



### 10 Stages

To outline the preparedness of schools to begin operation of School Advisory Councils we have outlined 10 stages of the process on that journey.

Please use as a guide to mark your journey and as a feedback mechanism to the secretariat.

During your journey, some of these stages may have been overlooked. Please take the time to revisit this list and ensure that each of the stages have been covered.

1. **No action taken** as yet.
2. **Reviewed key documents** [MACS Statement of Mission](#) and the [Working Together in Mission](#) charter and the MACS [Terms of Reference for School Advisory Councils](#).
3. **Discernment process** at a local level around the vision for School Advisory Councils between custodian of mission and principal.
4. **Terms of Reference finalised** from the template determining membership composition, expression of interest, application and induction process etc.
5. **Terms of Reference published** on website so as it is accessible for all community members.
6. **Expression of interest and application process** begun, including advertising of the positions and appropriate discernment process for applicants.
7. **Members are appointed** and have received and responded to a letter of appointment that will require them to:
  - a. sign the school's Child Safety Code of Conduct (available from the school)
  - b. undertake a Working with Children Check as per the Worker Screening Act 2020
  - c. accept the MACS Code of Conduct for School Advisory Council members.
8. **Members inducted** locally according to the process outlined in the customised Terms of reference.
9. **First meeting** of the new School Advisory Council.
10. **Dedicated School Advisory Council page** on the school's website contains up-to-date versions of:
  - a. the Terms of Reference
  - b. MACS School Advisory Council Manual
  - c. MACS Code of Conduct for School Advisory Council members
  - d. the School Advisory Council Annual Report
  - e. a list of council members and key roles
  - f. a list of committees and membership.