

**<INSERT SCHOOL LOGO HERE>**

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**Note to principals:** This Terms of Reference for a committee of the School Advisory Council is to be used to establish the committee or working group and contextualised for your school. Highlighted text within square brackets […] can be amended by a Melbourne Archdiocese Catholic Schools (MACS) school without the approval of the MACS Executive Director. This note and all highlighting are to be removed in the final version of this Terms of Reference.

# [Insert School Name]

## Terms of Reference for […] Committee

# Establishment

In [year], the [school name] School Advisory Council (the council) established the [committee name] Committee (the committee).

[person’s name] was appointed chair (the chair) of this committee by the [school name] principal (the principal).

## Purpose

The committee was established to [develop, provide and implement a target/an aim/a goal].

## Terms

This Terms of Reference is effective from [day month year] and continues until [day month year].

The committee is directly responsible to the council and may not speak publicly for the council.

Any co-opted members of committees who are not council members will be held to account to the same expectations as those of a council member, as outlined in Section 5 of the Terms of Reference for [school name] School Advisory Council. In addition, they must:

* have a Working with Children Check
* sign and comply with the school’s Child Safety Code of Conduct
* accept the MACS Code of Conduct for School Advisory Council members and the MACS Conflict of Interest Policy for Employees, Contractors and Consultants.

This Terms of Reference of the committee will be approved by the principal.

## Function

The committee was established by the council to [insert action taken to meet the purpose].

It will:

* [undertake …
* produce …
* provide recommendations to the council for …
* hear advice and make considered recommendations on …].

## Guiding priorities

The committee will:

* hold focus on the mission
* [listen to …
* formulate guiding principles for …
* identify …
* issue and maintain guidance on …
* ensure …
* promote recommendations …
* provide a model …
* articulate a rationale for …].

## Operating arrangements

The committee will:

* be chaired by the chair appointed by the principal
* meet as determined by the committee
* [provide advice, guidance and support for …]
* report to the council on its progress, outlining [actions since the last report, what’s happening now, future plans, items for council discussion, etc.].

## Membership

The committee will comprise as follows:

* a chair appointed by the principal who will be either a member of council or another person who, in the opinion of the principal, has the relevant knowledge, skills, expertise or interest, and commitment to the mission of the school to serve a particular need on the committee

[No more than half of the council should be on the committee, i.e. if there are 10 council members, there should only be five members of the council on the committee. This avoids having a repeat of council meetings outside council meetings.

List the name of each person on the committee and their affiliation. For example:

* Minh Tran, St Albans Parish
* Jill Smith, St Joseph’s School Advisory Council
* Myrtle Greenback, EY].

Optional:

* Minute Secretary – [insert name].

## Quorum

A quorum of the committee shall be a majority of its members (half plus one).

## Agendas and minutes

Appropriate records maintained by the chair on behalf of the principal, agendas and minutes are the responsibility of the chair who may appoint a minute secretary.

Agendas shall be distributed to all members of the committee at least five working days prior to meetings.

Minutes shall be distributed (after approval by the chair) to all members of the committee within 10 working days of a meeting being held.

## Reporting

The committee, through the chair, shall provide a summary of the minutes and a summary of the actions of each committee meeting to the council.

The chair will provide a summary of the activities of the committee to be included in the council’s annual report to acknowledge the specific work undertaken by the committee during the year.

The committee’s title, purpose and membership shall be listed on the school’s website.

## Approved by

[name]

(Principal)

on / /