



St Kevin's

School Governance Structure

Governance Structure of St. Kevin's Primary School

St. Kevin's Primary School operates under the canonical authority of the Archbishop of the Melbourne Archdiocese and the Parish Priest of St. Kevin's, Hampton Park.

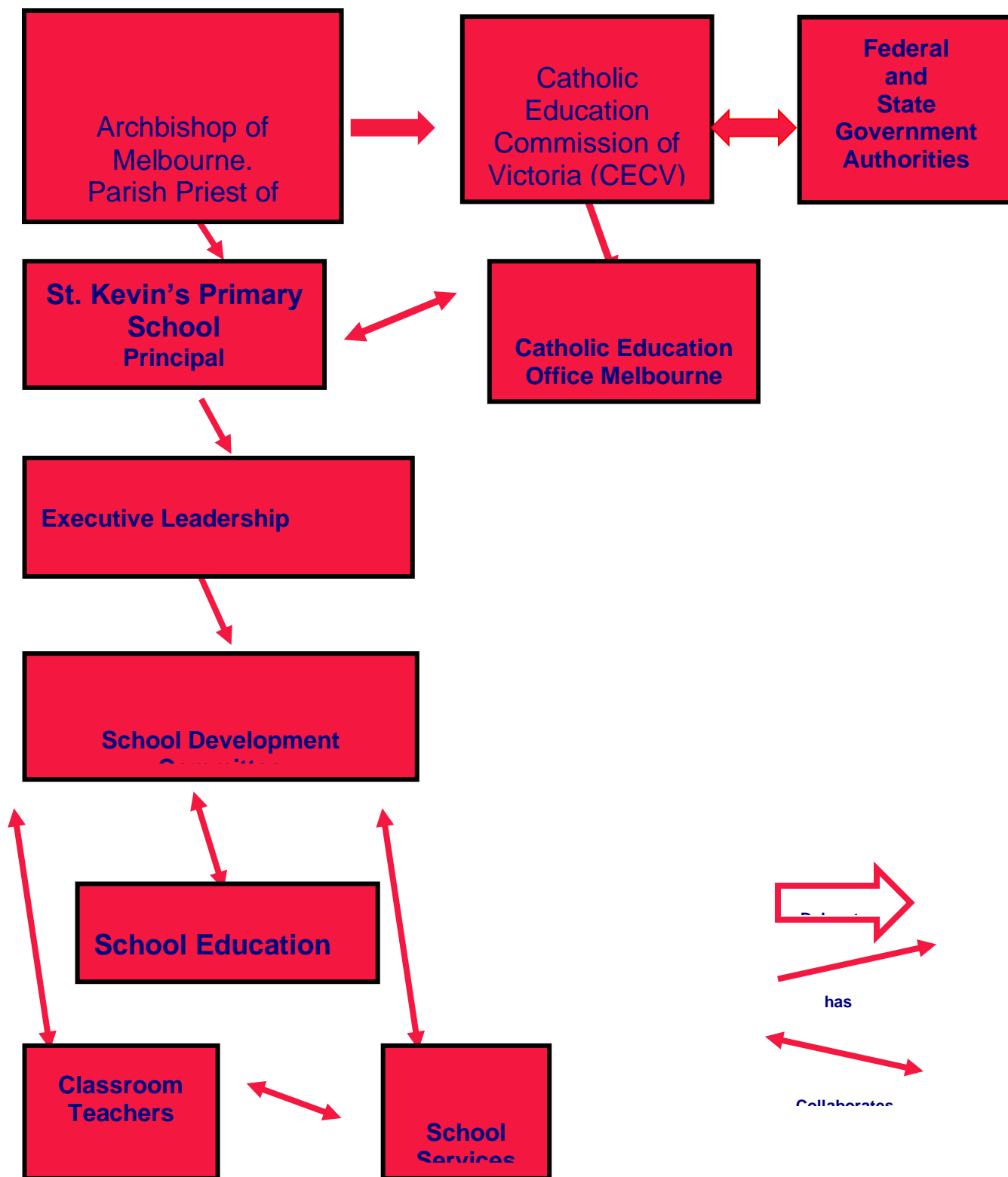
As the canonical administrator, the Parish Priest is the governing authority of St. Kevin's Primary School and the Principal is his delegate, in taking responsibility for the day to day running and management of the school, its community and its facilities.

The Catholic Education Office Melbourne (CEOM) acts on behalf of the Archbishop to assist St. Kevin's Primary School to maintain the highest possible standards of learning and teaching.

As the authority of all canonical administrators and therefore the Parish Priest, the Catholic Education Commission of Victoria Ltd (CECV) is delegated authority by canonical authorities to fulfill accountability and reporting requirements to the Australian and Victorian governments, working through the diocesan Catholic Education Offices. St. Kevin's Primary School ensures it complies with all requirements of the Australian and Victorian governments for Catholic Schools and reports this information to the Catholic Education Office Melbourne as requested.

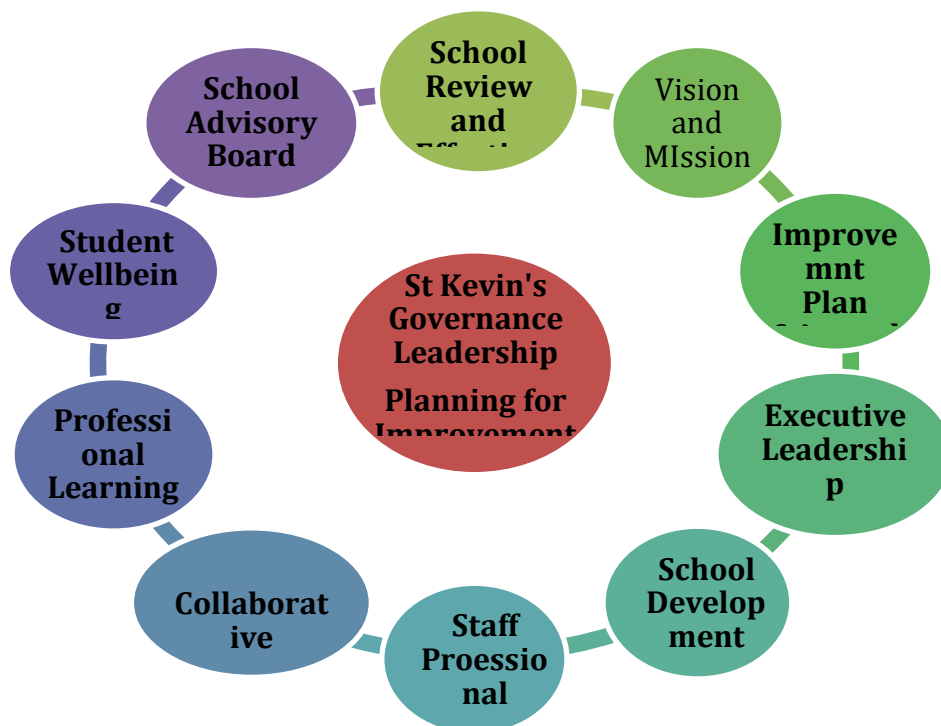
St. Kevin's Primary School utilizes the policies developed by CECV and CEOM in developing its own policies and strategies to meet legal, financial, educational and reporting obligations.

The following diagram demonstrates the structure of St. Kevin's Primary School as an entity within the Victorian Catholic Education sector.



St Kevin's increasingly operates in a collaborative environment, where all stake holders have an

opportunity to have a voice in the construction of policies, procedures and agreements. We are committed to consistency of practice across the school. The following diagram illustrates the active participation of community members in the decision making processes of school improvement.



The **School Development Committee** is appointed by the Principal and meets on a weekly basis.

This Team has the role of supporting the Principal in:

- decision-making
- the daily running of the school i.e. administrative, pastoral and educational
- ensuring student safety is a priority for all
- ensuring the learning and teaching practices in all curriculum areas are continually improving and that student learning and well-being is the priority
- enhancing communication across the school community
- actively promoting parent engagement

The purpose of the School Development Committee is to strategically and collaboratively work together to lead the vision of St. Kevin's Primary School through the implementation of the School Improvement Plan.

The members of the Leadership Team are:

- Principal**
- Deputy Principal**
- Learning and Teaching Leaders**
- Staff holding Positions of Leadership**

The School Improvement Framework, forms the basis of the development of school policy and practice in the *spheres* of Education in Faith, Learning & Teaching, Leadership &

Management, Student Wellbeing and School Community. Central to each of the overlapping spheres is the Catholic School Vision. School Improvement in this context refers to:

“A systematic approach to effective organisation within a school to ensure improvement of the learning opportunities and outcomes for all students. Within a Catholic school context this should reflect the true nature of Catholic schooling to educate in faith and knowledge. Effective school improvement is an approach which values students and the importance of preparing all students to value themselves and to be valuable members of society in this millennium.” (*Catholic Education Victoria Network, School Improvement Framework Glossary 2007*)

In order to plan strategically for school improvement a School Improvement Plan is developed as part of the four-year cyclical review process of the school. The School Improvement Plan is defined as:

A document that draws on evidence and analysis generated by the review processes. It should be developed in the context of the Strategy Plan for Catholic Education within the Melbourne Archdiocese and should identify the strategic planning for the next four years, expressed through goals and intended outcomes with clearly identified targets. (*Catholic Education Victoria Network, School Improvement Framework Glossary 2007*)

The Parish Priest, Principal and the School Development Committee of St. Kevin’s Primary School will develop the School Improvement Plan, with input from staff, students and parents where appropriate, utilizing the School Improvement Framework as outlined above.

The St. Kevin’s Vision Statement will inform all areas of the School Improvement Plan and subsequently all its policy, practices and procedures.

Each year an Annual Action Plan will be developed from the School Improvement Plan. This will detail the strategies and timeline for the implementation of the particular aspect of the School Improvement Plan in that year.

It is the responsibility of the Parish Priest, Principal and Leadership Team to ensure the School Improvement Plan is developed with input from all school community representatives, where appropriate, and that the Annual Action Plan which is developed from the School Improvement Plan, is executed.

Evaluation:

This policy will be reviewed as part of the school’s four year cycle. It was updated in June 2018

Reviewed by SDC: June 2018	Reviewed by Staff: June 2018	Ratified by Ed Board: TBA or June 2018	Next review: June 2022
-------------------------------	---------------------------------	---	------------------------