

School Advisory Councils Reference Group



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

Terms of Reference

Background

In the context of establishing School Advisory Councils for Catholic parish, regional and diocesan schools Melbourne Archdiocese Catholic Schools Ltd (MACS) has a responsibility to ensure that structures and processes that support Catholic education enhance the mission and are informed by all concerned, including Church authorities, principals and teachers, parish and school communities.

Establishment and Membership

In 2021 Melbourne Archdiocese Catholic Schools Ltd (MACS) has established this reference group comprising at least :

- Two Primary School Principals
- One Secondary School Principal
- One Parish Priest
- One member of an Association of Canonical Administrators of a Regional College
- Two Parents one of whom is a Parishioner

Purpose

The reference group is established to have input into the development of the following:

- A final draft for MACS board approval of *School Advisory Council Manual* for December 2021 meeting.
- Recommend induction and formation programs/activities to support the use of the *Manual* in 2022 and beyond.
- Recommend to the Executive Director changes to the Terms of reference for School Advisory Councils prior to the December 2021 MACS board meeting.

Term

This Terms of Reference is effective from 30 April 2021 and continues until December 2021.

Process

Given the challenge of COVID-19 the reference group will utilise online strategies to ensure stakeholder engagement continues throughout the process as the *School Advisory Council Manual* is developed and reviewed.

A series of protocols and attendant focus questions will guide the dialogue/conversation for reviewing/writing/drafting of the *Manual*.

Focus Questions for the development of the *Manual*:

- Does the *Manual* achieve its purpose of clearly explaining the procedures and protocols for the establishment or transition of a School Advisory Council?
- What areas, if any, require clarification?
- What areas, if any, require further development?

- What has been left out and needs to be included?
- What programs/activities can support the use of the *Manual*?

Support

The School Advisory Councils secretariat in the MACS office will support the reference group in coordinating a series of workshops. An introductory meeting of the reference group will establish the work plan, with a number of follow-up meetings/workshops allowing for the drafting and redrafting process as determined by the reference group. A minimum of three meetings of all members is to be held.

The reference group may establish stakeholder focus groups to support their work.

Reporting

An up-to-date version of these Terms of Reference must be available on the School Advisory Councils website at all times: <https://governance.melbourne/reference-group/>. In due course, the reference group, through the secretariat, shall provide a summary of actions to the Executive Leadership Team.

