

# 1.02B

## MERCY EDUCATION PROCEDURE 1.02B GOVERNANCE RELATIONSHIPS

### Key Governance Roles and Responsibilities

Mutual responsibilities of the Institute of the Sisters of Mercy of Australia and Papua New Guinea and the Mercy Education Board are detailed in the Constitution of Mercy Education Limited. Responsibilities of the Board of Directors of Mercy Education towards Mercy colleges include but are not limited to:

- B01 Mercy Education is responsible for the overall operations of Mercy colleges.
- B02 Mercy Education appoints Principals and conducts their Performance Reviews.
- B03 Mercy Education provides professional and personal support and advice to Principals.
- B04 Mercy Education is represented on the appointment panels of Deputy Principals and Business Managers, approves their appointments and seeks ratification of the appointments from the ISMAPNG Institute Leadership Team.
- B05 Directors of Mercy Education attend significant events at Mercy colleges
- B06 Mercy Education conducts Performance Reviews of Deputy Principals and Business Managers.
- B07 Mercy Education establishes relevant national policies and procedures.
- B08 Mercy Education facilitates meetings of Principal, Deputy Principal, Business Manager and Religious Education Coordinator networks.
- B09 Mercy Education monitors finances of Colleges and appoints auditors.
- B10 Mercy Education facilitates legal advice if necessary and as stipulated under Policy 6.00 Legal Issues and related Procedures.
- B11 Mercy Education nominates and facilitates insurance cover for colleges under Catholic Church Insurances (CCI) and in coordination with the ISMAPNG Director of Finance and Administration.
- B12 Mercy Education facilitates Workcover insurance for colleges.
- B13 Mercy Education monitors compliance of Colleges with government and legal requirements.
- B14 Mercy Education provides professional learning opportunities for senior staff.
- B15 Mercy Education facilitates Seeds of Justice events.
- B16 Mercy Education organises attendance of education sector representatives at the Mercy Formation Program in Dublin for leaders in Mercy colleges.

B17 Mercy Education provides an annual scholarship to each college for students who demonstrate an outstanding commitment to the Mercy spirit.

Responsibilities of Principals of Colleges governed by Mercy Education include but are not limited to:

B18 The Principal ensures that the school is conducted in accordance with the Constitutions and Statutes of ISMAPNG and in accordance with the policies of the Diocesan Bishop and local Catholic Education Office in accordance with the Code of Canon Law.

B19 The Principal maintains the Mercy ethos of the College.

B20 The Principal is responsible for inducting new staff into the Mercy charism and ensuring the regular professional development of all staff in the Mercy ethos.

B21 The Principal has responsibility for the provision and maintenance of the Religious Education program.

B22 The Principal demonstrates loyalty and commitment to Mercy Education and the Sisters of Mercy.

B23 The Principal establishes or retains a College Advisory Council which operates in accordance with the model constitution as a consultative body for the college and Principal.

B24 The Principal facilitates payment of the determined per capita levy to Mercy Education.

B25 The Principal provides support to and works collegially with other Mercy Colleges.

B26 The Principal organises college celebrations for the Feast of Our Lady of Mercy.

B27 The Principal arranges for Mercy Education to receive a copy of the relevant State School Improvement Report.

B28 The Principal communicates with the Executive Officer of Mercy Education as the first point of communication regarding issues of significance within the College, including any which may impact upon the reputation of Mercy Education.

B29 The Principal arranges for the preparation and submission to the Board of the Annual Financial Statement and the Annual Budget for approval

B30 The Principal attends meetings and functions of Mercy Education as is required.

B31 The Principal ensures that appropriate staff members of the College attend meetings arranged or recommended by Mercy Education where attendance is required or appropriate.

B32 The Principal notifies Mercy Education of any occurrence within the College which may have significant financial, legal, industrial or ethical implications.

B33 The Principal requests Mercy Education approval for capital expenditure as per the Mercy Education Ltd schedule of delegated authorities.

B34 The Principal provides Mercy Education with plans and financial analysis of any building works above the limit specified in clause B20

B35 The Principal seeks approval from Mercy Education for any fee increase greater than 7%.

- B36 The Principal facilitates participation of students in the Frayne Speech Festival, AMSSA conferences, overseas experiences and other activities facilitated by Mercy Education as far as is practical.
- B37 The Principal ensures that Directors of Mercy Education receive copies of all agendas, minutes and papers of Council meetings, newsletters and annuals.
- B38 The Principal invites Directors of Mercy Education to significant College functions, appreciating that they may not always be available.
- B39 It is an expectation that each Mercy college will adopt a Mercy work as one aspect of the school's fundraising activities for the disadvantaged.
- B40 The Principal complies with all policies of Mercy Education.
- B41 The Principal abides by all conditions of her or his contract.