



ROLE OF THE P&F REP ON THE SCHOOL ADVISORY COUNCIL

Parents working together to build strong Catholic School Communities

Role and Function of the School Advisory Council:

As stated in the SAC Terms of Reference, accessible on the Catholic Education Office website, the authority and functions are:

2.2 AUTHORITY

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.

3.2 FUNCTIONS

The Advisory Council must carry out the following functions:

- (a) support planning for the present and future operation of the Catholic school;
- (b) provide membership, at the Principal's request, on selection panels for the employment of staff to the Catholic School in accordance with the relevant CECWA Policies and Executive Directives;
- (c) provide membership on the panel that recommends the appointment of a principal in accordance with the relevant CECWA Policy and Executive Directives;
- (d) in consultation with the Principal, communicate about the Catholic School and about Catholic education to persons and organisations in the School Community;
- (e) endorse the Catholic School's annual budget before submission to CECWA for approval; and
- (f) advise the Principal on school financial matters such as performance against budget,



sustainability, and capital and recurrent planning.

Requests to vary the functions of the SAC to suit local context must be submitted to the Executive Director.

The Terms of Reference also lists the criteria for membership of the SAC and the mix of people to be included. Under Section 6.3 (b), Membership of the SAC, it states, "one person nominated by the School Parents and Friends' Association". This person should be an Office Bearer or past Office Bearer of the P&F Committee.

Membership Criteria:

School Advisory Council membership criteria according to Clause 6.1:

- (a) a commitment and desire to promote Catholic education and give service to the Catholic School Community;
- (b) a commitment to the safety, wellbeing and pastoral care of all students and staff;
- (c) an ability to work cooperatively and constructively with the Principal, school leadership team and all other members of the Advisory Council;
- (d) the possession of skills, competencies and experience that are reflective of, relevant and beneficial to the Catholic School Community; and
- (e) a sufficiency of time to devote to Advisory Council duties

Election of Representative:

The P&F representative on the School Advisory Council (SAC) is usually nominated and elected at the Annual Community Meeting (or appointed by a subsequent meeting of the P&F, if they are empowered to do so) and, as a member of the SAC that person is then bound by the Catholic SAC Terms of Reference. Clause 6.5 of this document refers to Term of Office, i.e., "Membership of the Advisory Council is for a period of three years".

Reporting:

At the monthly general meetings of the P&F, the SAC Representative should report on any matters discussed at the SAC meetings which are relevant to parents or the P&F but are not of a confidential nature. Naturally, all members must respect the SACs confidentiality



requirements, which means that some sensitive matters should not be reported on at all and others may only be referred to in a general way. (If in any doubt about what would be an appropriate level of reporting on any matter, the P&F Representative on the SAC should seek advice from the SAC Chairperson or the School Principal). The School Advisory Council Representative should also direct the Council's attention to any appropriate matters that the P&F seeks to have raised at SAC level.

Hopefully, the P&F Representative's membership of, and loyal service to, the SAC will help to facilitate a healthy level of communication between parents and the SAC, and this will further enhance the valuable on-going contribution by the P&F to the school community.

For further information please contact CSPWA office on (08) 9338 9985 or visit our website www.csp.wa.edu.au.