOBCEL Board.
- Where a member has issues of concern about matters relating to the Board Standing Committee, the member should first raise their concerns with the Chair of the Board

Committee. If the matter remains unresolved, the member should raise the issue with the Chair of the Board

**Review of these Terms of Reference** can be initiated by the DOBCEL Board or the Standing Committee every three years or (earlier) if deemed necessary. **The committee will review its performance annually** in relation to the stated role to determine whether it is functioning effectively by reference to current best practice.

Those in attendance at Committee meetings will include:

- The Executive Director of DOBCEL
- The Assistant Director: Business Services (Chief Finance Officer) of DOBCEL, who acts as the Executive Director of the Standing Committee
- Others from whom the Committee seeks expert opinions and/or advice

**Administrative support** will be provided by Catholic Education Ballarat.

**An annual timetable for the meetings** will be agreed taking into account timelines for the completion of key annual tasks such as approving audit plan, receiving external audit report, annual financial reports and school based audits.

**The Audit, Risk and Finance Standing Committee reports to** the DOBCEL Board through a report on each meeting, minutes, draft policies and proposals.

**Review of these Terms of Reference** can be initiated by the DOBCEL Board or the Standing Committee every three years or at any time deemed necessary.

**The committee will review its performance annually** in relation to the stated role to determine whether it is functioning effectively by reference to current best practice.





## Terms of Reference - Enhancing Catholic Schools Identity Standing Committee

Reviewed: November 2020

Ratified: Month Year

Next Review: 2023

### Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) Standing Committees develop policy for review and consideration of the Board for DOBCEL Schools and assist in identifying procedures for the implementation and monitoring of those policies.

The DOBCEL Board reviews and finalises policy for ratification by the Bishop.

The Executive Director assists the Board in the implementation of DOBCEL policy and ensures that procedures are established, implemented and monitored.

The Deputy Director assists the Board and the Executive Director in fulfilling DOBCEL's role in ensuring the oversight and promotion of Catholic Identity across all the DOBCEL Schools.

**The Enhancing Catholic Schools Identity (ECSI) Standing Committee has been established by DOBCEL to oversee the promotion and enhancement of Catholic schools identity across all DOBCEL schools.**

### The Role of the ECSI Standing Committee is to:

- develop, implement and monitor an ECSI strategy for the DOBCEL Schools;
- ensure accurate and timely provision of reporting to the Catholic Education Commission of Victoria (CECV) in accordance with the requirements of the Memorandum of Understanding with the Victorian Registration and Qualifications Authority (VRQA) which authorises the CECV as a Review Body under section 4.3.2(c) of the *Education Training and Reform Act 2006* (ETR Act) to review and report on the compliance of Catholic schools with the minimum standards for registration;
- identify opportunities for the use of Practical Theological Instruments across the DOBCEL schools;
- make links between ECSI research, ECSI data, renewal of Religious Education curriculum, school improvement and leadership formation;
- understand the needs of school communities in the enhancement of Catholic school identity reflective of the diversity of the Diocesan Education Community and identify actions to assist these school communities;
- ensure alignment between the diocesan ECSI strategy and initiatives promoted through the Catholic Education Commission of Victoria (CECV) ECSI Standing Committee;

- identify formation needs for teachers and leaders in the DOBCEL Schools;
- ensure appropriate preparation for religious leadership;
- promote professional learning opportunities for school leaders and teachers aligned to the ECSI action plan;
- draft and recommend policy in relation to Catholic school identity, staff formation and Religious Education to the DOBCEL Board;
- understand the status of the parish/school model in creating a Catholic school identity and identify and support initiatives that strengthen parish/school engagement in enhancing a Catholic school identity.

## Membership

Membership of a DOBCEL Standing Committee is for an initial period of two (2) years. Members may seek re-appointment for up to a further two (2) year term. DOBCEL reserves the right to offer a one year re-appointment where necessary for membership continuity and to restructure the Standing Committee membership when appropriate.

Members of DOBCEL Standing Committees must abide by the DOBCEL Code of Conduct – Board which includes Safeguarding Children and Young People.

The membership of the Committee will be managed to include representation as follows:

- A Chair, appointed by the Board
- At least one Director of DOBCEL
- The Deputy Director of Catholic Education, who acts as Executive Officer of the Committee
- An Education Officer with expertise in ECSI
- Two priests of the Diocese
- An Education Consultant who has undertaken ECSI formation
- A primary school principal
- A secondary school principal
- A nominee of the Catholic Religious Institute and Ministerial Public Juridic Person Victorian Schools Limited (CRMV)
- A theologian from a tertiary setting
- A parent

## Chair of the Board Standing Committee

The Chair, appointed by the Board, will have specific expertise in enhancing Catholic school identity.

The Chair will be responsible for calling meetings, setting the agenda and ensuring that minutes are recorded, approved and distributed to the Board and Board Committee members.

## Standing Committee Procedures and Values

- The ECSI Standing Committee reports to the DOBCEL Board through a report on each meeting, minutes, draft policies and proposals
- If any member of the Board Standing Committee has a conflict of interest with a matter being considered by the Board Standing Committee, the member must disclose that conflict of interest to the Board Standing Committee Chair in accordance with DOBCEL's Conflict of Interest Policies and Procedures.
- A quorum shall comprise not less than 50% membership and must include either the Board Committee Chair, or their respective delegate.
- Members of the Board Standing Committee should value and respect differing views, mindful of the diversity of communities and individuals across the Diocese.
- Board Standing Committee, minutes, reports and submissions shall be presented to the Board by the Board Standing Committee Chair and, where necessary, assisted by DOBCEL Management.
- In collaboration with the Standing Committee Chair, DOBCEL Management will distribute meeting papers including the agenda in advance (one week prior) of the meeting to facilitate preparation of the meeting.
- The Board Standing Committee will meet at least 4 times per year to perform its functions and comply with its responsibilities.
- All discussions, documents and recommendations of the Board Standing Committee are confidential but must be reported to the DOBCEL Board.
- Where a member has issues of concern about matters relating to the Board Standing Committee, the member should first raise their concerns with the Chair of the Board Committee. If the matter remains unresolved, the member should raise the issue with the Chair of the Board.

**The ECSI Standing Committee** directs the following working parties and/or reference groups:

- Formation for Mission Working Party
- Awakenings Religious Education Curriculum Reference Group

**Review of these Terms of Reference** can be initiated by the DOBCEL Board or the Standing Committee every three years or (earlier) if deemed necessary. The committee will review its performance annually in relation to the stated role to determine whether it is functioning effectively by reference to current best practice.



## Terms of Reference – Family and Community Engagement Standing Committee

Reviewed: November 2020  
Ratified: Month Year  
Next Review: 2023

### Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) Standing Committees develop policy for Diocese of Ballarat Schools and assist in identifying procedures for the implementation and monitoring of those policies.

The DOBCEL Board endorses policy for ratification by the Bishop.

The Executive Director assists the Board in the implementation of DOBCEL policy and ensures that procedures are established, implemented, and monitored.

**The Family and Community Engagement Standing Committee has been established by the DOBCEL Board to develop strategic direction for the engagement of families and the broader community in DOBCEL schools.**

### The role of the Family and Community Engagement Standing Committee is to:

- assist the DOBCEL Board to enable the perspective of families, parishes and broader community in the DOBCEL Schools through partnership;
- ensure accurate and timely provision of reporting to the Catholic Education Commission of Victoria Ltd (CECV) in accordance with the requirements of the Memorandum of Understanding with the Victorian Registration and Qualifications Authority (VRQA) which authorises the CECV as a Review Body under section 4.3.2(c) of the *Education Training and Reform Act 2006* (ETR Act) to review and report on the compliance of Catholic schools with the minimum standards for registration;
- draft and advise the DOBCEL Board about policy to enhance the engagement of families, parishes and the broader community in the DOBCEL Schools
- advise the DOBCEL Board about strategies to enhance leadership of parents and carers, parishes and the broader community in the DOBCEL Schools;
- identify and monitor strategic direction for the engagement of families, parishes and broader community in the DOBCEL Schools;
- make recommendations to the Executive Director on areas of risk associated with family and

community engagement that require support, intervention or oversight;

- make recommendation to the DOBCEL Board on a marketing, communications and recruitment strategy;
- liaise with a range of representative groups.

## Membership

Membership of a DOBCEL Standing Committee is for an initial period of two (2) years. Members may seek re-appointment for up to a further two (2) year term. DOBCEL reserves the right to offer a one year re-appointment where necessary for membership continuity and to restructure the Standing Committee membership when appropriate.

Members of DOBCEL Standing Committees must abide by the DOBCEL Board Code of Conduct – which includes Safeguarding Children and Young People.

The membership of the Committee will be managed to include representation as follows:

- A Chair, appointed by the Board
- At least one Director of DOBCEL
- A member of Catholic Education Ballarat, who acts as the Executive Officer of the Committee
- A nominee of Catholic School Parents Victoria
- A Primary Principal,
- A Primary family/school liaison officer or promotions officer
- A Secondary Principal,
- A Secondary family/school liaison officer or promotions officer
- Two other members as nominated by the Board with expert knowledge in family and community engagement and/or expertise in promotions and communications

## Chair of Board Standing Committee

The Chair, appointed by the Board, will have specific expertise in family and community engagement.

The Chair will be responsible for calling meetings, setting the agenda and ensuring that minutes are recorded, approved and distributed to the Board and Board Committee members.

## Standing Committee Procedures

- The Family and Community Engagement Standing Committee reports to the DOBCEL Board through a report on each meeting, minutes, draft policies and proposals
- If any member of the Board Standing Committee has a conflict of interest with a matter being considered by the Board Standing Committee, the member must disclose that conflict of interest to the Board Standing Committee Chair in accordance with DOBCEL's Conflict of Interest Policies and Procedures.
- A quorum shall comprise not less than 50% membership and must include either the

Board Committee Chair, or their respective delegate.

- Members of the Board Standing Committee should value and respect differing views, mindful of the diversity of communities and individuals across the Diocese.
- Board Standing Committee, minutes, reports and submissions shall be presented to the Board by the Board Standing Committee Chair and, where necessary, assisted by DOBCEL Management.
- In collaboration with the Standing Committee Chair, DOBCEL Management will distribute meeting papers including the agenda in advance (one week prior) of the meeting to facilitate preparation of the meeting.
- The Board Standing Committee will meet at least 4 times per year to perform its functions and comply with its responsibilities.
- All discussions, documents and recommendations of the Board Standing Committee are confidential but must be reported to the DOBCEL Board.
- Where a member has issues of concern about matters relating to the Board Standing Committee, the member should first raise their concerns with the Chair of the Board Committee. If the matter remains unresolved, the member should raise the issue with the Chair of the Board.

**The Family and Community Engagement Standing Committee reports to** the DOBCEL Board through a report on each meeting, minutes, draft policies and proposals.

**Review of these Terms of Reference** can be initiated by the DOBCEL Board or the Standing Committee every three years or (earlier) if deemed necessary. The committee will review its performance annually in relation to the stated role to determine whether it is functioning effectively by reference to current best practice.



## Terms of Reference – System Improvement Standing Committee

Reviewed: November 2020  
Ratified: Month Year  
Next Review: 2023

### Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) Standing Committees develop policy for DOBCEL Schools and assist in identifying procedures for the implementation and monitoring of those policies.

The DOBCEL Board endorses policy for ratification by the Bishop.

The Assistant Director: System Improvement, who acts as Executive Officer of the Committee assists the Board in the implementation of DOBCEL Board policy and ensures that procedures are established, implemented, and monitored.

**The System Improvement Standing Committee has been established by the DOBCEL Board to provide a forum where representatives of school communities work with the Board to fulfil specific governance responsibilities in the area of ongoing school improvement.**

### The role of the System Improvement Standing Committee is to:

- develop, implement and monitor policies, procedures and/or frameworks to ensure ongoing improvement for the DOBCEL Schools;
- ensure accurate and timely provision of reporting to the Catholic Education Commission of Victoria Ltd (CECV) in accordance with the requirements of the Memorandum of Understanding with the Victorian Registration and Qualifications Authority (VRQA) which authorises the CECV as a Review Body under section 4.3.2(c) of the *Education Training and Reform Act 2006* (ETR Act) to review and report on the compliance of Catholic schools with the minimum standards for registration;
- advise, update and report to the DOBCEL Board about the strategic directions of the DOBCEL Schools;
- identify and monitor areas of risk associated with school improvement;
- advise the Executive Director on areas of risk associated with school improvement that require support, intervention or oversight;
- oversee the provision of reporting to the CECV in accordance with the requirements of the Memorandum of Understanding with the VRQA which authorises the CECV as a Review Body



under section 4.3.2(c) of the ETR Act to review and report on the compliance of Catholic schools with the minimum standards for registration;

- monitor the annual work plans of the System Improvement Service teams.

## Membership

Membership of a DOBCEL Standing Committee is for an initial period of two (2) years. Members may seek re-appointment for up to a further two (2) year term. DOBCEL reserves the right to offer a one (1) year re-appointment where necessary for membership continuity and to restructure the Standing Committee membership when appropriate.

Members of DOBCEL Standing Committees must abide by the DOBCEL Board Code of Conduct which includes Safeguarding Children and Young People.

Membership of the Committee will include representation as follows:

- A Chair, appointed by the Board
- At least one Director of DOBCEL
- The Assistant Director: System Improvement, who acts as Executive Officer of the Committee
- A Primary principal
- A Secondary principal
- A parent
- Two members with expert knowledge in areas of school improvement
- Catholic Education Ballarat Education Consultant
- Catholic Education Ballarat Learning and Teaching Leader

## Chair of Board Standing Committee

The Chair, appointed by the Board, will have specific expertise in system improvement.

The Chair will be responsible for calling meetings, setting the agenda and ensuring that minutes are recorded, approved and distributed to the Board and Board Committee members.

## Standing Committee Procedures

- The System Improvement Standing Committee reports to the DOBCEL Board through a report on each meeting, minutes, draft policies and proposals
- If any member of the Board Standing Committee has a conflict of interest with a matter being considered by the Board Standing Committee, the member must disclose that conflict of interest to the Board Standing Committee Chair in accordance with DOBCEL's Conflict of Interest Policies and Procedures.
- A quorum shall comprise not less than 50% membership and must include either the Board Committee Chair, or their respective delegate.
- Members of the Board Standing Committee should value and respect differing views, mindful of the diversity of communities and individuals across the Diocese.



- Board Standing Committee, minutes, reports and submissions shall be presented to the Board by the Board Standing Committee Chair and, where necessary, assisted by DOBCEL Management.
- In collaboration with the Standing Committee Chair, DOBCEL Management will distribute meeting papers including the agenda in advance (one week prior) of the meeting to facilitate preparation of the meeting.
- The Board Standing Committee will meet at least 4 times per year to perform its functions and comply with its responsibilities.
- All discussions, documents and recommendations of the Board Standing Committee are confidential but must be reported to the DOBCEL Board.
- Where a member has issues of concern about matters relating to the Board Standing Committee, the member should first raise their concerns with the Chair of the Board Committee. If the matter remains unresolved, the member should raise the issue with the Chair of the Board.

**The School Improvement Standing Committee directs various** working parties and reference groups as required.

**Review of these Terms of Reference** can be initiated by the DOBCEL Board or the Standing Committee every three years or (earlier) if deemed necessary. The committee will review its performance annually in relation to the stated role to determine whether it is functioning effectively by reference to current best practice.



## Terms of Reference – Wellbeing and Safeguarding Standing Committee

Reviewed: November 2020

Ratified: Month Year

Next Review: 2023

### Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) Standing Committees develops policy for DOBCEL Schools and assists in identifying procedures for the implementation and monitoring of those policies.

The DOBCEL Board endorses policy for ratification by the Bishop.

The Assistant Director: People and Culture assists the Board in the implementation of DOBCEL policy and ensures that procedures are established, implemented, and monitored.

**The Wellbeing and Safeguarding Standing Committee has been established by the DOBCEL Board to** provide strategic advice, monitor compliance with policies and other legal and regulatory obligations including Ministerial Order 870: Child Safe Standards – Managing the risk of child abuse in schools and makes recommendations to the Board about potential and issues to improve Wellbeing and Safeguarding practices for students, teachers, principals, staff in the DOBCEL School communities and office.

**The DOBCEL Board has full responsibility for child safety and wellbeing.**

DOBCEL understands the National Principles for Child Safe Organisations (National Principles) that have been endorsed by the Council of Australian Governments (COAG), including the Victorian Government in February 2019. DOBCEL Board understands that the Victorian Government is currently reviewing the Victorian Standards to better align with the National Principles, however in the interim the Ministerial Order 870: Child Safe Standards – Managing the risk of child abuse in schools remain in operation and mandatory for schools in Victoria. Therefore, our Child Safety Standards policies and procedures reflect the current requirements in force in Victoria being the Ministerial Order 870.

### The role of the Wellbeing and Safeguarding Standing Committee is to:

- oversee the operations of DOBCEL and the monitoring of the DOBCEL Schools in relation to child safeguarding, including Ministerial Order No. 870: [\*Child Safe Standards – Managing the risk of child abuse in schools \(MO870\)\*](#) reportable conduct and occupational health and safety;
- ensure accurate and timely provision of reporting to the Catholic Education Commission of Victoria Ltd (CECV) in accordance with the requirements of the Memorandum of Understanding with the Victorian Registration and Qualifications Authority (VRQA) which authorises the CECV

as a Review Body under section 4.3.2(c) of the *Education Training and Reform Act 2006* (ETR Act) to review and report on the compliance of Catholic schools with the minimum standards for registration;

- promote a culture of safeguarding across all DOBCEL entities;
- provide strategic advice and high-level engagement on matters pertaining to child safety and wellbeing;
- monitor the implementation of the Wellbeing Framework as a means of informing the policies, procedures and programs in the DOBCEL Schools;
- liaise with key personnel in schools, networks, providing assistance and support to vulnerable young people and families and relevant committees implementing legislation for the operation of schools in a Child Safe environment;
- draft and recommend policy related to wellbeing and safeguarding to the DOBCEL Board;
- make recommendations to the Executive Director regarding provision of service and leadership in relation to wellbeing and safeguarding;
- identify and monitor areas of risk associated with wellbeing and safeguarding and escalate immediately to the Executive Director any risks associated with child safety that require mitigation;
- regularly report to the DOBCEL Board on the work of the Standing Committee and submit recommendations for consideration and rectification.

## Membership

Membership of a DOBCEL Standing Committee is for an initial period of two (2) years. Members may seek re-appointment for up to a further two (2) year term. The DOBCEL Board reserves the right to offer a one-year re-appointment where necessary for membership continuity and to restructure the Standing Committee membership when appropriate.

Members of DOBCEL Standing Committees must abide by the DOBCEL Board Code of Conduct which includes Safeguarding Children and Young People.

The membership of the Committee will include representation as follows:

- A Chair, appointed by the Board
- At least one Director of DOBCEL
- Catholic Education Ballarat Leader: Wellbeing, who acts as Executive Officer of the Committee
- The Assistant Director: People and Development
- A Primary Principal
- A Secondary Principal
- A parent
- At least two members with expert knowledge in areas of wellbeing and safeguarding

## Chair of Board Standing Committee

The Chair, appointed by the Board, will have specific expertise in wellbeing and safeguarding.

The Chair will be responsible for calling meetings, setting the agenda and ensuring that minutes are recorded, approved and distributed to the Board and Board Committee members.

## Standing Committee Procedures

- The Wellbeing and Safeguarding Standing Committee reports to the DOBCEL Board through a report on each meeting, minutes, draft policies and proposals
- If any member of the Board Standing Committee has a conflict of interest with a matter being considered by the Board Standing Committee, the member must disclose that conflict of interest to the Board Standing Committee Chair in accordance with DOBCEL's Conflict of Interest Policies and Procedures.
- A quorum shall comprise not less than 50% membership and must include either the Board Committee Chair, or their respective delegate.
- Members of the Board Standing Committee should value and respect differing views, mindful of the diversity of communities and individuals across the Diocese.
- Board Standing Committee, minutes, reports and submissions shall be presented to the Board by the Board Standing Committee Chair and, where necessary, assisted by DOBCEL Management.
- In collaboration with the Standing Committee Chair, DOBCEL Management will distribute meeting papers including the agenda in advance (one week prior) of the meeting to facilitate preparation of the meeting.
- The Board Standing Committee will meet at least 4 times per year to perform its functions and comply with its responsibilities.
- All discussions, documents and recommendations of the Board Standing Committee are confidential but must be reported to the DOBCEL Board.
- Where a member has issues of concern about matters relating to the Board Standing Committee, the member should first raise their concerns with the Chair of the Board Committee. If the matter remains unresolved, the member should raise the issue with the Chair of the Board.

**The Wellbeing Standing Committee reports to the DOBCEL Board through a report on each meeting, minutes, draft policies and proposals.**

**The Wellbeing Standing Committee directs the Child Safeguarding Reference Group**

**Review of these Terms of Reference** can be initiated by the DOBCEL Board or the Standing Committee every three years or (earlier) if deemed necessary. The committee will review its performance annually in relation to the stated role to determine whether it is functioning effectively by reference to current best practice.