

Tailoring of the Terms of Reference



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

Each school has the flexibility to adapt the Terms of Reference for School Advisory Council to suit its own particular needs. It is the primary task of principals in consultation with the parish priest to work through the **yellow** highlighted Guidance Notes to principals to determine and co-design what model of School Advisory Council they wish to establish in alignment with the Terms of Reference.

Please read the document **Terms of Reference for [school name] School Advisory Council.docx**. It represents a starting point for a MACS school in establishing its School Advisory Council (SAC).

Guidance Notes

There are eight (8) areas which ask principals to provide local input. That are each outlined with a **Guidance Note to principals**. Only the **green** highlighted text can be amended by a MACS school without the approval of the MACS Executive Director and that the note and all highlighting is to be removed in the published version of this Terms of Reference.

1. **Guidance Note 1 - School name and Logo:** Asks for the ToR to be contextualised for your school by inserting the name and logo of the school in the highlighted placeholders. There are 15 instances where the placeholder **[School name]** must be replaced with your school's name, including in the header, in the caption under the school logo and in the file name. The logo must also replace the Archdiocese placeholder on page 1.
2. **Guidance Note 2 – Custodian of Mission:** Asks to amend the highlighted text to choose between three options have been provided under the prescribed/mandatory category (b) of ex officio members. One option should be selected depending on the canonical ownership of the school prior to the transition to MACS on 1 January 2021.
3. **Guidance Note 3 – Council membership with regard to context and type:** Asks to amend the highlighted text to modify membership of the council to reflect the variety of arrangements appropriate to each school's local context: large/small/ primary/secondary.
4. **Guidance Note 4 - Process for appointing members:** Asks to amend the highlighted text to provide an outline of the processes for appointing members to the SAC and how that process is made available to your school community.
5. **Guidance Note 5 – How discernment leading to appointment reflects the mission of MACS:** Asks to amend the highlighted text to demonstrate how the discernment process reflects the mission of MACS and the school.
6. **Guidance Note 6 – Induction and supporting new members:** Asks to amend the highlighted text to demonstrate how you support new council members in being inducted to the mission of MACS and the school, and the business and processes of the council.
7. **Guidance Note 7 – Period of appointment:** Asks to amend or confirm the highlighted text to determine the period of appointment.
8. **Guidance Note 8 – Number of meetings:** Asks to determine at a school level the number of meetings per year.

Additional points

- The eleven (11) sections cannot be re-numbered or removed, but you may add local contextualised points to the current sections as per the **yellow** Guidance Notes provided they are not inconsistent with the rest of the document.
 - No additional numbered sections can be added so that, in accordance with the principle of solidarity, across MACS schools the Terms of Reference have a shared and familiar structure.
 - It is important to recognise that the nature and the role of the School Advisory Council cannot be changed as School Advisory Councils form part of the broader governance framework of MACS.
1. The Drafting note page, all guidance notes and all highlighting – both green and yellow - are to be removed once Terms of Reference is completed
- Please save the file as: **Terms of Reference for [school name] School Advisory Council.docx**, replacing [school name] with your school's name, and place a finalised copy of this Terms of References on your school's website.