

- 13.6 The CECWA may give directions from time to time concerning priorities and limits of expenditure, whether recurrent or capital.
- 13.7 The Board has the responsibility for setting and collecting tuition fees in accordance with the policies and guidelines of the CECWA as issued from time to time.
- 13.8 Adequate funds must be made available to the Principal for the day-to-day operations of the School.
- 13.9 Books of account shall be maintained to a professional standard. The Board shall have such books audited by a registered auditor, accredited with CECWA.
- 13.10 A copy of the annual statement of each School's receipts and expenses shall be available for perusal by any member of the School's community.
- 13.11 Financial returns, as required by the CECWA and government agencies, shall be made by the Board by the appointed date.
- 13.12 A bank account shall be maintained by the Board for all income and expenditure to do with the School. This account shall be kept quite separate from any other that is related to Parish or church accounts. In all cases this account shall be in the name of:
RC Archbishop/Bishop
of (diocese)
.....
(name of School)
.....
Catholic School Board.
- 13.13 There shall be at least two signatories for the bank account. Signatories may be the chairman, treasurer, Principal, Parish priest or other such persons as approved by the Board. All payments shall be authorised.
- 13.14 With respect to School staff, the Board shall:
 - (a) monitor the financial implications of the employment of new staff in the context of maintaining a balanced School budget;
 - (b) make provision for the payment of salaries of all staff and stipends of members of religious orders according to the terms of their appointment;
 - (c) ensure that superannuation, long-service and other benefits to which staff may be entitled are provided for.

14. POLICY FORMULATION

- 14.1 Although the Board has no authority in the internal operation of the School, it is a legitimate function of the Board to provide an Advisory service to the Principal and staff with respect to the formulation and review of School policy.

- 14.2 In exercising this Advisory function Board members are required to be mindful of the responsibility which belongs to the Principal and staff to make decisions in accordance with CECWA policy and guidelines, on all such matters as curriculum, pastoral care and methods of teaching and learning.

15. PUBLIC RELATIONS

- 15.1 The Board is required to disseminate information about Board meetings and decisions to the School Community, the Parish Council (where applicable), the Parents and Friends' Association and all other groups and individuals interested in the School.
- 15.2 The Board is required to be an effective liaison agent between the School and the community served by the School.
- 15.3 The Principal will keep the Board informed of current School events and changes in CECWA policies as occur from time to time.

16. PLANNING AND DEVELOPMENT

- 16.1 The Board is entrusted with the duty of planning, on behalf of the School Community, with the School staff (through the Principal) and with the CECWA to meet the present and future needs of students.
- 16.2 The Board shall ensure that it is informed and operates in accordance with the CECWA planning policy and guidelines.

17. GENERAL

- 17.1 This Constitution can only be amended by the CECWA, which shall review it as the need arises.
- 17.2 In the event of any dispute or uncertainty as to the meaning or intent of any clause in this Constitution, the matter shall be referred to the Director for interpretation and decision.
- 17.3 The Board is required to work within the spirit and letter of this Constitution.
- 17.4 If for any reason the Board does not function satisfactorily, the advice and assistance of the CECWA shall be sought without delay through the Director.
- 17.5 If, after receiving assistance, the Board is still unable to operate successfully it may be dismissed by the Bishop on the recommendation of the Director, after consultation with the Ex-Officio members, and new members may then be appointed by the Director in consultation with the Ex-Officio members.

REFERENCES

(1) The Catholic School, Paragraph 9. Sacred Congregation for Catholic Education, St Paul Publications, Homebush, 1983.

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