

Dear Parents, Guardians and Members of the Catholic Regional College Melton Community,

On Tuesday 15<sup>th</sup> May and Thursday 17<sup>th</sup> May, a Formative Review of Mr. Mark Sheehan, Principal of CRC Melton will take place. The framework for this review is based on the areas of responsibility for a Secondary Principal as set down in the document Lay Principals in Catholic Secondary Schools (Catholic Education Commission of Victoria, 2014.)

The purpose of the review is in accordance with the above document which states in Clause 8.6.1 that a “formative review is to be a time of professional learning for the Principal, providing an opportunity for synthesized reflection ..., validated by peers (and the community).”

The five spheres that are the focus of this review process are:

- Education in Faith
- Learning and Teaching
- Student and Staff Wellbeing
- Leadership and Management
- School Community.

The Principal’s work with the Canonical Administrators and the College Board also will be considered.

### **THE REVIEW PANEL**

The Panel that will conduct the Formative Review comprises:

- Ms. Christina Utri (Representing the Chair of the Canonical Administrators)
- Mr. Damian McKew (Principal of Clonard College Geelong and nominee of Mr. Sheehan)
- Mrs. Patricia Cowling (nominee of the Executive Director of Catholic Education and Panel Chair)

While a number of staff, students and parents will be invited to attend an interview or a focus group, as you will appreciate, time does not permit us to interview a very large number of members of the Community in two days. Staff will be offered the opportunity to complete an online survey. Should parents/guardians wish to have input, please email me your comments on: [pcowling@cem.edu.au](mailto:pcowling@cem.edu.au)  
All comments are treated as confidential, and will not be identifiable in the final report.

With thanks,

*Patricia A. Cowling*

Patricia A. Cowling  
Chair of the Review Panel