



St Mary MacKillop College Swan Hill

School Advisory Council

Guidelines

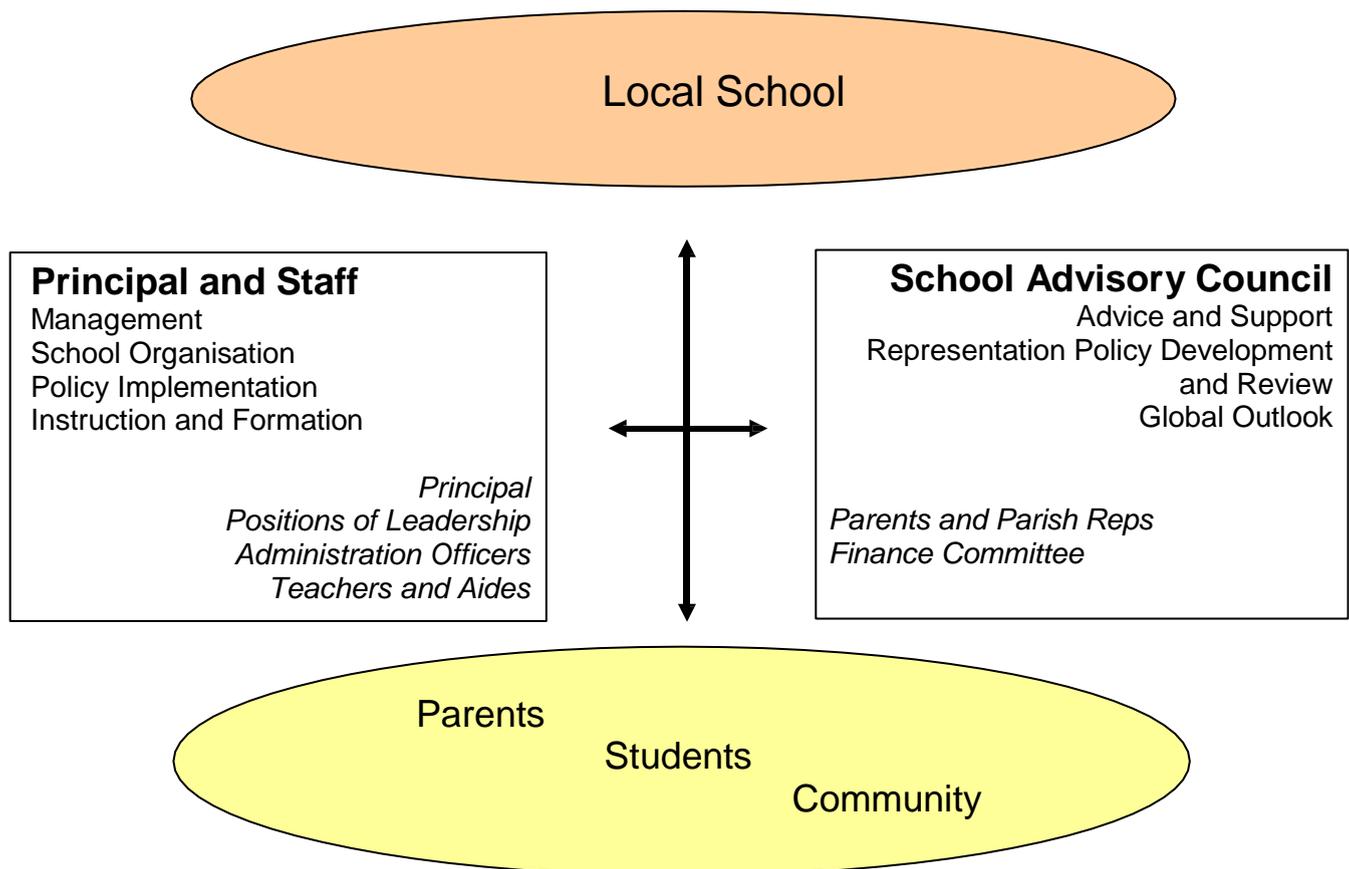
Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

Mission

At St Mary MacKillop College we are people who affirm the dignity of every person, who act with respect and compassion, who reverence relationships, who have hearts for generosity and forgiveness.

- *We celebrate our Catholic identity.*
- *We respect the unique dignity, faith and gifts of each person.*
- *We value learning, aspiration and connectedness and we work together to create a positive future.*



Characteristics of an Effective School

School Advisory Councils are able to provide advice in relation to the following characteristics of an effective school.

Professional Leadership

Professional Leadership provides a clear sense of purpose and shared vision, genuine opportunities for others to contribute to decisions and establishes conditions for high quality teaching and learning

Focus On Teaching And Learning

Effective schools ensure that there is a strong and clear focus is on teaching and learning and professional learning activities that are based on improving the teaching-learning relationship

Shared Vision And Goals

Effective schools demonstrate a clear and shared understanding of their goals and have relatively few priorities and are focused on the core things students need. There is a clear sense of how to prioritise and put first things first

High And Appropriate Expectations For Students

Effective schools have high and appropriate expectations for their students. Teachers genuinely believe that every student has the ability to learn and they endeavour to ensure that every learner is successful.

Stimulating And Secure Learning Environment

Effective schools establish an orderly atmosphere, an attractive learning environment and consistent classroom management. Resources are allocated to maintain classrooms that are conducive to quality teaching and learning.

Accountability

Effective schools establish rigorous systems of accountability by which the school and student performance and progress can be evaluated.

Learning Community

Effective schools are learning communities in which there is a common vision underpinned by shared values and objectives and staff are encouraged to engage in professional interchange, collaboration and networking

Purposeful Teaching [Pedagogy]

Effective schools teach with purpose. The school and its teachers work to improve their understanding of teaching strategies that work, and demonstrate a reasonably sophisticated understanding of how students learn.

Student Responsibilities And Rights

Effective schools seek to raise student self esteem by establishing good staff/student relations.

Students are engaged with learning through teachers giving students some control over the work they do through the development of self regulation skills. They learn to be independent

Involving Parents In Productive & Appropriate Ways

Effective schools work together with parents to improve learning through developing parents' support for their child's learning

The school actively involves parents in school activities

These items feed easily into the **Five Key Aspects of Catholic Schooling**. These aspects underpin the Ballarat Diocesan School Improvement Framework

- Catholic School Culture**
- Teaching and Learning**
- Student Wellbeing**
- Leadership and Management**
- School Community**

School Improvement aims to bring about:

- enhanced wellbeing**
- maximised student outcomes**
- most effective pedagogy**

The School Advisory Council shares in the work of enacting the school's vision and ensuring that the school operates as effectively as possible.

Leadership

Advisory Council members have a leadership role within and for the school.

Good leadership is first about acknowledging that no one person has all the wisdom. It is a shared enterprise.

In exercising leadership within the school, the Advisory Council's role is to ensure that there are structures and processes that enable the community wisdom to be shared.

Advisory Council members are in the privileged position of being able to formulate and offer informed advice to the Canonical Administrator and Principal.

Purpose of the School Advisory Council

1. The work of the School Advisory Council is a work of the Gospel. Members of the School Advisory Council share in the mission of the Church.
2. A School Advisory Council exists to offer informed advice to the Canonical Administrator (Parish Priest or Parish Leader).
3. The School Advisory Council's primary role is to support and give advice to the Principal in matters which affect the ethos of the school. It does not have authority in the management or day-to-day running of the school.
4. It is a representative body, bringing together in a formal way all parties connected with the school.
5. The Advisory Council is subject to:
 - Canon Law
 - Government Legislation
 - Industrial Awards and Agreementsand takes into account the policies and advice of
 - Catholic Education System Authorities

6. The work of the Advisory Council includes:
 - assisting with articulating and enacting the school's vision and mission
 - planning for the present and future operation of the school
 - disseminating information about the School and about Catholic Education generally to the school and Parish Community and, where applicable, the wider local community
 - respecting such confidences as determined by the Advisory Council
 - overseeing the finances associated with the school
 - formulating, ratifying and revising school policy
7. The professional areas of curriculum development, teaching and internal management of the school remain the responsibility of the Principal.

Membership of the Advisory Council

1. Ex-officio members: Canonical Administrator & Principal
2. Elected parent representatives (5)
3. Parish Representative (1)
4. Staff Representative (1)
5. Catholic Education Office, Ballarat Representative

School Advisory Council Member's Commitment

Members are asked to:

1. ensure they understand and can articulate the school's vision and mission
2. make decisions that always have the welfare of the students as their primary basis
3. be mindful that the implementation of school policies and overall management of the school is the function of the principal and staff of the school
4. give the necessary time, thought and study to the work of the Advisory Council
5. respect matters of confidentiality
6. work with fellow Advisory Council members in a spirit of harmony, co-operation and honesty
7. make decisions on issues based on all available facts and consistent with the school's stated vision and mission
8. abide by and uphold the final majority decisions of the Advisory Council
9. only act on behalf of the Advisory Council when specifically authorised to do so by the Advisory Council.
10. refer to the appropriate person any issues or concerns that are not the concern of the Advisory Council.
11. commit to membership of the Council for two years with the option of a further two years.

Meetings of the Advisory Council (moved from below)

1. Regular meetings of the Advisory Council are normally held once a month.
2. Special meetings may be held as often as deemed necessary.
3. The quorum for holding a meeting shall be one more than half the total membership.

School Advisory Council Meeting Procedure

The agenda is compiled by the Principal. Meeting papers are normally distributed several days in advance to the members of the committee, giving them appropriate time to read meeting documents.

In meetings the minutes of the previous meeting are confirmed and actions arising out of the minutes are dealt with first and foremost. Other key issues such as policies and procedures or specific tasks for a particular meeting are given priority, especially if time is limited. The format of the Agenda may be as follows:

1. Chairman's welcome
2. Prayer
3. Present / Apologies
4. Confirmation of Minutes of Previous Meeting
5. Correspondence In
6. Correspondence Out
7. Policies for Discussion and Approval
8. General Business
9. Reports
 - 9.1 Principal
 - 9.2 Parish (do we wish to keep this)
 - 9.3 Staff
 - 9.4 Finance
 - 9.5 CEO Report
10. Prayer & Closure