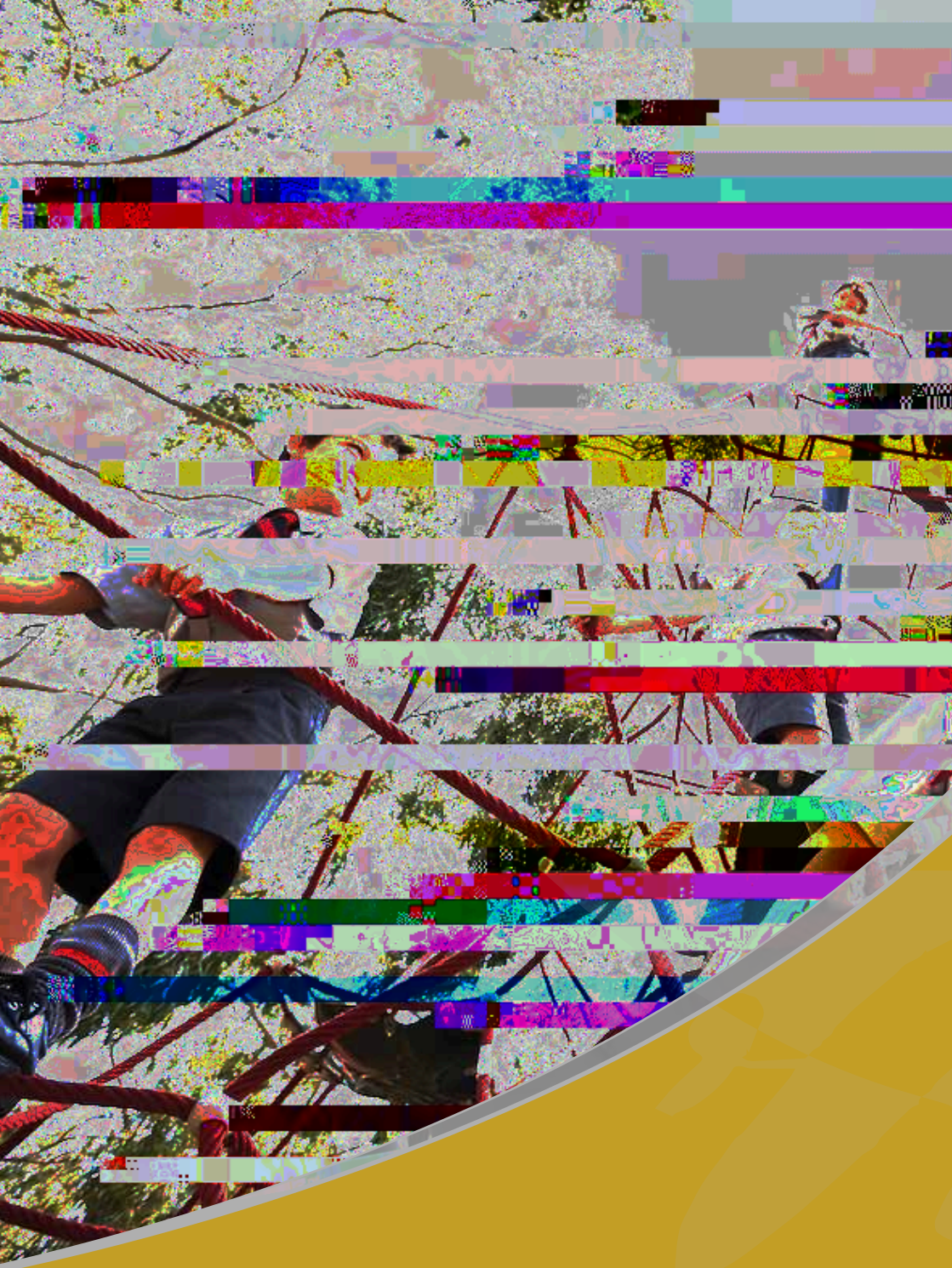




EDMUND RICE
AUSTRALIA





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PREAMBLE

1.1 Edmund Rice Education Australia

offices offering a Catholic education in the tradition of Blessed Edmund Rice.

schools established since then. EREA governs all schools belonging to the entity.

Christian Brothers and their ongoing ministry.

1.2 The Design

The concept and context of the Design is historical. From 1793 to 1796 Edmund Rice developed a framework for managing the future operations of his brotherly community. This framework was known as The Design. The Design was influenced by the 'governance and constitution' of the Presentation Sisters. This Design

School Advisory Councils play in assisting and advising principals and leadership teams in the smooth running of their school. It acknowledges, guides and supports those who serve on a School Advisory Council in the realisation of Edmund's dream through making clear the authority, responsibilities and accountabilities of those involved in this ministry.

The Design applies to School Advisory Councils of all schools, existing schools networks and early learning centres governed by EREA.

1.3 Legal Entity

Trustees of EREA is the body corporate.

canonical law. Individual schools may

engage in legal action or perform any
action that must be performed by a legal

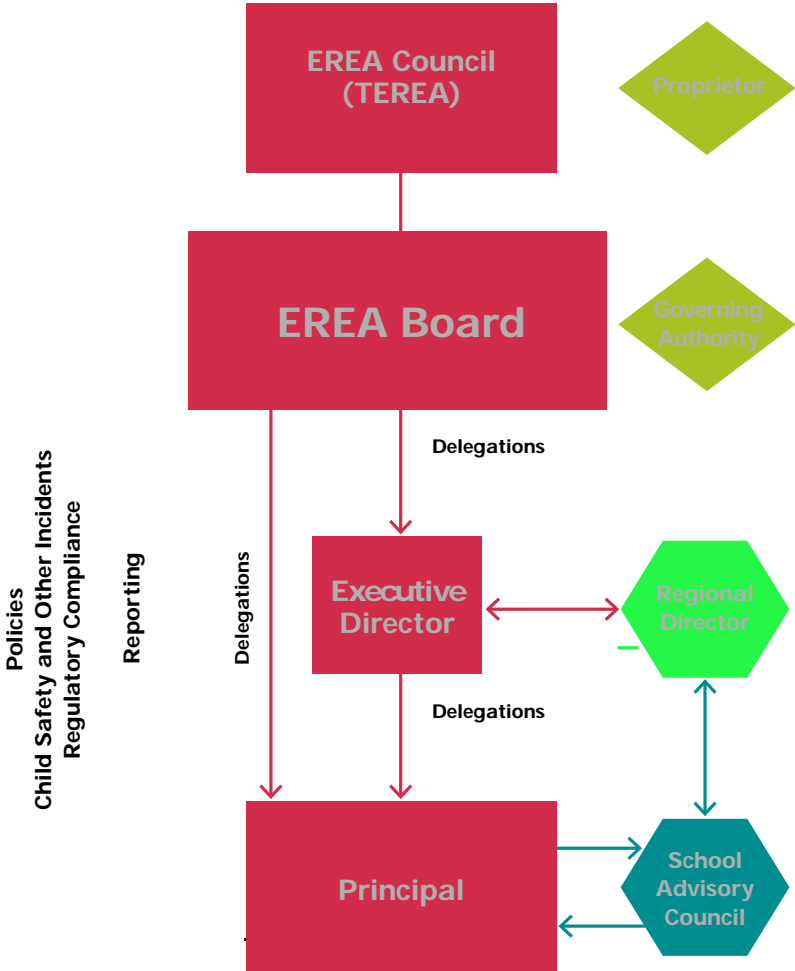
Executive Director.

1.4 Delegations

Where the Design refers to Executive Director,

1.5 EREA Governance Structure

EREA Governance and Management



2.3 Role of School Advisory Councils

- Encourages and supports the Principal.
- Advises the Principal.

information required to assist them in the discharge of their duties. Their role is to:

- Advise and support the Principal on the implementation of strategies for monitoring and enhancing the School's identity and culture as a Catholic school in the Edmund Rice tradition.
- Advise and support the Principal in maintaining and improving the School's strategies for safeguarding children and young people.
- Contribute to and endorse formal submissions to EREA that support and ensure the School's long-term sustainability, including in the areas of:
 - Strategic Planning;
 - annual budget and financial statements; and
 - capital works and master planning;
- Review and advise the Principal on the School's risk profile and risk 'culture' in

2.4 Key Relationships

- The School / Network Principal
- The EREA Regional Director
- The EREA Executive and National Directors
- The EREA Board
- Members of the School community

EREA values and aims

3

3.1 Size & Composition

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3.2 Appointment Process

- Appointments to School Advisory Councils are recommended by the Advisory Council Chair and Principal, through a Nominations Committee, to the EREA Regional Director for approval.
- Recommendations are contingent on prospective members having completed the online induction module.
- Prior to commencing appointment, all School Advisory Council Members are required to:
 - agree to adopt the School Advisory Council Members' Code of Conduct;
 - agree to abide by the provisions of The Design;
 - supply a current Working With Children (however named) clearance;
 - agree to participate in induction and ongoing EREA formation activities in their new role, including Child Protection training.
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3.4 Selection Criteria

- demonstrate an understanding of, and a commitment to, the ethos of a Catholic school in the Edmund Rice tradition;
 - be willing to support and uphold EREA values;
 - have the capacity to contribute skills and knowledge to the School Advisory Council that complement those of other Council members, resulting in a School Advisory Council with skills that align with the needs of the School;
 - have completed EREA School Advisory Council induction;
 - be willing to participate in ongoing School Advisory Council formation and mandatory child protection training.
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- participating in Regional and National School Advisory Council Chair gatherings;
 - participating in formation, reflections and reviews as Chair;
 - building of a good relationship with, and pastoral support for, the Principal.

3.5 Tenure of Appointment

- School Advisory Council Members may be appointed for an initial term of three (3) years, which can, by mutual agreement, be extended for a further three (3) years, for a maximum term of appointment of six (6) years.
- Within this maximum total allowable period of Advisory Council membership, School Advisory Council Chairs may be appointed for a term of three (3) years, which can, by mutual agreement, be extended for a further three (3) years, for a maximum term of appointment of six (6) years.
- In some circumstances, it is acceptable that the Chair may have served some time (up to two (2) years) as a member of the School Advisory Council prior to appointment and still serve the maximum six (6) years as Chair.
- In some exceptional circumstances, a further appointment beyond the 6 years for an Advisory Council member or Chair may be considered by the EREA Executive Director, upon recommendation of the Principal and the Advisory Council Chair or the Advisory Council, as appropriate. The further appointment should be for a maximum of two (2) years.

3.6 Termination of Membership

Council Member, including a Council Chair, where there has been a breach of the School Advisory Council Members' Code of Conduct, disregard for The Design Principles or a lack of active participation in Advisory Council meetings. Prior to

collaboration with the Principal and EREA Regional Director.

4 PROCEDURES

4.1 Meetings

- School Advisory Councils meet at least six times each year at a time and date determined by the Chair of the School Advisory Council in consultation with the Principal. Meetings attended in person are preferable although meetings held via teleconference will be considered valid.
- The quorum for a School Advisory Council meeting will be a simple majority of all members, except that no quorum exists if the Principal (or their delegate) is absent. There will be no meeting of the School Advisory Council without the knowledge, agreement and input of the Principal.
- Following each School Advisory Council meeting, a copy of all approved, signed (by Chair) Advisory Council minutes are to be forwarded by the Advisory Council secretary to the EREA Regional Director for information.
- Original School Advisory Council minutes and papers are to be stored at the School in a manner approved by the Principal.

4.2 Committees

- Each School Advisory Council is required to establish such Standing Committee arrangements, however named, to ensure the Advisory Council's attention to:
 - Finance
 - Identity
 - Governance (including nominations, communications);
 - Risk; and
 - Property.
- Other committees and working parties of the School Advisory Council may be established at the discretion of the Chair of the School Advisory Council and Principal.

- Membership of the School Advisory Council Finance and Identity Committees must include at least two School Advisory Council Members (one of whom is to be the Committee Chair), not including the Principal who is an ex-officio member of these committees, or School Business Manager (non-voting), and others as deemed appropriate by the Chair of the School Advisory Council and Principal.
- Non-School Advisory Council Members may be appointed as members of Advisory Council committees and working parties. Such appointments are made by the Principal in consultation with the Chair. Non-School Advisory Council members of Advisory Council committees are also appointed for a maximum initial term of three (3) years and may be appointed for a further term of a maximum of three (3) years, for a maximum term of appointment of six (6) years.
- The Chair of the School Advisory Council and Principal have a right to attend any committee or working party of the Advisory Council, but are not obliged to attend such meetings.
- The quorum for a committee meeting is a simple majority, except that there must be one School Advisory Council Member and a delegate of the Principal present.

HANDBOOK

Advisory Council Members' Handbook is reviewed and updated annually. The online Handbook provides information to support and guides the work of the School Advisory Council.



- Respect the confidentiality of School Advisory Council matters, and not misuse information or their position;
- Keep an open mind and be willing to enter into dialogue through being alert to alternative solutions;
- Maintain clarity between the role of the School Advisory Council, EREA National and Regional Office, and not intrude into the Principal's direct management of the School;
- Prior to discussion and decision making, declare any actual or perceived conflict of interest ic





