



Governance Structure, Roles and Responsibilities



GOVERNANCE STRUCTURE OF DOBCEL – ST FRANCIS XAVIER PRIMARY SCHOOL

DOBCEL

Diocese of Ballarat Catholic Education Limited (DOBCEL) is the company established by Bishop Paul Bird to become the governing body for schools in the Ballarat Diocese.

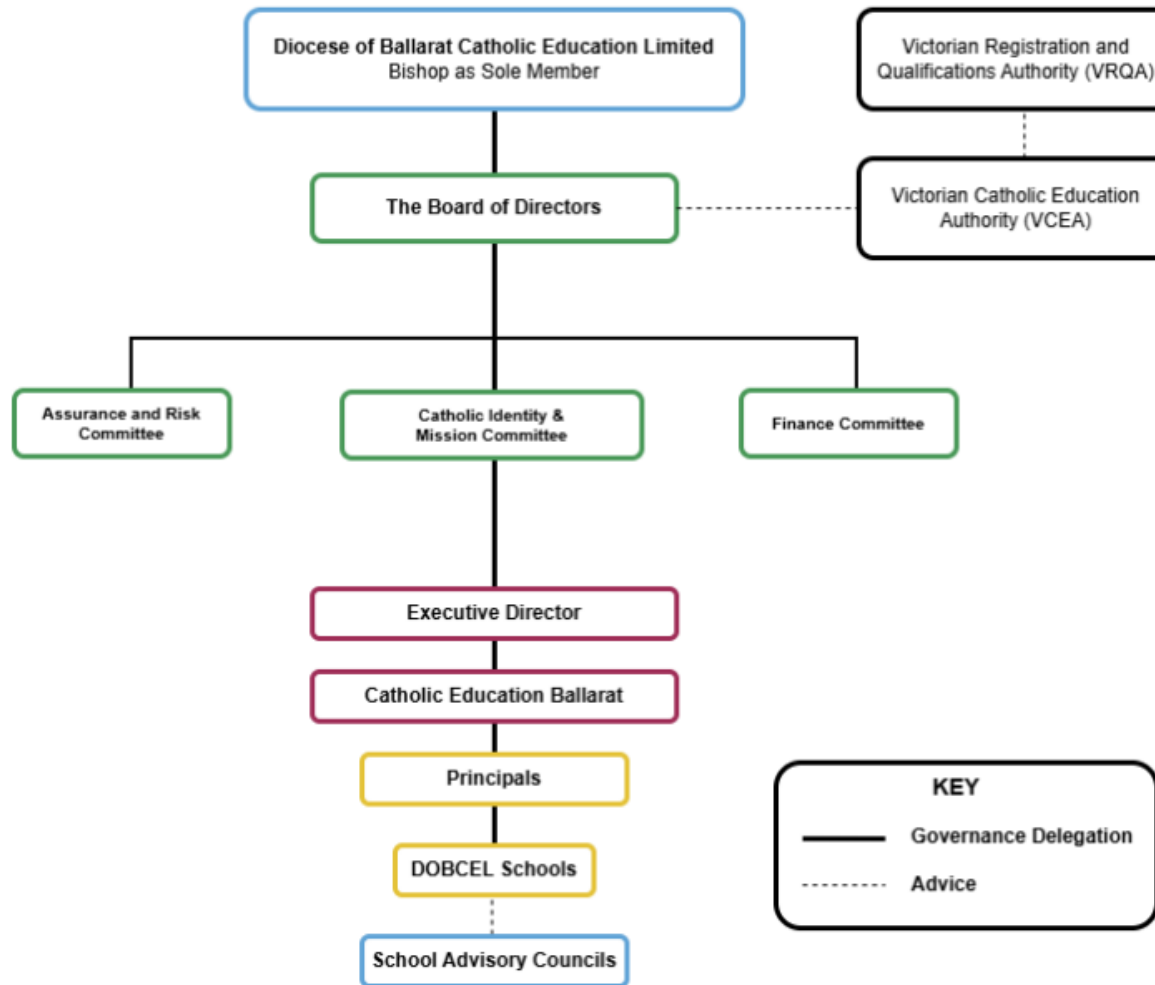
DOBCEL was established to fulfill the following objectives:

- To ensure consistency and professionalism of governance for parish schools.
- To ensure the continued pastoral ministry of priests in parish schools.
- To allow the ongoing engagement of parish and local communities.
- To ensure effective and transparent stewardship of education resources.
- To allow the Diocese of Ballarat to address Recommendation 16.6 of the Royal Commission (that parish priests are not the employers of principals and teachers in Catholic schools).
- To allow Catholic education authorities to meet the Victorian Government's requirement for DOBCEL schools that receive government funding to be governed by DOBCEL.

Information regarding the Board and Director profiles can be accessed at the following link:
<https://www.dobcel.catholic.edu.au/about-dobcel/the-board>

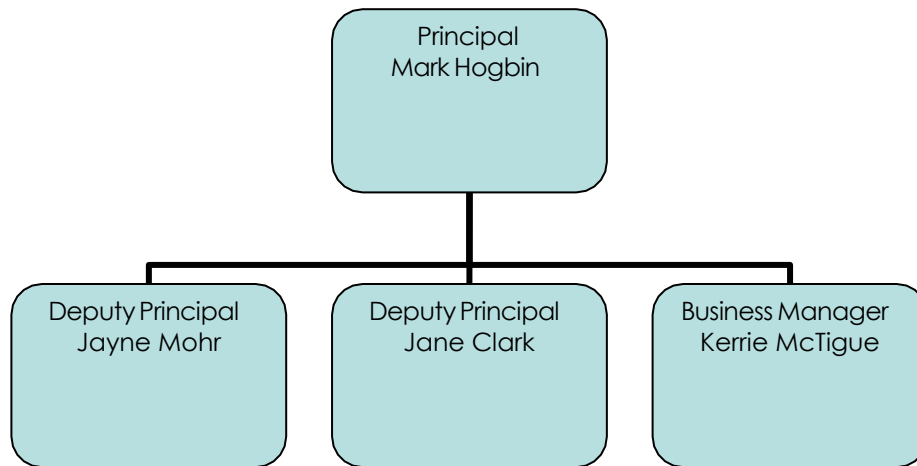


DOBCEL GOVERNANCE MODEL



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

St Francis Xavier Primary School Governance Model



Principal, Mark Hogbin

1.1 ROLE OF THE PRINCIPAL

The Principal models' faith in action to enact a shared vision that focuses on the delivery of a contemporary, high quality, and evidence-based learning experience for students. Through professional and personal example, the Principal leads the school in accordance with the Australian Institute for Teaching and School Leadership (AITSL) standards and the Victorian Institute of Teaching Code of Conduct.

The Principal assumes operational and strategic responsibility for the effective leadership and stewardship of all school resources and will establish a collaborative and supportive learning community.

1.2 ROLE OF THE DEPUTY PRINCIPAL

The Deputy Principal's (DP's) role is to support the Principal in ensuring excellent teaching and learning in a faith-centered environment. The Deputy Principal works in collaboration with the Principal and other senior leaders to develop and monitor the school's vision and mission and to have active oversight of processes that facilitate the work of both staff and students. This includes teachings as understood and passed on by the Catholic Church, St Francis Xavier primary school vision, mission and values, relevant legislation and regulatory requirements and DOBCEL policy and procedures.

1.3 ROLE OF THE BUSINESS MANAGER

The Business manager provides strategic leadership, financial planning and management, administrative services and accounting, property and contract management and oversees the overall running of the schools' facilities and services.

1.4 PRINCIPAL PROFILE

Mark Hogbin oversees daily school operations of St Francis Xavier Primary School as the School Principal. Mark has worked within Catholic Education for over 38 years. Mark strives to provide a productive and community based educational environments for all students Mark is proactive in improving curriculum to enhance opportunities for students and has developed key curriculum.

1.5 School Governance members Qualifications and Experience:

Staff Member	Position	Qualifications	Experience
Mark Hobgin	Principal	<ul style="list-style-type: none"> • Masters in Educational Leadership • Masters in Religious Education • Master of Theology • Diploma of Teaching • Bachelor of Education 	38 years in Catholic Education with various roles including: <ul style="list-style-type: none"> • 28 years Principal experience • 3 years Deputy Principal • 10 years classroom teacher
Jayne Mohr	Deputy Principal	<ul style="list-style-type: none"> • Masters of Education • Bachelor of Education 	<ul style="list-style-type: none"> • 21 years teaching experience • 4.5 years' experience as Deputy Principal Other roles including: <ul style="list-style-type: none"> • Religious Education Leader • Learning Diversity Leader • Child Safety Officer
Jane Clark	Deputy Principal	<ul style="list-style-type: none"> • Bachelor of Education 	<ul style="list-style-type: none"> • 30 years' teaching experience • 6 months as Interim Principal • 4 year as Deputy Principal • experience in Administration Other roles including: <ul style="list-style-type: none"> • Learning enhancement Leader
Kerrie McTigue		<ul style="list-style-type: none"> • Over 23 years on the job experience in finance and bookkeeping. 	<ul style="list-style-type: none"> • 2018 – 2023 – Finance Officer – St Patrick's Cathedral • 2011-2018 – Bookkeeper Mulchay & Co • 2002 – 2011 – Bookkeeper, Acorn Consulting

1.6 Principal responsibilities:

Employment and Human Resources	<ul style="list-style-type: none"> • With DOBCEL, develop and document protocols and delegations for staff selection, employment and deployment • Develop and implement policy/protocols for screening, employment of staff & appointment to positions of leadership • Prepare staff appointment documents and deploy staff in accordance with DOBCEL Policy • Monitor staff accreditation processes • Oversee selection, appointment, and professional conduct of staff • Seek HR advice as required • Co-operate with DOBCEL on termination of staff in accordance with the current industrial agreement • Ensure staff contracts are current and supporting documentation meets regulatory and legislative requirements
Financial	<ul style="list-style-type: none"> • With DOBCEL, develop and document formal financial delegations • Develop, evaluate, monitor, implement and report on budget as required • Ensure processes in place for effective financial management • Discuss auditor's report with DOBCEL and prepare and implement management response/s • Establish/oversee finance committee, where appropriate • Observe and report on financial delegations to DOBCEL
Formation	<ul style="list-style-type: none"> • Undertake preparation and ongoing formation to cooperate in the process of governance • Develop skills in and understanding of effective school governance
Grievances	<ul style="list-style-type: none"> • Ensure a process is in place for dealing with complaints and grievances • Ensure staff & community are aware of grievance processes • Consult with SAC and DOBCEL where appropriate
Leadership of Learning	<ul style="list-style-type: none"> • Stay abreast of current educational thinking & research • Lead curriculum development, evaluation, and review • Report on student achievement & learning to SAC • Monitor, guide & build capability of staff for quality teaching • Provide professional learning for staff

Legislation	<ul style="list-style-type: none"> • Ensure the school operates within legislative, statutory and regulatory frameworks • Seek DOBCEL advice where required
Occupational Health and Safety	<ul style="list-style-type: none"> • Ensure OHS Management Plan is in place, enacted and actively monitored • Oversee cyclic review of OHS policies in collaboration with DOBCEL
Oversight and Compliance	<ul style="list-style-type: none"> • Provide evidence to DOBCEL and SAC that all is in order through reporting on progress in accordance with school improvement plan goals, compliance, leadership structures, due diligence, and risk • Prepare and publish Annual Report to School Community (Compliance Report) in liaison with DOBCEL usually March) • Ensure appropriate promotion of school in liaison with DOBCEL
Planning and Infrastructure	<ul style="list-style-type: none"> • Lead Facility Master Planning • Assure and Implement: <ul style="list-style-type: none"> ▪ Facility and Grounds Maintenance ▪ Statutory and Regulatory Compliance ▪ Future Provision (school and system level)
Policy	<ul style="list-style-type: none"> • Ensure cyclic review, formulation, and implementation of policies as per DOBCEL advice • Monitor implementation of policy
Principal Selection, Appointment, Contract, Performance	<ul style="list-style-type: none"> • Provide detailed annual report to DOBCEL as required in contract (usually November) • Participate in induction, appraisal & review as per DOBCEL policy
Risk Management	<ul style="list-style-type: none"> • Ensure a risk management strategy is in place • Develop, maintain and monitor a risk register • Ensure all staff understand their responsibilities regarding risk • Work with DOBCEL and staff to define, mitigate/eliminate and monitor risk • Report risk and controls to DOBCEL
School Improvement	<ul style="list-style-type: none"> • Lead school self-review process • Develop, implement, monitor, and evaluate School Improvement Plan & Annual Action Plan • Lead development and monitoring of master plan

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