



School Advisory Councils

10 Steps



Preparing for operation

To determine the preparedness of schools to begin operation of School Advisory Councils, we have outlined 10 stages of that journey.

Please use this as a guide to mark your journey and as a feedback mechanism to the School Advisory Councils Secretariat.

During your journey, some of these stages may have been overlooked. Please take the time to revisit this list and ensure that each of the stages has been covered.

1. **No action taken** as yet.
2. **Key documents reviewed:** [MACS Statement of Mission](#), the [Working Together in Mission](#) charter and [MACS Terms of Reference for School Advisory Councils](#).
3. **Discernment process conducted** at a local level between the parish priest as custodian of mission and the principal around the vision for School Advisory Councils.
4. **Terms of Reference finalised** from the template appropriate to your school's context, determining membership composition, expression of interest, application and induction processes, etc.
5. **Terms of Reference published** on the website so it is accessible for all community members.
6. **Expression of interest and application process begun**, including advertising the positions and conducting an appropriate discernment process for applicants.
7. **Members appointed**, and have received and responded to a letter of appointment that will require them to:
 - a) sign the school's Child Safety Code of Conduct (available from the school)
 - b) undertake a Working with Children Check as per the *Worker Screening Act 2020* (Vic.)
 - c) accept the MACS Code of Conduct for School Advisory Council members.
8. **Members inducted** locally according to the process outlined in the customised Terms of Reference.
9. **First meeting held** of the new School Advisory Council.
10. **Dedicated School Advisory Council page published** on the school's website contains up-to-date versions of:
 - a) the Terms of Reference
 - b) *MACS School Advisory Council Manual*
 - c) MACS Code of Conduct for School Advisory Council members
 - d) the School Advisory Council Annual Report
 - e) a list of council members and key roles
 - f) a list of committees and membership.

