



# **CATHOLIC SCHOOL ADVISORY COUNCIL**

## **TERMS OF REFERENCE**

**Effective 1 January 2022**



## PREAMBLE

The vision for Catholic Education Western Australia Limited (CEWA) is to be a Christ-centred, child-focused community of engaged learning environments, inspiring all to actively live the Gospel. Through Quality Catholic Education, as the elaboration of CEWA's vision, Catholic schools are called to operate in accordance with the four pillars of Catholic Identity, Education, Community and Stewardship.

As part of the Church's mission, Catholic schools contribute to parish life and the close and mutually beneficial working relationships between school leaders, parents and the parish are essential.

A Catholic School Advisory Council (Advisory Council) provides parents and community members with structured ways to provide support and expertise to the Principal and school leadership team.

The Advisory Council operates in accordance with these Terms of Reference, Quality Catholic Education, Policies, Executive Directives and the Delegations of Authority. The Advisory Council is accountable to the Catholic Education Commission of Western Australia (CECWA).

### 1. NAME

The name of the Advisory Council is "The John Paul College Kalgoorlie School Advisory Council".

### 2. AUTHORITY

- 2.1 CECWA has established Advisory Councils to provide a local and contextual advisory function for all Principals, enabling the skills and expertise of Catholic school communities to be included within school decision-making processes.
- 2.2 For CECWA to fulfil its governance and strategic functions, the Advisory Council must operate in accordance with Quality Catholic Education, CECWA's Strategic Directions 2019-2023, CECWA Policies, Executive Directives and the Delegations of Authority, as amended from time to time.
- 2.3 This Terms of Reference is issued by CECWA and will 2019





## **6. MEMBERSHIP OF THE ADVISORY COUNCIL**

6.1 Advisory Council membership conditions are:

(a)





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- 9.4 Through the request of any Advisory Council member, the Chair in consultation with the Principal, may call a special meeting of the Advisory Council. No less than three days' notice is required.
- 9.5 No decision can be made without a quorum.
- 9.6 In the absence of the chair, the deputy chair must preside over the meeting.
- 9.7 All members (including the chair) have equal voting rights. Decisions will be determined by a majority of votes. In the case of a voting deadlock the motion will be considered to have been lost.
- 9.8 Minutes of all meetings of the Advisory Council must be taken, with the final minutes stored securely. The Executive Director may request a copy of the minutes of any meeting.

## **10. COMMITTEES OF THE ADVISORY COUNCIL**

- 10.1 The Advisory Council is empowered to appoint such committees as it deems necessary in accordance with the Advisory Council Committee Guidelines.
- 10.2 Each Advisory Council should have a Finance Committee unless local circumstances dictate otherwise (e.g. small country schools). The membership of the committee must be the Principal, the Advisory Council treasurer, school finance staff and others as appropriate (e.g., Assistant/Deputy Principal).
- 10.3 As soon as the committee's specific task is completed, or even earlier if the Advisory Council so determines, the committee is dissolved.

## **11. FINANCIAL MANAGEMENT**

- 11.1 The Advisory Council's financial delegated authority is as defined in the CECWA Delegations of Authority. The Advisory Council must operate within this delegated authority.
- 11.2 Annual School Budget:
  - (a) the Principal must prepare the annual school budget and present it to the Advisory Council;
  - (b) in accordance with the Delegations of Authority, the Principal must not undertake any financial commitment involving expenditure beyond the limits of the school's known annual income from all sources (i.e. the Principal must prepare and maintain a balanced budget);
  - (c) the Advisory Council endorses the annual school budget (including tuition fees and charges).



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(d) once endorsed by the Advisory Council, the Principal must submit the annual





## 12. COMMUNICATIONS

- 12.1 The Principal will keep the Advisory Council informed of current school activities and events, CEWA system information and changes in CECWA Policies and Executive Directives, as they occur from time to time.
- 12.2 The Advisory Council, in consultation with the Principal, should be an effective liaison agent between the Catholic school and the community served by the school.
- 12.3 The Advisory Council, in consultation with the Principal, should disseminate information about Advisory Council meetings and decisions to the CatSpan 482.94 Tm0.18 0.125



## APPENDIX DEFINITIONS

In this Terms of Reference (unless the context requires otherwise):

**Advisory** means giving advice, information or opinion regarding action to be taken and is not managerial.

**Advisory Council** means the Advisory Council created by this Terms of Reference in respect of the Catholic School.

**Bishop** means Bishop of the Archdiocese or Diocese as appointed from time to time.

**Catholic School** means the Catholic school now known as (present name) at (address).

**CECWA** means t00.86 13(w)5-000886d 594c 0 5 842.52 reW\*nBT/F3 11.04 Tf1 0 0 1 470.98 639.46 Tm0.1