

Tailoring of the MACS *Terms of Reference for School Advisory Councils*



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

Each school has the flexibility to adapt the *MACS Terms of Reference for School Advisory Councils* to suit its own particular needs. This template is to be shaped and contextualised for your school, and placed on the school website. It remains a MACS document on company letterhead and only **green** highlighted text can be amended by a school without the approval of the MACS Executive Director. **Yellow** highlighted text provides guidance notes for principals that are to be removed upon completion. **Blue** highlighted text is additional and only for a school that is one of multiple schools located within a single parish community.

It is the primary task of principals in consultation with the custodian of mission 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 *MACS Terms of Reference for School Advisory Councils*. This co-design can be achieved through a [shared discernment process](#).

Please read the template document [MACS Terms of Reference for School Advisory Councils](#). It is designed to assist a MACS school in establishing its School Advisory Council.

The drafting note page, all guidance notes and all highlighting – green, yellow and blue – are to be removed once the Terms of Reference is completed for your school. Please save the file as Terms of Reference for [school name] School Advisory Council.docx, replacing [school name] with your school's name, and publish a finalised copy of the Terms of Reference on your school's website.

Guidance Notes

There are nine (9) areas which ask principals to provide local input, one of which (Guidance note 4 with **blue** highlighting) is for principals of multiple schools within a single parish community only. Each is introduced by a **yellow** guidance note to principals. Only the **green** highlighted text can be amended by a MACS school without the approval of the MACS Executive Director.

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.
In addition the school can insert here a brief Vision and Mission statements of the school that gives some clarity to context. Please limit between 50-200 words. More detailed explanations of your vision can be made by reference to the School Philosophy Statement (MACS template) via link or as an appendix at the end of the Terms of Reference
2. **Guidance note 2 – custodian of mission:** Asks to amend the highlighted text to choose between three options that 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 – Additional overarching structures or communication strategies for principals of multiple schools within a single parish community only:** Additional outline of

the any overarching structures or communication strategies that have been put in place to support the individual councils at each school in a situation where multiple schools are located within a single parish 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 – 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.
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 – 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.
9. **Guidance note 9 – Number of meetings:** Asks to determine at a school level the number of meetings per year and for those situations where there are multiple schools within one parish please add the additional paragraph and indicate the required minimum attendance of the custodian of mission at this school's School Advisory Council meetings..

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.
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