Naming of Facilities Policy

Purpose:
To guide the naming and recognition of spaces, structures and facilities within St. Bernard’s College.

Objectives:
1. To guide the process of naming existing and planned facilities, structures and spaces.
2. To preserve and promote the rich heritage and culture of the St. Bernard’s community.
3. To recognize and illuminate outstanding contributions and excellent achievements of people associated with the College, past and present (eminent people). This may include Old Collegians, volunteers, benefactors and staff.
4. To guide future decisions of the Board regarding naming and signage.

Context:
St. Bernard’s College has a proud history of continuous development of educational facilities at West Essendon. As the College has grown, decisions have been made to honor contributions and achievements of outstanding people by naming buildings and facilities. As the new College master plan has a significant program for further expansion over the next five years, it is timely to develop a strategy to guide decisions to name and recognize eminent people, whilst preserving heritage and existing names. 2015, being the year for celebration of 75 years of the College is an appropriate year to implement this guide.

Policy Considerations:
The EREA ‘Naming Policy for Buildings and Facilities’ August 2012. School Boards are responsible to ensure that naming of school facilities are in accord with this policy and its procedures.

The College Board has a Sponsorship and Naming Rights Policy, 2011. The Board minutes of 23 July 2013 stated it is more appropriate to have process for naming rights than a policy.

Scope:
The optimum approach is to get the right balance between clear recognizable destinations and signage to guide visitors, (without a confusing number of such named facilities), whilst making the most of opportunities to promote our eminent people. The scope will encompass spaces and facilities on two tiers as follows:
Tier One: Major structures, specialist facilities, rooms of significance, major gathering points and key areas as identified by students. These will receive a ‘name’ to be the ongoing form of identification. Eg. Margaret Carey Building.

Tier Two: Functional spaces within major facilities. These may feature visual recognition of an eminent person in an appropriate way but not necessarily identified by the name of that person. Eg. a music classroom with a feature on Desmond Bradley, violinist (deceased). The form of the feature to be determined at a later stage.

Guiding Principles:
The intention of naming and featuring eminent people is to acknowledge, recognize and thank those who have contributed and to promote those who may inspire and educate current students. The College Board has endorsed the criteria to be used with a focus on eminent people as described below, and also to be inclusive of other attributes such as, recognition of Aboriginal habitation of the area, and a link to the life of Edmund Rice, where appropriate.

The guiding principle for selection is to identify those who have exemplified, ‘Discere et Agere’ in ways that reflect the values of the College.

Criteria for identification and recommendation of possible people include:

Criteria For Selection Of Eminent People:

1. Major contribution made to St Bernard’s College through, length of service or significant contribution, inclusive of benefactors, volunteers and staff.

2. Excellence achieved at International, National or State level in their academic, professional, business, community, performing, co-curricular or sporting career.

3. Served the College in a professional or volunteer role leaving a significant legacy for the future benefit of the College and students.

In addition there are three special categories for consideration:

* Category One: Promotion.
Person(s) with widely recognized achievements in a specific field with a match to a specific purpose facility bringing strong promotional benefit.

* Category Two: Service.
Staff members with over twenty years service.

* Category Three: Heritage.
Process For Naming Of College Facilities And Spaces

1. **Convene Naming Committee**
   Naming Committee convened for the purpose. The convenor and members to be nominated by the Principal.

2. **Criteria Confirmed**
   Criteria for the selection and nomination of eminent people as proposed by the Naming Committee and ratified by the College Board in 2014.

   The Naming Committee may from time to time propose amendments to the criteria for decision by the College Board.

3. **Identification Of Eminent People**
   The Naming Committee to identify possible persons for adding to the eminent persons list and rate against the criteria to produce a hierarchy of names. These to be presented in priority groups, (1) highest ranking, (2) significant ranking and (3) modest ranking. In addition there are three special categories as listed above.

4. **Matching Of Facilities And Names**
   Naming Committee to match names of eminent people to nominated facilities and make recommendations on proposed matches to the College Principal.

5. **College Principal Recommendation to College Board**
   The Principal to receive the recommendations of the Naming Committee and consult with the Leadership Team. Principal to make recommendations to College Board.

6. **EREA Consultation**
   Principal to consult EREA administration re proposed names.

7. **College Board Proposal**
   College Board to consider and decide ‘in-principle’ on naming of facilities. Firstly, ‘in-confidence’. Individual nominees or families to be consulted on the proposed nomination.

8. **College Board Decision**
   College Board to ratify the naming decision.