

<b>DIOCESE OF TOOWOOMBA</b>
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**CATHOLIC EDUCATION OFFICE  
INDUCTION DAY FOR NEW PRINCIPALS**

**VENUE:** Toowoomba CEO, Boardroom  
73 Margaret Street

**DATE:** Friday 16 January 2009

**TIME:** 8.30am – 3.00pm

8.30am	Welcome and Prayer Introduction of new Principals Introduction of CEO Personnel 2009 Induction Programme	Margaret Hendriks New Principals CEO Personnel Ian Hunter
9.00am	Catholic Education Office Charter Faith and Mission of Catholic Schools	John Borserio John Borserio
10.00am	Pay Office forms and processes	Bill Stuart/ Evette Hartley
10.30am	MORNING TEA	
11.00am	School Accreditation and Renewal Student Protection Items	Margaret Hendriks Margaret/Ian
11.30am	Goal setting School visits Performance reviews	SEO SEO SEO
12.30pm	LUNCH	
1.15pm	Enrolment process Communication with Office Planning for future meetings	Chris Fry Chris Fry Ian Hunter
2.30pm	Meet with Margaret St CEO personnel	
3.00pm	Finish	