



St. Thomas School & Pre-School

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Governance, Management & Storage of Data Policy

Governance and Management

At St. St Thomas the School Board undertake stewardship roles as determined by the South Australian Commission for Catholic Schools [SACCS]. Common terms used to describe these include *management, representative, advisory and governing* roles. Planning and directions are set in accord with SACCS' and diocesan policies and guidelines. Special attention will be paid to these guidelines and directions where the protection of children or the health, welfare and safety of employees and students are concerned.

School Boards allow a spirit of partnership to be developed within the school community. They are constituted in a way that allows the various bodies within the school to be represented and to provide advice in regard to the development of the school and its management. Board meetings are times when the parish, parent body, staff, local community and the wider Catholic education community meet and work together for the holistic development of students, taking into consideration both their educational and spiritual welfare.

St. Thomas School Board has responsibility for the overall wellbeing of its Pre-school and school. In practice, this means that, in a spirit of partnership, the Board will act in an advisory capacity to:

- develop policies that nurture the religious dimension and guide the direction of the school;
- develop the relationship between the school, Pre-school and the local Church;
- ensure that the academic standards of the school and Pre-school must be at least as distinguished as that achieved in other services in the region;
- support the administration of the school and Pre-school;
- offer pastoral care to the school community including the Pre-school;
- protect children;
- monitor buildings and grounds development and maintenance;
- exercise financial stewardship of the school and Pre-school and OSHC;
- ensure compliance with legal obligations.

Pre-school is an agenda item on the School Board meeting and also reports at the meetings as part of the general staff agenda item. The Principal presents this report and actions any items as a result of the School Board's recommendations.

The Principal is the Nominated Supervisor and is responsible for the day to day management of St. Thomas Pre-school. This includes the Educational Programs, Supervision and Safety of Children and Staffing.

Consultation is an important part of communication, developing the Pre-school and continuous improvement. This occurs with the Pre-school staff meetings, the whole school's Parents and Friends Committee. Broader consultation and communication occurs through structures such as parent information sessions, newsletters and parent surveys.

Confidentiality of Records

Official records in all formats must be properly managed and confidentiality maintained at all times. Electronic records and associated metadata are subject to the same legal requirements as paper records in other formats and must be managed in an adequate manner.

Only staff with key roles and responsibilities associated with records management are allowed to access, retrieve, have input and use data and records. Electronic and physical storage is restricted to approved staff only.

The South Australia Commission for Catholic School Guidelines for storage and archiving of records are applied to Pre-school data and documentation.

All Pre-school enrolment forms, health information and emergency contacts are stored in the school in appropriately locked storage for access by teachers, leadership and relevant administration staff. Electronic data is access by teachers, leadership and relevant administration staff who have been given security codes.