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# [Insert School Name]

# School Advisory Council Appointment Letter

**Note to Principals:** This letter is to be contextualised for your school. Only highlighted text can be amended by a 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 letter.

Dear [Member’s name],

On behalf of Melbourne Archdiocese Catholic Schools Ltd (MACS) we congratulate you on your appointment to the [School name] School Advisory Council. [School name] is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

This [length of term] year appointment is made according to the MACS *Terms of Reference for School Advisory Councils* which have been provided for you. The appointment is made with the understanding that you are aware of the purpose of the School Advisory Council as a support to the principal and the leadership team of the school in offering advice on important school matters relating to providing the best possible education for our children. The following are some examples of ways the School Advisory Council may support the school and the principal:

* articulating and enacting the school’s vision and mission
* promoting the school’s Catholic ethos and culture
* promoting faith formation and development
* supporting school policies as required
* giving advice to the principal on issues such as school improvement plans and enrolment trends
* engaging in discussion with the principal about the annual school budget and other financial matters
* giving advice to the principal about the school Master Plan
* capital resource planning and maintenance support to the principal.

As this appointment is made it is important that you familiarise yourself with the contents of the MACS *School Advisory Council Manual* particularly the foundational documents:

* MACS *Statement of Mission*
* *Working Together in Mission* charter and
* MACS *Terms of Reference for School Advisory Councils*

and the essential MACS and school policies:

* *Child Safety Policy*
* *Child Safety Code of Conduct*
* *Complaints Handling Policy*
* MACS *Conflict of Interest for All Employees, Contractors and Consultant Policy.*

The conditions of appointment are that you will:

* sign the school’s *Child Safety Code of Conduct*
* undertake a Working with Children check as per the Worker Screening Act 2020
* accept the MACS *Code of Conduct for School Advisory Council members*.

You will soon be advised as to when the induction and ongoing formation programs will begin. Attendance at these meetings and all School Advisory Council meetings is expected unless you have a good reason to be absent.

[OPTIONAL INSERT: Outline local logistic details here if principal feels there is a need to be explicit above and beyond what is already in the ToR such as:

* minimum number of meetings
* procedures for letting the chair know in advance of absences
* procedures for removal from School Advisory Council
* reference to Conflict of Interest Declaration

Or any other School Advisory Council operational instructions the principal considers important. Alternatively these may be dealt with in a pre-first meeting induction meeting/call]

We look forward to working with you over the next [length of term] years and thank you for your preparedness to be part of this very important contribution to the life of the school.

[Personal salutations]

[name] (Principal) [name] (Parish Priest/Canonical Administrator)