

# School Governance

## Session 2

School Transition Agreement  
(STA) & Right to Use Land and  
Buildings Agreement (RULBA)



# Acknowledgment of Country

In recognition of Aboriginal and Torres Strait Islander people's spiritual and cultural connection to *country*, we acknowledge the traditional custodians of the Kulin Nations. We acknowledge the continued care of the lands and waterways over generations and celebrate the continuation of a living culture that has a unique role in this region.

We pay respects to Elders past, present and emerging, for they hold the memories, traditions, culture and hopes of all Aboriginal and Torres Strait Islander peoples across the nation and hope they will walk with us on our journey.

We also extend that respect to all staff, students and families within the Archdiocese of Melbourne.

## Prayer

Together we draw on the rich vein of thought our tradition brings to our shared ministry of education:

Lord, we gather in our commitment to the mission of Catholic education in our schools and parishes. Open our eyes to the new possibilities emerging in our time and help us to preserve all that is essential from the heritage we have received. May we go to our work humbly seeking the wisdom to proceed forward, faithful to our heritage and the school and the parish communities we serve.

We make this prayer through Christ our Lord.

**All: Amen**

## Transition Documents

- School Transition Agreement (STA)
- Right to Use Land and Buildings Agreement (RULBA)
- Effective date 1 January 2021
- Agreements have been prepared regard to Church Law, school regulations and government funding requirements

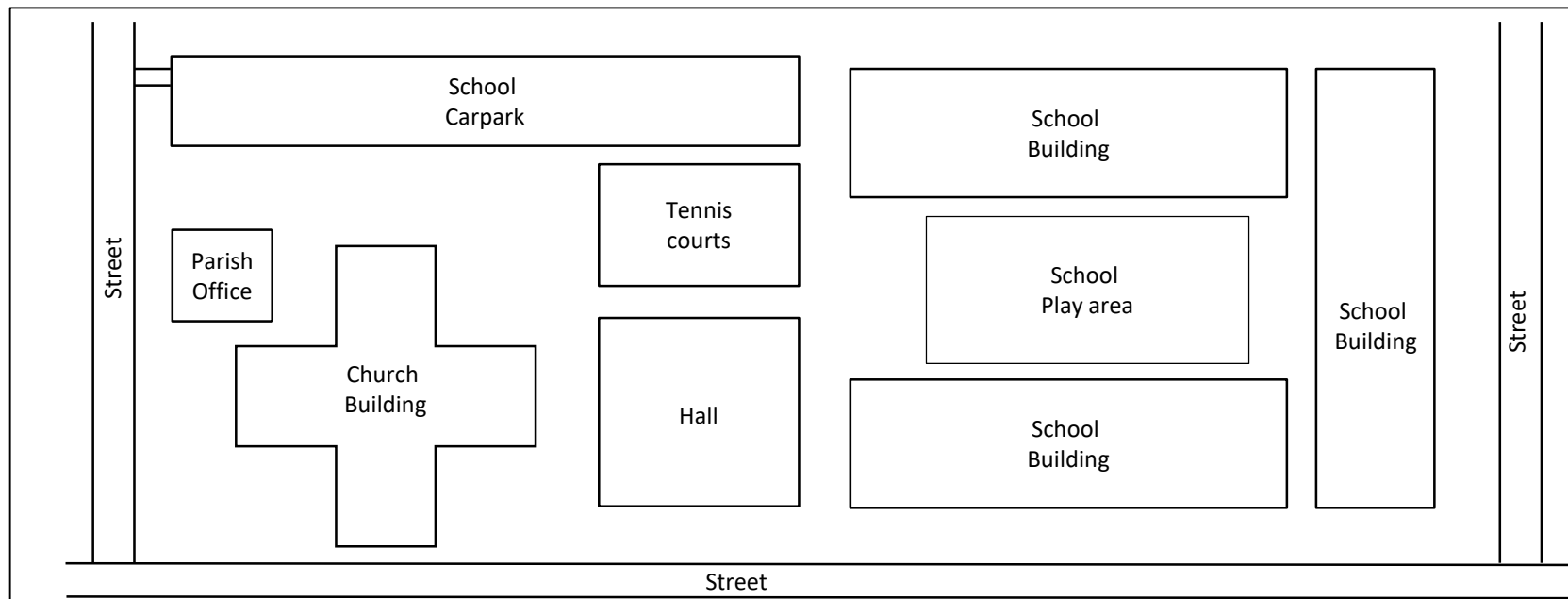
## School Transition Agreement

- This agreement transfers all of the school's assets and liabilities to MACS
- Parish assets and liabilities do not transfer and there is a correcting provision if anything is transferred by mistake
- Land and buildings (except portable buildings) stay with the parish – the parish priest remains beneficial owner of the land and buildings
- All school employees will be transitioned to MACS
- School students will be unaffected by transition
- Historic abuse claims – status quo remains; MACS provides indemnity for anything school related

## Right to Use Land and Buildings Agreement

- This agreement is designed to provide each school with long term usage rights (school regulation) of land and buildings required for the purpose of Catholic education
- Term of 50 years, with 20 year further term – extension as may be required for capital works
- MACS may only use the land and buildings for provision of Catholic education
- Nominal usage fee initially but the agreement anticipates development of usage fee formula within the first 3 years
- MACS to become responsible for all liabilities and obligations in respect of the school related land and buildings, including maintaining insurance
- Meet with your principal to document shared facilities/common areas in Schedule 2 and Schedule 3
- Capital grant obligations and building related loans on school closure stay with MACS

## RULBA Guidance – Schedule 3 – Example Site Map



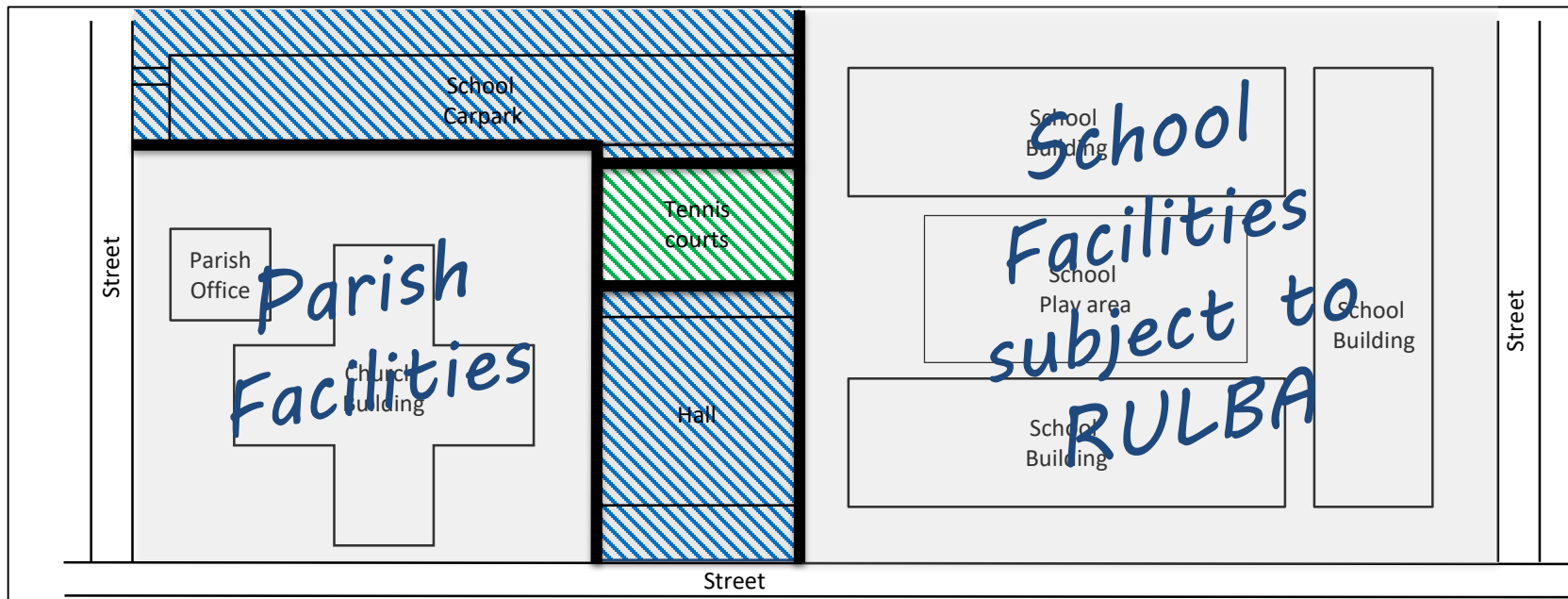
Example School Site Map

## RULBA Guidance – Schedule 3 – Example aerial photo provided





# RULBA Guidance – Schedule 3 – Example Site Map



## RULBA Guidance – Schedule 2 – Example Common Area Table

<b>Item 1: School Facilities Common Areas</b>	School Hall School Car Park
<b>Item 2: Owner Facilities Common Areas</b>	Tennis Courts
<b>Item 3: MACS Access Times</b>	School Hall: all times except for Owner's Access Times School Car Park: all times Tennis Courts: 2.00pm – 5.30pm each Friday and 8.30am to 1.00pm each Saturday
<b>Item 4: Owner's Access Times</b>	School Hall: 2.00pm to 6.00pm each Sunday School Car Park: 8.00am to 6.30pm each Sunday Tennis Courts: all times except for MACS' Access Times
<b>Item 5: MACS' Expense Contribution</b>	School Hall: 95% School Car Park: 100% Tennis Courts: 10%
<b>Item 6: Owner's Expense Contribution</b>	School Hall: 5% School Car Park: Nil Tennis Courts: 90%
<b>Item 7: School Facilities Ad Hoc Usage Fees</b>	School Hall: \$50 p/h School Car Park: \$25 p/h
<b>Item 8: Owner Facilities Ad Hoc Usage Fees</b>	Tennis Courts: \$10 per court p/h
<b>Item 9: End Date</b>	School Hall: N/A School Car Park: N/A Tennis Courts: N/A

## Ongoing role of parish priest

- Parish priests to retain crucial role as spiritual and pastoral leader in their parish community (including the school community)
- Custodian of Mission
- Apostolic Leader of the Parish and the School
- Parish priest is always a welcome presence within the school community where he leads and is responsible for the religious life of the school in collaboration with the principal
- Parish priest is also responsible for the patrimony of the Land and Buildings
- Parish priest to continue to provide pastoral support to, and effective Catholic leadership of, their parish (including the school community), while relieved of governance, administrative and employer obligations for School

## Next Steps

1. Read through  
the Tailored  
RULBA and STA

2. Meet with  
Principal to discuss  
Common Spaces  
and complete  
Schedule 3 of  
RULBA

3. Meet with  
Parish Finance  
Committee

4. Sign the  
Agreements by  
due date

## What happens from here?

Read through your tailored School Transition Agreement (STA) and Right to Use Land and Buildings (RULBA)

**Meet with your principal to discuss the common spaces/shared facilities to complete schedule 3 of the RULBA**  
*If your school is on a stand alone site (ie not on a site co-located with a Church or other parish facilities)*

- Obtain the most up to date site plan of the school and attach the Map as Schedule 1.

*If your school is co-located with other parish facilities such as a Church or presbytery:*

- Obtain the most up to date site plan that includes the school and the other parish facilities
- Meet with your principal and identify the areas
  - Solely used by the school
  - Not used by the school
  - Common areas – used by both school and parish
- Shade the areas following the instructions with the RULBA
- attach the shaded map as Schedule 1
- If there are common areas, complete Schedule 2

## Once the Agreements are signed

Scan/take a photo of the signing page for each agreement and forward the images to [governance@cem.edu.au](mailto:governance@cem.edu.au)

Sign the hardcopy of the STA and RULBA, and using the stamped pre addressed envelope return to:  
Catholic Education Melbourne  
Attention: LYBBI STIGSDOTTIR  
PO BOX 3  
East Melbourne 8002

Please have these agreements forwarded by:

- GROUP 1: Friday 30 October, 2020
- GROUP 2: Friday 6 November, 2020
- GROUP 3: Friday 13 November, 2020
- GROUP 4: Friday 20 November, 2020
- GROUP 5: Friday 27 November, 2020
- GROUP 6: Friday 4 December, 2020

## Contacts for further enquires

Templates of the STA and RULBA are available on the governance website under

- <https://governance.melbourne/transition-documents/>
- FAQs <https://governance.melbourne/faq/>
- Videos <https://governance.melbourne/>

Please contact the **Governance Helpdesk** if you require further information through:

- Phone: **9267 0320**
- Email: [governance@cem.edu.au](mailto:governance@cem.edu.au)
- Website: <https://governance.melbourne/contact/>

## Questionnaire

I have enough information to discuss, complete and sign the School Transition Agreement and the Right to Use Land and Buildings Agreement.

**OR**

To support me with completing and signing the agreements:  
I require further information to assist in signing pertaining to the:

- STA
- RULBA
- Other

I have concerns that I wish to discuss individually with members of the Transition Support Team.  
My areas of concern include:

If you request a meeting with the TST we hope to schedule these with you for next week.



# QUESTIONS?



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**The Steering Committee  
c/- Secretariat**  
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