

School Advisory Council Forums



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

Prayer

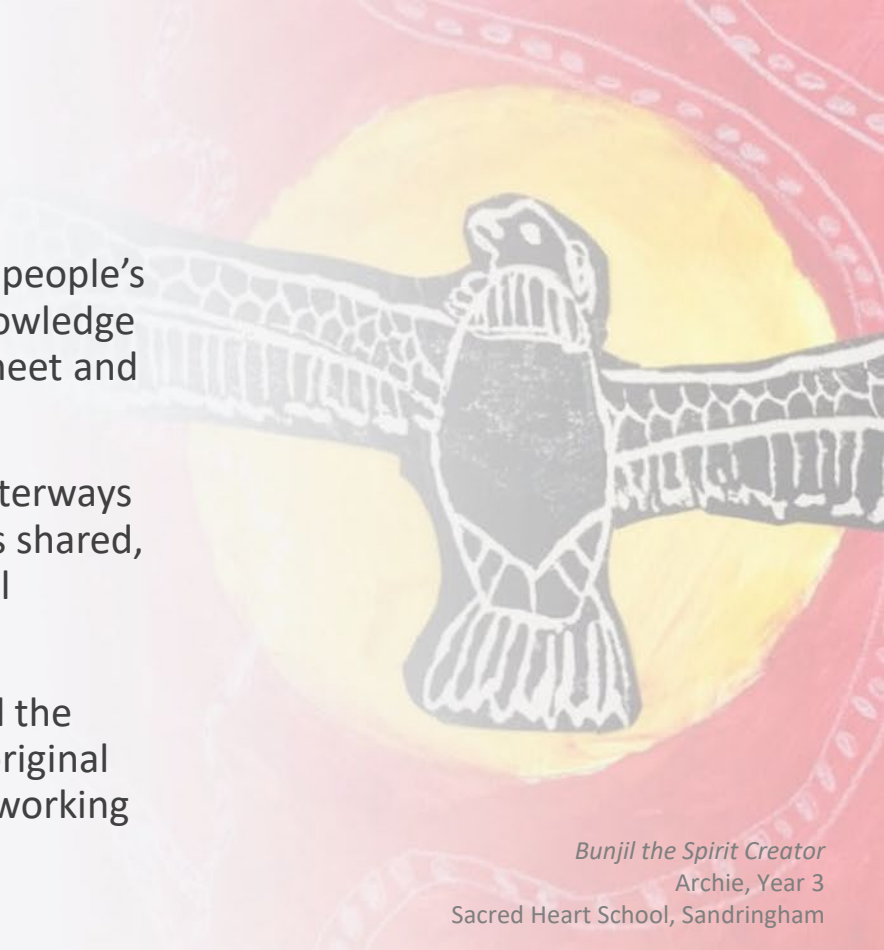
God our loving Father,
You made us your children in baptism.
Pour out on us the gifts of your Holy Spirit.
Help us as leaders of parishes, schools and
colleges to know the paths we must follow to
build up your kingdom.
Teach us to grow in faith,
to encourage one another with words of hope,
and to educate and nurture the children and
young people in our care.
Let us bear witness to the Good News,
and be faithful followers of your Son,
our Lord Jesus Christ
who lives and reigns with you
and the Holy Spirit
for ever and ever.
Amen.

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 lands on which we meet and educate our children.

We recognise the continued care of the lands and waterways passed from generation to generation, wisdom that is shared, and life that is celebrated in harmony with the natural environment.

We honour the Elders past and present who have laid the foundations, traditions, and culture for emerging Aboriginal and Torres Strait Islander peoples and we commit to working together for reconciliation and justice.



Bunjil the Spirit Creator
Archie, Year 3
Sacred Heart School, Sandringham

Collaboration, good relationship and working together in mission.

In the *MACS Statement of Mission*, Archbishop Peter Comensoli wrote that our shared goal, “to provide the young with the best kind of education possible”, would only be achieved through good relationships and working together in mission.

School Advisory Councils will provide us with an important avenue to continue to build school communities in which the Holy Spirit breathes life and wisdom liberally.

Working Together in Mission

Parish priests and principals hold distinctive roles of leadership in their parish and school communities, and therefore it is essential that they work collaboratively to ensure that the relationship between parish and school is central to providing the religious leadership necessary for the success of the mission

[Working Together in Mission](#)

Jim Miles

Discusses: School Advisory Councils role in critical system-wide governance.

School Advisory Councils are a living expression of the principle of subsidiarity in action and will play a critical role in the governance of MACS schools.

This assures good governance that is informed by the theology and vision articulated in the *MACS Statement of Mission* and the *Working Together in Mission* charter.

Each school has the flexibility to adapt the *Terms of Reference for School Advisory Councils*, to suit its own particular context

Fr Mark Reynolds

Reflects on Mission

At the heart of this mission is that each of us is a living witness to Jesus Christ, whose new life of communion with God is to be shared mercifully and courageously.

Catholic school leaders are committed to this mission and faithfully share the gospel in the particular contexts of Catholic primary and secondary schools.

The Statement of Mission orients priests and principals in their collaboration through distinct but complementary responsibilities in the leadership roles they exercise in the school and the parish.

Terms of Reference

In keeping with the objects of the MACS Constitution, which states “The good work of educating the young, undertaken in the light of the Gospel, is a co-responsible task led by every member of the Catholic school community”, the School Advisory Council provides a crucial point of connection between the wider School community and School leaders. The Terms of Reference replaces the constitution as the structure that frames the operation of the School Advisory Council.

11 Sections

1. Purpose of the School Advisory Council
2. Role of the School Advisory Council
3. Council structure
4. Appointment and induction of members
5. The role of individual council members
6. Key roles
7. Committees and working parties
8. School Advisory Council meetings
9. Engaging with your school
10. Record keeping
11. Evaluating the work of the council

Tailoring of the Terms of Reference

How will this be achieved at the local level?

- The Terms of Reference will replace the previous Constitution.
- The Terms of Reference will be customised over 8 areas to be decided locally, supported with 8 Guidance Notes.

Two documents provide guidance

- Terms of Reference for [school name] School Advisory Council
- Tailoring of the Terms of Reference

8 Guidance Notes

- 1 - School name and Logo
- 2 – Custodian of Mission
- 3 – Council membership with regard to context
- 4 - Process for appointing members
- 5 – How appointment reflects the mission
- 6 – Induction and supporting new members
- 7 – Period of appointment
- 8 – Number of meetings

Resources

- Available at <https://governance.melbourne/>

Guidance Notes and insertion points for local content

[School name] is a school which operates with the consent of the Catholic Archbishop of Melbourne and is operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

[Guidance Note 1 to principals: This Terms of Reference (ToR) is to be contextualised for your school by inserting the name and logo of the school in the green highlighted placeholders. There are 15 instances, including in the header of the first page, the caption under the logo and in the file name, where the placeholder for the name of the school must be replaced with your school's name. Your school logo must also replace the Archdiocese placeholder.]

Only green highlighted text can be amended by a MACS school without the approval of the MACS Executive Director. Please remove this note and all highlighting in the final published version of this Terms of Reference.]

1. Purpose of the School Advisory Council

The Board of Melbourne Archdiocese Catholic Schools Ltd (MACS) has responsibility for the strategic direction and oversight of the operation and management of MACS schools, including **[School name]**. Clear lines of authority, reporting and delegation from the MACS Board through the MACS Executive Director delegate the day to day operational management of **[School name]** to its principal.



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Replace with [School
name] and Logo

Guidance Note 2 – Custodian of Mission

One option should be selected depending on the canonical ownership of the school prior to the transition to MACS on 1 January 2021.

b)* the parish priest (ex officio) (**Custodian of Mission**)

b)* the parish priest nominated to represent the Association of Canonical Administrators related to the School (ex officio) (**Custodian of Mission**)

b)* a person nominated by the Archbishop (ex officio) (**Custodian of Mission**)

Episcopal Vicar

Plenary – Q & A

Where to from here?

1. **Read and become familiar** with the following:

- [MACS Statement of Mission](#)
- [Working Together in Mission](#)
- [Terms of Reference for School Advisory Councils](#).

2. **View** the following web sites:

- [MACS: Who we are](#)
- [MACS: Why MACS?](#)
- [School Advisory Councils](#)

3. **Review and modify** *Terms of Reference for School Advisory Councils* to suit the local context.

4. **Formally move** to close the PEAB and establish a School Advisory Council adopting your modified Terms of Reference.

5. **Assistance from MACS staff** will be available onsite at schools if required.

- One to one support
- Meetings with principal and custodian of mission together
- Attendance at School Advisory Council meetings

6. **A reference group** of priests, principals and parents will be held and provide feedback into the draft MACS School Advisory Council Manual until its finalisation at the end of 2021.

7. **Additional forums** informing parents and parishioners about the role of the School Advisory Council will be held further this year.



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