

# Associated College Documents – Procedures, Processes

- Education Brief and Master Plan
- Annual Budgeting Process
- Audit and Financial Reports
- Cleaning Contracts
- Excellent Learning and Teaching Funds - BCE
- Employment Processes
- Enrolment Practices and Processes
- Fee Structure
- Fees and Levies Collection Process
- Financial Agreements
- ICT Strategic Plan
- Leasing Agreements
- Maintenance Agreements
- P and F Financial Statements
- Department and Activity Annual Budgets
- Middle Leader Structure
- Professional Development Plans
- Purchasing Processes
- Renewal Documents
- Self Funded School Projects
- Sponsorship Agreements
- SRF Annual Funding
- Annual Internal Review Process
- Periodic External Validation Process (5 yearly)



# Policy Statement

## Resourcing the College

### Mission Statement

**Our Mission** is to work actively as a Catholic, Christian, inclusive learning community.

**Our Context:** Clairvaux MacKillop College is a co-educational Catholic Secondary College that seeks to develop a unique identity of faith, hope and love, based on the vision and person of Jesus Christ.

There are 5 College Policy Documents, (1) Education; (2) Resourcing the College; (3) Faith Development; (4) Pastoral Matters; (5) Community Relationships.

Each policy is anchored in our Mission and each is supported by a range of procedures and processes that are documented and reviewed so that they remain relevant.

*“Jesus welcomed the crowds, spoke to them about the Kingdom of God,  
and healed those who needed it.”*

*Luke 9:11*

## Resourcing Policy

To provide a positive learning environment that is well equipped to meet the demands of education in the 21st Century through responsible management of physical, financial and human resources.

### Purpose

To ensure that decisions regarding the distribution of resources are accountable to the College Community and Brisbane Catholic Education, and result in an equitable distribution of those resources across curriculum and professional organisational needs.

### Rationale

The policy on Resourcing the College directs the provision of the physical, financial and human resources needed to create a positive learning environment and deliver a high quality education for those students enrolled at Clairvaux MacKillop College.

The College needs to be well resourced in order to effectively deliver curriculum that is relevant to the 21st Century. Planning for facilities, equipment and suitably qualified personnel is to be strategic and well advised.

### Reporting and Accountability

It is the responsibility of the College Leadership to ensure that resources are fairly and equitably distributed. The appointment of a suitably qualified Business Manager will ensure that financial matters are effectively managed within established guidelines.

Resources are to be acquired within budgetary constraints, determined by a consultative process involving the College Leadership, the Finance Advisory Committee and the College Board. Transparent practices are to be maintained, funds acquitted appropriately and periodic auditing processes employed.

### Inclusive Practice and Participation

Parents and student groups may propose fundraising options for approval by the Principal where funds are required to provide for or enhance College facilities and/or learning opportunities.

The P and F Association contributes to resourcing the College through an annual Levy determined by the Association. Resource projects require the approval of the Principal.

Members of the local community may contribute to college resources by way of sponsorship or donation.

### Futures perspective

Educational and curriculum resources will use updated and new technology to enhance

the knowledge and learning opportunities of the school community.

Under the direction of the Principal and in keeping with approved business management the College will continue to share its resources with the wider community, at the principal's discretion, to demonstrate its values.

Enrolment practices are managed strategically to ensure that Catholic Primary schools are supported and, where possible, respond to the needs of other Catholic youth seeking entry. Inclusive practice allows for the enrolment of others who share college values and support its mission and ethos.

Environmental impact will be minimised through the use of established, new and developing green technology subject to available resources.

The College continues to receive Federal, State and Renewal funding.

Other sources of income include:

- College tuition fees and levies (reviewed annually)
- P and F Levy (reviewed annually)
- Government grants
- Facilities hire
- BCE funding for specific educational programs

### Policy Review

This policy will be reviewed annually or as:

- New developments/research occurs
- Legislation updates occurs
- Brisbane Catholic Education requirements change
- Financial circumstances change

By this process, Clairvaux MacKillop College can ensure the best practice for its community of students, staff and parents.

### Authorisation

The Clairvaux MacKillop College Pastoral Board endorses this policy which has been developed in consultation with College Leadership and the Financial Advisory Committee. This revised policy takes effect as of July 2017 and is authorised by the Clairvaux MacKillop College Principal.

*First published March 2009.*

*Reviewed in July 2017.*

*Amended April 2018.*

