

School Advisory Councils

Agendas



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

Agendas for School Advisory Councils:

Purpose

An agenda is simply a document that sets out what business will be considered in a meeting.

An Agenda is an advance notice of the meeting and will need to have been circulated at least a week prior to the meeting and any important proposal will have been highlighted and any relevant documentation will also have been circulated.

Format

A properly structured agenda will assist the School Advisory Council to make the most of its meetings, and enable the members to make informed contributions on the basis of sound advice and constructive debate. A suggested model is available [here](#).

Agendas should generally be short documents, ideally no more than one page. However, a brief explanatory note of every item, including what is likely to be discussed, will help attendees to prepare better and support the chair in running the meeting.

Council meetings will be structured to demonstrate that the care, safety and wellbeing of children and young people are a central and fundamental responsibility of our schools.

As agendas are advance notice of meetings, they should contain:

- Logistics: date, time and place of meeting, its title, and a list of invited attendees.
- Housekeeping: welcome, prayer, welcome to or acknowledgement of country*, declarations, introductions and any apologies for absence. A prayer resource is available [here](#).
- This should be read during housekeeping prior to the items of business and any declarations made: All council, committee and working group members must disclose to the principal and chair of the council, committee and working group (as applicable) any personal interest or duty which relates, or may relate, to the business of the school, in order to ensure that any actual or perceived conflict of interest or duty is identified and appropriately managed. See *MACS Conflict of Interest for All Employees, Contractors and Consultant Policy*.
- Prior to main items being discussed there must be approval and amendments of previous minutes, and any matters arising from them that are not dealt with elsewhere in the agenda.
- Items: list of the order in which items are to be discussed. This is the main course of the meeting and the order ensures the meeting achieves its purpose. This will later shape the minutes of the meeting. Sometimes these items can have discussion times listed alongside them to provide guidelines to the items importance.

* An Acknowledgement of Country can be a way of showing awareness of, and respect for, the Traditional Custodians of the land upon which a meeting or event is to take place. Its purpose is to recognise the continuing connection of Aboriginal people to Country, and is commonly delivered by both Indigenous and non-Indigenous peoples. A Welcome to Country is different to an Acknowledgement of Country. A Welcome to Country is a ceremony performed by a local Aboriginal person of significance (usually an Elder) to acknowledge and give consent to events taking place on their traditional lands.

- Any Other Business (AOB): OPTIONAL. A well-run meeting, with a well-prepared agenda, should mean that nobody wishes to raise any other business. It is therefore strongly recommended that AOB will only be used as a way of raising issues for discussion at a future meeting, or elsewhere. In this way, as per the Terms of Reference, we create opportunity for informed dialogue to take place rather than 'off the cuff' thinking.
- Close: A meeting should close by reviewing actions and deadlines set, and noting of the details of the next meeting. It main contain a brief prayer to conclude and send forth.

Meeting agendas with logical linkages to the school's strategic plan allow elected members to act strategically in meetings, spending the maximum time in productive and open discussion and supporting planning for the future.

The secretary to oversee that the agenda and papers are confirmed in sufficient time to allow for their distribution at least a week prior to the meeting.

Content: How to set Agenda

It is the role of the principal and chair to set the agenda for each meeting. Any agenda item for a School Advisory Council meeting should be discussed with the principal prior to it being included on the agenda.

Agenda items can be ordered in any manner of ways depending on local context. Items on the agenda can be ordered according to the particular strategic plan goal they relate to, so that the council is always thinking about the relationship between their work and the strategy. They can be developed through reference to the school year, using the calendar of events to determine what will arise at each of the 4-8 meetings over the course of the year. In addition important items can be made permanent or standing items on the agenda.

A list of **possible** agenda items for School Advisory Council meetings:

1. Child safety and safeguarding
2. Enrolments and enrolment policy
3. Curriculum developments
4. SIP – School Improvement Plan
5. AAP – Annual Action Plan
6. Annual Report to the school community
7. RE Program
8. Marketing the school - Use of social media for marketing and promoting the school
9. Updating the website
10. Use of school resources
11. Financial transparency around use of funding and setting and collection of fees
12. Discussion of school policies.
13. Staff and student report to the Council
14. Staffing
15. Master plan
16. Capital works, capital development, funding submissions to Government and Capital Grants Committee



17. Parent focus groups

18.

