

THE ASSOCIATION OF PRINCIPALS OF CATHOLIC SECONDARY SCHOOLS IN SOUTH AUSTRALIA (APCSS)



The APCSS logo was designed by Peter Daw (while Principal at Mt Carmel College) in the early 1990's. The logo is intended to depict the variety represented by our Association; the variety in structure and religious foundation within our schools and at the same time the unity. So we have the different shapes within the logo yet united in the Cross as well as a common commitment to Catholic Education.

HANDBOOK

2014

Updated February 2014

SACCS Vision Statement

Catholic Education South Australia Mission, Values and Vision Statement

Mission

Animated by our Catholic faith and in partnership with families, our schools are communities which create opportunities for encountering life to the full – in all its personal, religious, political, ecological and cultural richness.

Values

We value:

- Openness to God's Spirit at work in our midst
- All creation's interconnectedness
- Respect for the dignity of each person
- Commitment to processes of learning that are formative, challenging, engaging, life-long and life-wide
- Inclusivity of those at the edges
- Sensitivity, justice and compassion

Vision

We create an educational environment which matters to students and their families and which resonates culturally and deeply for them. In each learning area, across the whole life of the school, and in partnership with families, each of us discovers in the Spirit, the love of God which is revealed in Jesus Christ, proclaimed by the Church, presented in the scriptures, celebrated in the sacraments and lived by all people of good will.

THE ASSOCIATION OF PRINCIPALS OF CATHOLIC SECONDARY SCHOOLS

The Association of Principals of Catholic Schools in South Australia (APCSS) consists of Principals of Catholic Schools with a Secondary School component – and includes Catholic Secondary Schools, Middle Schools, R-12 Schools, Technical Colleges and Special Schools, whether Diocesan or Congregational, within South Australia.

IDENTITY

The Association of Principals of Catholic Secondary Schools (APCSS) derives its identity from the collective contribution of Principals of Catholic Secondary School communities within the wider South Australian context. It exists under the auspices of the South Australian Commission for Catholic Schools (SACCS) and in cooperation with Catholic Education SA (CESA) and SACPPA, and is also part of a wider network of principals of Catholic schools across Australia - Catholic Secondary Principals Australia (CaSPA).

Schools within the Association strive to be places of hope, justice and care and provide a preferential option for the poor in our community.

This identity is forged by our shared understandings of the realities of contemporary Catholic schooling and our mission to evangelise those we serve in the South Australian Dioceses.

The Association is characterised by qualities of mutual acceptance, openness, trust and respect which members aspire to foster in their own communities. It is acknowledged that there is a need to respond to the prophetic and to serve beyond immediate needs, recognising a greater good is achieved when Principals work and plan collaboratively.

As an Association, APCSS strives to assist the formation of Principals both individually and collectively and, at the same time, Principals recognise their responsibility to actively participate in this formation.

VISION & MISSION

As a Catholic association, APCSS is a forum for prayerful reflection and collaboration for the ultimate benefit of students and families in our Catholic Secondary and Combined Schools in South Australia.

In its work and deliberations with the Dioceses, SACCS, CESA and SACPPA, APCSS strives to be a voice for, and advocate on behalf of, the Catholic Secondary and Combined Schools of South Australia.

In their educational and religious leadership, APCSS strives to fulfil the mission and teachings of the Catholic Church through a collaborative, transparent and caring network. Members also aim to nurture one another as professionals and develop collegial processes to support each other as professional learners and educational leaders.

In its work, APCSS collaborates with the Directors of Catholic Secondary Principals Australia (CaSPA) to support the needs of Catholic education throughout Australia.

STRUCTURE OF THE ASSOCIATION

1. MEMBERSHIP

- 1.1 The Association is composed of the Principals of Catholic Schools with a Secondary School component, both diocesan and congregational, in the Archdiocese of Adelaide and the Diocese of Port Pirie. The Association also includes an invited representative from CESA.
- 1.2 As members, Principals contribute experience and expertise to the goals and mission of the Association.
- 1.3 There will be an annual membership fee.

2. MEETING STRUCTURE

- 2.1 The Association generally holds two meetings each term.
 - 2.11 *Meetings follow a particular pattern, however the structure is flexible to meet the changing needs of the Association.*
 - Meetings generally commence at 1.30pm and conclude at 5.40pm. These meetings include extended time for professional development activities and conclude with a Mass or Liturgy (at 5.45).
 - The meetings and Liturgy are followed by dinner provided by the host school.
- 2.2 Each meeting begins with a prayer organised by the host Principal. The format of the Association's meetings includes time for:
 - a) Professional sharing of ideas and expertise
 - b) Guest speakers
 - c) Reports from committee representatives of the Association
 - d) Reports from individuals representing the Association on various bodies
 - e) Representatives of the Catholic Education Office to meet with the members of the Association

Reports should normally be presented in writing at least one week prior to the meeting so that they can be distributed with the Agenda.

- 2.3 The 1st meeting of each year is hosted by CESA, with subsequent meetings held at members' schools on a rotation basis.
- 2.4 The second meeting of each year is a combined meeting with the members of DEPSLA.
- 2.5 The Association holds a biennial conference organised by its Professional Development Committee (PPDT), and supports other national and international conferences and Professional Development activities by consensus.

3. EXECUTIVE STRUCTURE

- a. The Executive of the Association will consist of the elected positions of Chairperson, Deputy Chairperson, Treasurer, CaSPA representative (usually the immediate Past Chair), Executive Member, if required (for gender balance or special need) and Executive Officer.
- b. The Executive Officer (appointed to a 2-year term) will assist the Chair and the Executive in running the Association's business.
- c. In consultation with the Executive, the Chairperson will appoint a Minute Secretary to assist with the Association's business – in particular the Minute taking at Association meetings. This will normally be the Chairperson's PA/Secretary.
- d. The Treasurer, in consultation with the Executive Officer, will manage the finances of the Association. This will include a Budget, quarterly reports, a final report for the year and also an annual audit. Schools will be invoiced annually for the membership fee as well as their component of the Executive Officer's salary and expenses. The Chair, Deputy Chair, Treasurer and Executive Officer will be signatories to the account.
- e. Positions on the Executive will be for a two-year period, with the Deputy Chair being the Chair-elect, and the out-going Chair the CaSPA representative.
- f. Executive members will be eligible for one extension of term in their current elected position.
- g. The APCSS Chair and CaSPA Representative roles are kept separate in order to share the load.
- h. When due, nominations for Executive positions will be called at the penultimate APCSS meeting for the year. Elections will be held at the final meeting of the year.

4. THE WORK OF THE ASSOCIATION

4.1 The work of the Association includes the following:

- Nurturing and developing our Catholic Identity and Mission
- Consulting with members
- Developing and contributing to the development of positions on issues
- Negotiating employment conditions for members
- Working with the National education authorities
- Supporting school improvement to allow autonomous leadership to flourish in schools
- Developing networks, alliances and collaborations
- Developing and reviewing government and sector Policy

- 4.2 Much of the work of the Association is done at the Committee level with Principals being important stakeholders on SACCS Standing and Advisory Committees and Working Parties.

In 2012 the Standing Committees of SACCS are as follows:

- Admin Finance and Planning (AFPSC)
- Religious Leadership and Culture (RLCSC)
- Faith and Education (FESC)

Major issues are brought before the membership for discussion, clarification, recommendation and clarification as appropriate.

Principals are invited to join the various Standing and Advisory Committees and Working Parties according to expertise, interest and needs. From time to time there will be a call for representatives for these bodies from our Association, and members will be asked to indicate their interest. If multiple offers are received, the Executive of the Association will make an appointment on the basis of best fit – mindful of the expertise, experience, workload etc on offer.

- 4.3 Principals' Professional Development Team (PPDT)

The work of this committee covers the following areas:

- ❖ Planning the Association's biennial Conference
- ❖ Planning the joint APCSS/DEPSLA Meeting
- ❖ Planning any other professional development needs of the Association

- 4.4 Members represent the Association on a number of outside bodies.

- 4.5 The structures and decision making processes of the Association will acknowledge the diversity of Catholic schools.

5. RELATIONSHIP WITH THE CATHOLIC EDUCATION SOUTH AUSTRALIA (CESA)

The Association is keen to maintain our mutually supportive collaboration with the South Australian Commission for Catholic Schools (SACCS) and its executive arm, Catholic Education SA (CESA). Regular interchange of ideas takes place via meetings and conferences, APCSS members on SACCS and its various committees and CESA consultants appointed to assist schools with a secondary component.

The Association is also committed to working with other professional organizations such as the Secondary Deputy Principals' and Senior Leaders' Association (DEPSLA) and SACPPA.

6. SPONSORSHIP

APCSS encourages sponsorship to assist in the running of the Association. It enters into two-year arrangements with business partners at different levels of contribution: Platinum, Gold, Silver and Bronze. APCSS, for its part, will arrange a Community Partnership with a Community-based organization (eg St Vincent de Paul).

Committees Structure 2014

SACCS

Chairperson: Prof Denis W Ralph
 Exec Officer: Paul Sharkey



STANDING COMMITTEES



Finance and Infrastructure SC (FISC)
 Chair: Michael Dahl
 Exec Officer: Mike Angley and Paul Roocke

Catholic Identity and Leadership SC (CILSC)
 Chair: Bernadette Kiley
 Exec Officer: Bruno Vieceli
 Exec Officer: Monica Conway

Education SC (ESC)
 Chair: Leanne Carr
 Exec Officer: Helen O'Brien
 Exec Officer: Bruno Vieceli

People and Culture SC (PCSC)
 Chair: Paul Rijken
 Exec Officer: Michael Kenny

CEO Team:
 Information and Development Finance
 Assistant Directors: Mike Angley and Paul Roocke

CEO Team:
 Religious Identity and Leading Learning (RILL)
 Assistant Director: Bruno Vieceli
 Leading Learning
 Assistant Director: Monica Conway and Bruno Vieceli

CEO Team:
 Religious Identity and Leading Learning (RILL)
 Deputy Director: Helen O'Brien and Assistant Director Bruno Vieceli

CEO Team:
 People and Culture
 Assistant Director: Michael Kenny



- Advisory Committees
- Educational Programs A.C. (EPAC)
 - Finance & Audit A.C. (FAAC)
 - Infrastructure Planning and Development AC (IPAD)
 - ICT A.C. (ICTAC)
 - Boarding Schools A C (BSAC)
 - Rural education AC

- Advisory Committees
- Educational Programs A.C. (EPAC)
 - Ecology A C (EAC))

- Advisory Committees
- Educational Programs A.C. (EPAC)
 - Special Ed A.C. (SEAC)
 - Indigenous Ed A.C. (IEAC)
 - Languages Literacy & Numeracy A.C. (LLANAC)
 - Enterprise Vocational Education A.C. (EVEAC)
 - Behavior Education A.C. (BEAC)
 - SACE A.C. (SACEAC)
 - Early Child'd Educn & Care AC (ECECAC)
 - Ecology Advisory Committee (EAC)

- Advisory Committees
- Educational Programs A.C. (EPAC)



Working Parties

Working Parties

Working Parties



***2012-14 CURRENTLY USING DISCUSSION HOUR PROCESS -and not C'ttees below**

APCSS Committee

- Personnel, Planning & Resources – Finances
- Personnel, Planning & Resources – Industrial

(Suggest use Standing Committee Names for APCSS C'ttees)
 ie Admin, Finance & Planning -Finances
 Admin, Finance & Planning -Industrial

APCSS Committee

- Religious Leadership & Culture

Religious Leadership & Culture

APCSS Committee

APCSS Committee

- Learning & Student Wellbeing

Faith and Education

Appendix 2

APCSS HISTORY: 1988 - 2014

Year	CHAIRPERSON	DEPUTY CHAIR	SECRETARY Exec Officer	TREASURER	CaSPA Rep
2014	Ms Pam Ronan	Mr Paul Rijken	Mr Lou Flint EO	Mr Brian Schumacher	Mr Phil Lewis
2013	Mr Phil Lewis	Ms Pam Ronan	Mr Lou Flint EO	Mr Brian Schumacher	Mr Phil Lewis
2012	Mr Phil Lewis	Mr Steve Genesin	Mr Lou Flint EO	Mr Brian Schumacher	Mr Phil Lewis
2011	Mr Phil Lewis	Mr Steve Genesin	Mr Lou Flint EO	Mr Brian Schumacher	Mr Phil Lewis
2010	Mrs Cheryl Hamilton	Mr Phil Lewis	Mr Lou Flint EO	Mr Pat Terminello	Mrs Jane Iwanowitsch
2009	Mrs Cheryl Hamilton	Mr Phil Lewis	Mr Lou Flint EO Ms Y Claessen	Mr Pat Terminello	Mrs Jane Iwanowitsch
2008	Mrs Jane Iwanowitsch	Mrs Cheryl Hamilton	Mrs Bev Williason	Mr Pat Terminello	Mr Jeff Croser
2007	Mrs Jane Iwanowitsch	Mrs Cheryl Hamilton	Mrs Bev Williason	Mr Pat Terminello	Mr Jeff Croser
2006	Mr Jeff Croser	Mr John Neate	Mrs Lisa Hester	Mr Richard Ralston	Mr Jeff Croser
2005	Mr Jeff Croser	Mr John Neate	Mrs Lisa Hester	Mr Richard Ralston	Mr Jeff Croser
2004	Mr Michael Dahl	Sr Catherine Mead	Br John Pill	Br John Pill	Mr Michael Dahl
2003	Mr Michael Dahl	Sr Catherine Mead	Br John Pill	Br John Pill	Mr Michael Dahl
2002	Br John Pill	Mrs Marie Dorrington	Mr Michael Dahl	Mr Michael Dahl	Br John Pill
2001	Br John Pill	Mrs Marie Dorrington	Mr Michael Dahl	Mr Michael Dahl	Br John Pill
2000	Fr Dennis Handley	Mrs Joy Bedford	Mr Peter Dermody	Mr Peter Dermody	Dennis Handley
1999	Fr Dennis Handley	Mrs Joy Bedford	Mr Peter Dermody	Mr Peter Dermody	Dennis Handley
1998	Mr Peter Daw	Sr Josephine Dubiel	Fr Dennis Handley	Fr Dennis Handley	
1997	Mr Peter Daw	Sr Josephine Dubiel	Fr Dennis Handley	Br John McMahon	
1996	Mrs Kathy McEvoy	Mr Peter Daw	Fr Dennis Handley	Sr Josephine Dubiel	
1995	Br Dean McGlaughlin	Mrs Kathy McEvoy	Fr Dennis Handley	Sr Josephine Dubiel	
1994	Sr Frances Browne	Br Dean McGlaughlin	Dr Vin Thomas		
1993	Fr Martin Wallace	Sr Frances Browne	Dr Vin Thomas		
1992	Mrs Marie Dorrington	Fr Martin Wallace	Mr Jeff Croser		
1991	Fr Michael Ryan	Mrs Marie Dorrington	Mr Jeff Croser		
1990	Sr Patricia Davis	Fr Michael Ryan			
1989	Mr William Griffiths	Sr Patricia Davis			
1988	Mrs Ruth Dunn	Mr William Griffiths			



ASSOCIATION OF PRINCIPALS OF CATHOLIC SECONDARY SCHOOLS

2014 MEETING DATES/VENUES

TERM 1	
19 February (Week 4)	Hosted by CESA at The Monstery
19 March (Week 8)	Combined (APCSS/DEPSLA) Nazareth College

TERM 2	
21 May (Week 4)	Sacred Heart College Senior
30 May (Fri, Wk 5)	Past Principals' Dinner
17 & 18 June (Week 8)	Samaritan College, Whyalla

TERM 3	
13-15 July (Holidays Wk 2)	CaSPA Conference (Darwin)
20 August (Week 5)	Thomas More College
17 September (Week 9)	Cabra Dominican College

TERM 4	
19 November (Week 6)	St Columba College

NB:

Traditionally APCSS Meetings have been held on the 3rd Wed of Month (sometimes not possible due to CESA commitments / Ash Wednesday – or Week 10 of Term).

Director's Days:

Friday 28 Feb (Week 5)

Friday 30 May (Week 5)

Friday 29 Aug (Week 6)

Friday 7 Nov (Week 4)

Exec Meetings: (Wed 8.00 - 9.30am at Cabra, 2 wks prior to APCSS meeting)

5 Feb, 5 March, 7 May, 4 June, 6 Aug, 3 Sept, 5 November.

Boarding Schools Advisory Committee Meetings: 19/3, 21/5, 20/8, 17/9 (tba)

(Feb 2014 / LF Exec Officer)