

20 September 2023

To: All Catholic School Principals, All Parish Priests, All School Boards, Tasmanian Catholic Schools Parents Council, All School Parents and Friends Associations, All CECT Standing Committees, All CECT members.

Dear Colleagues and Friends of Catholic Education,

Call for Nominations for Vacancies on the CECT's Standing Committees

The Catholic Education Commission Tasmania is calling for nominations for vacancies on its four permanent Standing Committees, as there are a number of vacancies available on each of the Standing Committees for 2024. The four Standing Committees were created by the CECT in the following areas:

- Catholic Identity and Evangelisation
- Education
- People Services
- Resources and Sustainability.

These four Standing Committees assist the CECT with its governance and oversight of all Catholic schools in the Archdiocese of Hobart in a range of areas. Please refer to the attached Standing Committee Terms of References for more information on their areas of work delegated to them by the CECT.

The CECT is seeking nominations of people who fit in the various available membership categories with the relevant skills, knowledge and experience and the time to commit to this challenging and important role for Catholic Education Tasmania. Please note that nominees for a specific vacancy, for example Principal Nominee or Parent Nominee, are there to contribute to the governance work of the system drawing from their skills, knowledge, or experience, they are not there to represent the specific interests of a certain interest group within Catholic Education Tasmania.

All current members of the Standing Committees whose terms of appointment are due to expire on 31 December 2023 are required to submit a nomination form if they wish to apply for a second term. Please note members can re-apply for another term but they are not guaranteed re-appointment and their applications will be considered along with any other applications received.

The CECT is seeking nominations for the following positions available:



Catholic Identity and Evangelisation Standing Committee:

- Two Member Vacancies
- One Principal Nominee Vacancy
- One Priest Nominee Vacancy

Education Standing Committee:

- Three Member Vacancies
- Two Principal Nominee Vacancies
- One Parent Vacancy

People and Culture Standing Committee:

- Four Member Vacancies
- Two Principal Nominees Vacancies

Resource and Sustainability Standing Committee:

- No Vacancies

Please note Principal Nominees are not limited to school Principals, they could be Deputy Principals, a School Board member with the relevant skillset which are being nominated by a Principal.

All nominees are required to fill out the Nomination Form and attach a copy of their Curriculum Vitae (CV) and a copy of their current Working with Vulnerable Persons Card. All nominations are due in to the CECT Executive Secretary, Miss Mary Preston, via mary.preston@catholic.tas.edu.au by the close of business on **Friday 27 October 2023**.

Please do not hesitate to contact Miss Preston if you have any queries regarding this matter either via the email above or (03) 6210 8888.

Yours sincerely

A handwritten signature in black ink, appearing to read 'MR Polley'.

Hon. Michael Polley AM
Chair
Catholic Education Commission Tasmania

**TERMS OF REFERENCE
FOR
CATHOLIC IDENTITY AND EVANGELISATION STANDING COMMITTEE**

RATIONALE

The Catholic Education Commission Tasmania (the Commission) has established the Catholic Identity and Evangelisation Standing Committee (CIESC) to assist it in its oversight of the Catholicity of Catholic schools in the Archdiocese of Hobart.

The CIESC has no executive authority of its own but works within the delegations of the Commission to provide advice and support to the Commission and the TCEO, which oversees the implementation of the Archbishop's Charter for Schools and the wider CET Strategic Priorities, in relation to matters within its terms of reference. The CIESC may establish sub-committees to assist it to fulfil its responsibilities.

In its work, the Committee will adhere to the Commission's Vision and Mission Statements and the Archbishop's Charter for Catholic Schools. Specifically, the CIESC works to support the implementation of the Catholic Education Tasmania Strategic Priorities.

FUNCTIONS

The function of the CIESC is to provide strategic advice and direction to the Commission on the following:

- 1 In collaboration with the TCEO Executive Director's Leadership Team, to assist with developing and reviewing policies and related supporting documentation for approval of the Commission in areas related to the work of the Standing Committee.
- 2 Providing advice on strategic priorities, policies, procedures and system performance regarding the alignment of Catholic schools with the Archbishop's Pastoral Plan, the Archbishop's Charter for Catholic schools and wider priorities including:
 - a) Catholic Identity;

- b) The development and monitoring of the Religious Education Curriculum;
 - c) Evangelisation strategies;
 - d) Formation for Mission strategies for staff and leadership;
 - e) Catholic Education Week.
 - f) CET Accreditation
- 3 Mitigating identified corporate risk and carrying out risk management as it relates to the work of the Standing Committee.
 - 4 Responding to requests from the Commission or proactively regarding matters within the scope of the Committee's responsibilities.

CIESC recommendations to Commission should:

- Comply with Church Teachings,
- Adhere to Australian and State Government accountability guidelines.

MEMBERSHIP AND TENURE

The members of the CIEC will be appointed by the Commission. The CIESC membership is as follows:

- 1 A Chairperson appointed by the Commission (where possible the Chair will be a member of the Commission);
- 2 A Deputy Chairperson appointed by the Commission;
- 3 A nominee of the Archbishop;
- 4 A nominee from the Priests;
- 5 A nominee of the Religious Congregations;
- 6 A current parent in a Catholic school;
- 7 Two principal nominees;
- 8 A minimum of two and a maximum of four members, including the Deputy Chairperson, appointed for their expertise in areas such as Religious Education, theology, charism, spiritual formation, evangelisation and youth ministry.

In determining the membership of the Committee consideration will be given to the nominee's preparedness to represent the beliefs and values of the Catholic

Church, gender balance on the Committee, regional representation, and representation from all Catholic schools operating in the Archdiocese of Hobart.

The CIESC will be supported by the Director: Catholic Identity and Evangelisation as Executive Officer (non-voting).

Members will be appointed for an initial period of three years with a possible second term of three years.

If the Chair or any other member resigns, or their tenure finishes a new Chair or member is determined by Commission Executive in consultation with the Archbishop of Hobart.

In planning and effecting succession within the Committee, every effort must be made to ensure that valuable expertise and the balance of diverse skills and perspectives are not lost.

Where practicable, new members are requested to attend one or two meetings before an incumbent's retirement or resignation takes effect.

MEETINGS and QUORUM

The CIESC will meet at least once a term with meetings calendared well in advance. Additional meetings will be held as deemed necessary by the Chair or the Committee.

There will be a standing agenda item at every meeting to allow for declarations of conflicts of interest.

If the Chair is unable to attend a meeting, the Deputy Chair will take carriage of the meeting. In the event both the Chair and Deputy Chair are not present for a meeting, the members present will select one of their number to Chair the meeting.

The quorum is a simple majority of voting members. No recommendations shall be transacted unless a quorum is present. The preferred mode of decision-

making is by consensus or, where necessary, by a vote of the Committee members present.

The minutes of the previous meeting should be circulated with the agenda and other documents prior to the meeting. Minutes are to be signed as true and correct by the Chair of the Committee. Papers will be distributed in advance of meetings, ideally one week, tabling of documents at meetings is not normal protocol and, if it occurs at all, should be kept to an absolute minimum.

REPORTING

Minutes of meetings and relevant reports will be provided to the Commission in a timely manner.

VERSION CONTROL

Document Title	Catholic Identity and Evangelisation Standing Committee
Document Type	Terms of Reference
Document Date	12 April 2022
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**TERMS OF REFERENCE
FOR
EDUCATION STANDING COMMITTEE**

RATIONALE

The Catholic Education Commission Tasmania (the Commission) has established the Education Standing Committee (ESC) to assist it in its oversight of the learning and teaching responsibilities for Catholic schools in the Archdiocese of Hobart.

The ESC has no executive authority of its own but works within the delegations of the Commission to provide advice and support to the Commission and the TCEO, which oversees the implementation of the Archbishop's Charter for Schools and the wider CET Strategic Priorities, in relation to matters within its terms of reference. The ESC may establish sub-committees to assist it to fulfil its responsibilities.

In its work, the Committee will adhere to the Commission's Vision and Mission Statements and the Archbishop's Charter for Catholic Schools. Specifically, the ESC works to support the implementations of the Catholic Education Tasmania Strategic Priorities.

FUNCTIONS

The function of the ESC is to provide strategic advice and direction to the Commission on the following:

- 1 In collaboration with the TCEO Executive Director's Leadership Team, to assist with developing and reviewing policies and related supporting documentation for approval of the Commission in areas related to the work of the Standing Committee.
- 2 Providing advice on strategic priorities, policies, procedures, curriculum directions, research data analysis and system performance relevant to the learning and teaching in Catholic schools in relation to:

- a. Leading learning and school improvement practices;
 - b. Aboriginal and Torres Strait Islander Education;
 - c. Student support services;
 - d. Pastoral care and student wellbeing;
 - e. English as an Additional Language;
 - f. Early Career teachers;
 - g. Early Years, Middle Years, Senior Schooling and VET;
 - h. Environmental Sustainably initiatives;
 - i. Learning and Information Communication and Technology (ICT).
 - j. CET professional learning programming
- 3 Mitigating identified corporate risk and carrying out risk management as it relates to the work of the Standing Committee.
 - 4 Responding to requests from the Commission or proactively regarding matters within the scope of the Committee's responsibilities.

ESC recommendations to the Commission should:

- Comply with Church Teachings,
- Adhere to Australian and State Government accountability guidelines.

MEMBERSHIP AND TENURE

The members of the ESC will be appointed by the Commission. The ESC membership is as follows:

- 1 A Chairperson appointed by the Commission (where possible the Chair will be a member of the Commission);
- 2 A Deputy Chairperson appointed by the Commission;
- 3 Three principal nominees;
- 4 A current parent in a Catholic school;
- 5 A minimum of five and maximum of seven members, including the Deputy Chairperson, appointed for their expertise in areas such as: curriculum development; learning data analysis; ICT; educational research; school improvement; pedagogy; teacher professional learning; assessment; early years; middle years; and senior schooling.

In determining the membership of the Committee consideration will be given to the nominee's preparedness to represent the beliefs and values of the Catholic Church, gender balance on the Committee, regional representation, and representation from all Catholic schools operating in the Archdiocese of Hobart.

The ESC will be supported by the Director: Learning and Teaching as Executive Officer (non-voting).

Members will be appointed for an initial period of three years with a possible second term of three years.

If the Chair or any other member resigns, or their tenure finishes a new Chair or member is determined by the Commission Executive in consultation with the Archbishop of Hobart.

In planning and effecting succession within the Committee, every effort must be made to ensure that valuable expertise and the balance of diverse skills and perspectives are not lost.

Where practicable, new members are requested to attend one or two meetings before an incumbent's retirement or resignation takes effect.

MEETINGS and QUORUM

The ESC will meet at least once a term with meetings calendared well in advance. Additional meetings will be held as deemed necessary by the Chair or the Committee.

There will be a standing agenda item at every meeting to allow for declarations of conflicts of interest.

If the Chair is unable to attend a meeting, the Deputy Chair will take carriage of the meeting. In the event both the Chair and Deputy Chair are not present for a meeting, the members present will select one of their number to Chair the meeting.

The quorum is a simple majority of voting members. No recommendations shall be transacted unless a quorum is present. The preferred mode of decision-making is by consensus or, where necessary, by a vote of the Committee members present.

The minutes of the previous meeting should be circulated with the agenda and other documents prior to the meeting. Minutes are to be signed as true and correct by the Chair of the Committee. Papers will be distributed in advance of meetings, ideally one week, tabling of documents at meetings is not normal protocol and, if it occurs at all, should be kept to an absolute minimum.

REPORTING

Minutes of meetings and relevant reports will be provided to the Commission in a timely manner.

VERSION CONTROL

Document Title	Education Standing Committee
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**TERMS OF REFERENCE
FOR
PEOPLE SERVICES STANDING COMMITTEE**

RATIONALE

The Catholic Education Commission Tasmania (the Commission) has established the People Services Standing Committee (PSSC) formerly the People and Culture Standing Committee (PCSC) to assist it in its oversight of a range of human resources, safety, and compliance responsibilities for Catholic schools in the Archdiocese of Hobart.

The PSSC has no executive authority of its own but works within the delegations of the Commission to provide advice and support to the Commission and the TCEO, which oversees the implementation of the Archbishop's Charter for Schools and the wider CET Strategic Priorities, in relation to matters within its terms of reference. The PSSC may establish sub-committees to assist it to fulfil its responsibilities.

In its work, the Committee will adhere to the Commission's Vision and Mission Statements and the Archbishop's Charter for Catholic Schools. Specifically, the PSSC works to support the implementation of the Catholic Education Tasmania Strategic Priorities.

FUNCTIONS

The function of the PSSC is to provide strategic advice and direction to the Commission on the following:

- 1 In collaboration with the TCEO Executive Director's Leadership Team, to assist with developing and reviewing policies and related supporting documentation for approval of the Commission.
- 2 Strategic priorities, policies and procedures, in the areas of:
 - a. Child Safety;

- b. Government and Church system requirements within the scope of the Committee's responsibilities;
 - c. Employment (Industrial and Human) relations, staff conditions and entitlements and staff conduct;
 - d. CET Accreditation;
 - e. Staff Professional standards.
 - f. Oversight of Compliance, including, workplace health and safety.
- 3 Mitigating identified corporate risk and carrying out risk management as it relates to the work of the Standing Committee.
 - 4 Responding to requests from the Commission, or proactively regarding matters within the scope of the Committee's responsibilities.

PCSC recommendations to the Commission should:

- Always comply with Church Teachings,
- Adhere to Australian and State Government accountability guidelines.

MEMBERSHIP AND TENURE

The members of the PSSC will be appointed by the Commission. The PSSC membership is as follows:

- 1 A Chairperson appointed by the Commission (where possible the Chair will be a member of the Commission);
- 2 A Deputy Chairperson appointed by the Commission;
- 3 Two principal nominees;
- 4 A minimum of five and maximum of seven members, including the Deputy Chairperson, appointed for their relevant expertise in areas such as human resources, government relations, quality assurance processes, professional standards and workplace health and safety.

In determining the membership of the Committee consideration will be given to the nominee's preparedness to represent the beliefs and values of the Catholic

Church, gender balance on the Committee, regional representation, and representation from all Catholic schools operating in the Archdiocese of Hobart.

The PSSC will be supported by the System Manager: People Services as Executive Officer (non-voting).

Members will be appointed for an initial period of three years with a possible second term of three years.

If the Chair or any other member resigns, or their tenure finishes a new Chair or member is determined by the Commission Executive in consultation with the Archbishop of Hobart.

In planning and effecting succession within the Committee, every effort must be made to ensure that valuable expertise and the balance of diverse skills and perspectives are not lost.

Where practicable, new members are requested to attend one or two meetings before an incumbent's retirement or resignation takes effect.

MEETINGS and QUORUM

The PSSC will meet at least once a term with meetings calendared well in advance. Additional meetings will be held as deemed necessary by the Chair or the Committee.

There will be a standing agenda item at every meeting to allow for declarations of conflicts of interest.

If the Chair is unable to attend a meeting, the Deputy Chair will take carriage of the meeting. In the event both the Chair and Deputy Chair are not present for a meeting, the members present will select one of their number to Chair the meeting.

The quorum is a simple majority of voting members. No recommendations shall be transacted unless a quorum is present. The preferred mode of decision-

making is by consensus or, where necessary, by a vote of the Committee members present.

The minutes of the previous meeting should be circulated with the agenda and other documents prior to the meeting. Minutes are to be signed as true and correct by the Chair of the Committee. Papers will be distributed in advance of meetings, ideally one week, tabling of documents at meetings is not normal protocol and, if it occurs at all, should be kept to an absolute minimum.

REPORTING

Minutes of meetings and relevant reports will be provided to the Commission in a timely manner.

VERSION CONTROL

Document Title	People Services Standing Committee (PSSC)
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**TERMS OF REFERENCE
FOR
RESOURCES AND SUSTAINABILITY STANDING COMMITTEE**

RATIONALE

The Catholic Education Commission Tasmania (the Commission) has established the Resources and Sustainability Standing Committee (RSSC) to assist it in its oversight of the financial and resourcing responsibilities for Catholic schools in the Archdiocese of Hobart.

The RSSC has no executive authority of its own but works within the delegations of the Commission to provide advice and support the Commission and the TCEO, which oversees the implementation of the Archbishop's Charter for Schools and the wider CET Strategic Priorities, in relation to matters within its terms of reference. The RSSC may establish sub-committees to assist it to fulfil its responsibilities.

In its work, the Committee will adhere to the Commission's Vision and Mission Statements and Archbishop's Charter for Catholic Schools. Specifically, the RSSC works to support the implementation of the Catholic Education Tasmania Strategic Priorities.

FUNCTIONS

The function of the Resources and Sustainability Committee (RSSC) is to provide strategic advice and direction to the Commission on the following:

- 1 In collaboration with the TCEO Executive Director's Leadership Team, to assist with developing and reviewing policies and related supporting documentation for approval of the Commission in areas related to the work of the Standing Committee.
- 2 Providing advice on strategic priorities, policies and procedures, in the areas of CET financial compliance, resourcing, information management and technology and sustainability.

- 3 Providing recommendations on financial procedures and controls for the schools including audit and risk procedures.
- 4 Reviewing and making recommendations regarding the Archdiocesan schools' and CET budgets.
- 5 Providing recommendations on the distribution of recurrent and capital grants from governments.
- 6 Receiving the audited financial statements for the Archdiocesan Schools, reviewing them in line with applicable government accountability requirements and present them to the Commission with any recommendations.
- 7 Receiving advice and commissioning working parties and sub-committees when necessary regarding the recurrent and capital funding of the schools and make recommendations in relation to that advice.
- 8 Providing advice on the investment strategy and financial sustainability of the Centralised Long Service Leave Fund and determine the contribution rate for schools in the Fund.
- 9 Reviewing and advising regarding capital projects and system building maintenance.
- 10 Mitigating identified corporate risk and carrying out risk management as it relates to the work of the Standing Committee.
- 11 Responding to requests from the Commission or proactively regarding matters within the scope of the committee's responsibilities.

RSSC recommendations to Commission should:

- Comply with Church Teachings,
- Adhere to Australian and State Government accountability guidelines.

MEMBERSHIP AND TENURE

The members of the RSSC will be appointed by the Commission. The RSSC membership is as follows:

- 1 A Chairperson appointed by the Commission (where possible the Chair should be a member of the Commission);

- 2 A Deputy Chairperson appointed by the Commission;
- 3 A nominee of the Archbishop;
- 4 Two principal nominees;
- 5 A minimum of five and maximum of seven members, including the Deputy Chairperson, appointed for their relevant expertise in areas such as finance, government funding, accounting, policy, facilities management, investment and risk management.

In determining the membership of the Committee consideration will be given to the nominee's preparedness to represent the beliefs and values of the Catholic Church, gender balance on the Committee, regional representation, and representation from all Catholic schools operating in the Archdiocese of Hobart.

The RSSC will be supported by the Director: Corporate Services as Executive Officer (non-voting).

Members will be appointed for an initial period of three years with a possible second term of three years.

If the Chair or any other member resigns, or their tenure finishes a new Chair or member is determined by Commission Executive in consultation with the Archbishop of Hobart.

In planning and effecting succession within the Committee, every effort must be made to ensure that valuable expertise and the balance of diverse skills and perspectives are not lost.

Where practicable, new members are requested to attend one or two meetings before an incumbent's retirement or resignation takes effect.

MEETINGS and QUORUM

The RSSC will meet at least six times a year with meetings calendared well in advance. Additional meetings will be held as deemed necessary by the Chair or the Committee.

There will be a standing agenda item at every meeting to allow for declarations of conflicts of interest.

If the Chair is unable to attend a meeting, the Deputy Chair will take carriage of the meeting. In the event both the Chair and Deputy Chair are not present for a meeting, the members present will select one of their number to Chair the meeting.

The quorum is a simple majority of voting members. No recommendations shall be transacted unless a quorum is present. The preferred mode of decision-making is by consensus or, where necessary, by a vote of the Committee members present.

The minutes of the previous meeting should be circulated with the agenda and other documents prior to the meeting. Minutes are to be signed as true and correct by the Chair of the Committee. Papers will be distributed in advance of meetings, ideally one week, with tabling of documents at meetings is not normal protocol and, if it occurs at all, should be kept to an absolute minimum.

REPORTING

Minutes of meetings and relevant reports will be provided to the Commission in a timely manner.

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