

22 February 2017

Dear Proprietor Appointees,

As Bishop Charles representatives on the Boards of Trustees of which he is Proprietor you are required to report to him annually regarding the special character of your school. For this purpose you will find attached a copy of the 2016 Annual Report to the Proprietor.

It is critical that this report is completed by you and is reflective of your thoughts as the Proprietor’s Appointees. It is anticipated that you will collectively take responsibility for the completion of this report. Certain areas of the report will require consultation with the Principal and the Director of Religious Studies to complete the report.

In summary Bishop Charles as Proprietor wishes to receive a report on your collective thoughts about the “health and wellbeing” of the special Catholic character of your school including areas of special character focus and development. It is important that as full information as possible is provided.

You may find the following sources useful in compiling the report;

* School Charter (strategic and annual plan) which will specifically identify special character goals.
* Special Character External Review Report - this report identifies ‘areas for development’.
* Your school’s Special Character Strategic Goals. This document identifies strategies for implementing ‘areas for development’ as outlined in the External Review of Special Character.

Should you wish to complete the report in a digital format I have emailed the report form to the Principal or it is available on our diocesan website pndiocese.org.nz. It is recommended the report is tabled at a Board meeting following its submission so please retain a copy of the final report for this purpose and return the signed original to this office by **Friday 31 March 2017.**

I look forward to catching up with you at the regional Board of Trustees seminars in June; please note these dates in your diaries. The meetings are evening meetings but more information will be made available closer to the date.

 **June** 12 Hawkes Bay

 13 Palmerston North

 14 Whanganui

 19 North Taranaki

 20 South Taranaki

Bishop Charles has asked me to thank you for your ongoing commitment to supporting Catholic education in our diocese. He is very aware of the time and effort you put into your role as his Proprietor’s Appointee and is deeply grateful for it.

Kind regards,



**Lynette Roberts-King**

Manager, Catholic Education Office

**Diocese of Palmerston North**

**Proprietor’s Appointees Annual Report**

 **For the Year Ending 2016**

School: Town/City:

List of Proprietor’s Appointees Please sign if you contributed to the compilation of

 this report:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

**Part One: SPECIAL CATHOLIC CHARACTER**

1. What are your perceptions regarding the general state of the Catholic culture and religious life of the school? What visible signs are there to support this?

1. What in your judgement have been particular strengths of the school’s Special Character in 2016?

1. What are your impressions of the strengths/opportunities of the Religious Education programme of the school?

1. What has been a particular strength or challenge within the local faith community (school - parish/pastoral area) relationship in 2016?

1. How has the “Catholic Education of School Age Children” document released by the NZ Catholic Bishops at the beginning of 2014 continued to affect the schools policies & practices?

**Special Catholic Character Annual Goals**

* Please identify and reflect on the progress made with 2-3 of the 2016 Special Catholic character goals as identified in the annual plan. Please attach supporting documentation

|  |  |  |
| --- | --- | --- |
| Goal | Indicators/Actions which demonstrate achievement | Completed/Date |
| *E.g. To identify core gospel values to be integrated within the curriculum* | *In March students, staff and parents were invited to compile a list of gospel values. There followed consultation on these and a list of 5 values were identified as core to our school ethos. These values have been integrated into our school charter and form the basis of our curriculum development.*  **Development** *- They are to be integrated into our behaviour management plan in 2016.* | July 16TBC. Dec 2016 |
|  |  |  |
| Identified Special Character Goals for 2017 (If there are more than 3 in the annual plan please list the 3 priorities) |
| *Goal 1* |
| *Goal 2* |
| *Goal 3* |

1. Identify any other areas not included in the Special Catholic Character goals you feel require special focus or support?

**Part Two: General**

1. How are Proprietors Appointees involved in the appointments of staff to S65 /66 tagged positions?

 1.a Identify all staff appointed to s65 or s66 positons, including your principal, in the last three years and outline what has been put in place to meet any condition/s of acceptability placed on their appointment by the proprietor. *(Refer to their letter of acceptability from the Proprietor for the conditions)*

|  |  |  |
| --- | --- | --- |
| Name | Condition/s | Support |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Are there teachers other than Catholics teaching Religious Education? Yes / No

If “Yes”, please list teacher’s names and identify their faith traditions if any.

Outline how they and any new Catholic teachers are being supported to *ensure* their teaching of Religious Education is authentic Catholic theology?

2a Outline the Boards policy, budget and plan aimed at supporting all staff to achieve appropriate “Certification in Catholic Special Character and Religious Education” and relevant special character related qualifications? (Please outline or attach additional information).

b What Special Character related training or professional development have Board members engaged with this year?

c Please comment on the services and support provided by the Palmerston North Catholic Education Office in 2016.

d Please identify any matters requiring support or guidance from the Catholic Education Office

3 Use this section to inform the Proprietor about notable school Catholic Character successes and events in 2016 and or matters you think the Proprietor should be aware of not already mentioned in the report:

**Part Three: Property**

a When you look at the roll over the last five years what trends do you see occurring?

b Has the Board developed a strategy to manage/counteract these trends? If yes, please specify.

c Has any cyclical maintenance (funding from operations grant) been deferred? Yes / No

 If yes, please specify what and why:

d Please identify specific property issues that have become evident in the last 12 months

e If applicable: Please feel free to provide any general feedback on your schools property project/s this year:

**PTO**

**Any other general comments:**

Please return the report to this office by **Friday 31 March 2017**.

If you are unable to meet this time frame please contact me to arrange a date. lroberts@pndiocese.org.nz Ph. 06 354 1780 Ext 853

Many thanks for your time and effort in completing this report, it provides the Proprietor with a valuable insight into the life of the school and is used to identify and plan for future support and guidance needs.

Regards,

Lynette Roberts-King

Manager, Catholic Education Office