

Non-Government Reform Support Annual Report

2019

**Catholic Education Commission
Archdiocese of Canberra & Goulburn**

Non – Government Reform Support Fund

Catholic Education Archdiocese of Canberra and Goulburn – Annual Report 2019

Executive Summary

During 2019 the Catholic Education Archdiocese of Canberra and Goulburn (CECG) undertook work in the following areas under the Non-Government Reform Support fund:

- Quality assurance, moderation and support for the continued improvement of National Consistent Collection of Data (NCCD) on School Students with a Disability
- Improving Governance and Financial Management practices.

All Catholic Education Canberra Goulburn systemic ACT schools were supported (29) and Marist College and St Edmunds.

A summary of the major achievements for 2019 under each of the above areas is provided below.

1. Quality assurance, moderation and support for the continued improvement of National Consistent Collection of Data (NCCD) on School Students with a Disability

CECG established an NCCD project in 2019, designed to ensure there is consistent and high quality standards in place for the capture of NCCD data across the Archdiocese. The project involved a targeted approach for the different levels of NCCD awareness across schools.

Achievements of the project included:

- Employment of 2 NCCD Officers and four external moderators across the Archdiocese
- ACT schools completed the NCCD training in Term 1
- All schools completed the moderation
- Moderation days were completed by the 10 consultants across CECG schools
- 550+ relief days were provided to schools to work on NCCD
- Identification of students that fell into NCCD categories

Throughout the project, CECG met regularly with the Education Directorate and Australian Independent Schools ACT. The three sectors collaborated to facilitate cross-sector moderation twice throughout the year. Other collaborative activities undertaken in 2019 involved regularly sharing resources, information and ideas across sectors which had the benefit of strengthening the relationship between the three sectors.

2. Improving Governance & Financial Management Practices

CECG utilised additional 0.8 FTE resource into the School Accounting Support team to provide sufficient resources to support more robust financial management skills and practices in schools, particularly for the smaller ACT Catholic schools who do not have their own dedicated financial management FTE resource employed directly.

Project Report

PROJECT TITLE: Quality assurance, moderation and support for the continued improvement of the Nationally Consistent Collection of Data for School Students with Disability (NCCD)

Project description: The ACT Catholic sector is a participant in the National Collection of Consistent Data (NCCD) for Students with Disability. The ACT Catholic sector has implemented the 2005 Disability Standards for Education and is supporting teachers in the engagement with these Standards. To ensure greater consistency and quality assurance in the NCCD, Catholic Education (CE) undertook a project to review and refine existing practices and implement recommendations in ACT Catholic schools through use of technology, training and support.

Summary of project's achievement

Activities undertaken/Achieved outcomes	Achievement against indicators of success
1. Students with Disability are provided with reasonable adjustments in ACT Catholic Schools	<ul style="list-style-type: none">a) All schools completed the Disability Standards of Education (DSE) modules, as well a DSE refresher. All schools completed a NCCD refresher to understand the DSE, DDA and reasonable adjustments.b) The number of students identified as needing adjustments rose from 14% to 18.1%.
2. ACT Catholic Schools are provided with resources and consistent approaches to meet the diverse needs of students with disability	<ul style="list-style-type: none">a) All schools attended the NCCD training in Term 1b) A CE NCCD Drive was set up for all schools which contained resources, readings, training materialsc) 10 consultants completed over 300 days of moderation within schools to ensure consistent approaches across the system
3. Initial and ongoing training is provided to School teams regarding the NCCD model.	<ul style="list-style-type: none">a) All schools attended the NCCD training in Term 1b) All schools attended the across school moderation sessions in term 2c) All schools completed as staff meetings DSE and NCCD refresher
4. Quality Initial and ongoing training is provided to School teams regarding the NCCD model	<ul style="list-style-type: none">a) In school moderation was completed in Term 2b) Across school moderation was completed in Term 2c) The NCCD consultants completed in school moderation on "QDT" and "Supplementary"d) CECG completed moderation on 'Substantial' and 'Extensive'e) Assessment Australia was employed to quality assure the NCCD data in 20 schools across CECG

Project Report

PROJECT TITLE: Improving Governance and financial management practices in non-government schools.

Project description: Dedicated resource to strengthen financial management skills and practices in schools. The program was to provide training and support to key personnel with financial responsibility in the following areas:

- Understand framework under which schools operate
- Contemporary reporting practices
- Planning and managing school budget
- Ensure sound systems and policies are followed and reviewed.

Summary of project's achievement

Activities undertaken/Achieved outcomes	Achievement against indicators of success
<p>In 2018, CECG engaged an additional FTE resource to provide direct financial management support to schools. The key focus in 2019 continued to be the planning and managing of school budgets, with an emphasis on school staffing.</p> <p>The following governance documents were developed:</p> <ul style="list-style-type: none">• Budget management guidelines 2019• Templates for capital expenditure requests & funding requests. <p>Additional online reporting has been developed to support and complement the direct resource support provided above, to ensure schools have relevant financial information.</p> <p>School related polices are continuously in the process of being reviewed and updated to ensure they are relevant and fit for purpose.</p>	<p>Schools are improving their general financial management practices currently in place and are confident in being able to reach out to a dedicated resource to assist in the area.</p>

Financial Statement 2019

Project	Activities	Reform support funding	Funding from other sources	Total funding
NCCD	Provide release time for teaching and learning support officers for training at 29 schools	\$202,963	\$115,301	\$318,265
	Employment of NCCD Project Officers (1.9FTE)	\$184,834		\$184,834
	Development of NCCD resources and training material	\$18,672		\$18,672
	External Moderators/Consultants	\$42,534		\$42,534
	Total NCCD	\$449,004	\$115,301	\$564,305
Financial Management	0.6FTE resource to provide financial management training and business support for key school personnel	\$91,885	\$61,256	\$153,141
	Total Financial Management	\$91,885	\$61,256	\$153,141
ATSI Cross Curriculum	Launch of program with ACARA			
	Release time for teaching staff			
	Consultancy			
	Curriculum Resources			
	Total ATSI			
	Total	\$540,889	\$176,557	\$717,446