
ADVISORY COUNCIL PROTOCOLS

St Paul's letter to the Corinthians (1 12:7-12) reminds us of the gifts of the Spirit and the value of each person within the group. Through Baptism each person becomes part of the Body of Christ. The Advisory Council is formed in order that our gifts and competencies can be shared for the benefit of our whole school community.

The following protocols are to be observed by members of the Advisory Council to ensure effective and efficient conduct of Council meetings.

Record Keeping

- The agenda for a meeting will, in most instances, be determined at the end of the preceding meeting.
- The agenda is to be distributed by the Principal at least one week prior to a meeting of the Council.
- Published copies of the agenda to be available in the School Office at least one week prior to a meeting of the Council.
- Minutes of each meeting of the Council are to be recorded by the Secretary and made available in the School Office.
- The Secretary is to ensure that the minutes of each meeting are typed and distributed to all team members.
- A summary report of the outcomes of each meeting is to be published in the School Newsletter.

Conduct of meetings

- Meetings are to be held in the School staff room unless otherwise advised by the Principal.
- Meetings will commence at 7.00pm and conclude by no later than 8.30pm.
- Should a meeting be cancelled, the Principal will notify all Council members of this and communicate a new meeting date as soon as practicable.
- All members of the school community are welcome to attend meetings of the Council, though should confidential matters be on the agenda, such meetings will be closed to Council members only.
- Meetings to be conducted by the chairperson.
- The agenda will be set by the Principal in consultation with the Chairperson. Only agenda items will be discussed at the assigned meeting.

Expectations

- The decision making process of the Council is to reflect the Christian principles upon which our school community works and grows in faith together.
- Council members must respect the experience and knowledge that each brings to the work of the Council.
- Openness and honesty among Council members is vital to the success of the Council. Therefore, Council members are expected to listen to each other's ideas and opinions without prejudice.

- Decisions should be made which are relevant to and reflect the vision, needs and values of our whole school community.
- Agreement is to be reached through consensus.
- Where consensus in decision making cannot be reached, the Principal will make the final decision.
- During discussions where there is disagreement, Council members are to avoid comments that insult or harm another member.
- Once the Council makes a decision all Council members are expected to support and abide by that decision.
- Council members are required to maintain confidentiality at all times.

Agreement to Advisory Council Protocols

I have read and understand the protocols governing the conduct of Council members. I agree to support these protocols and will endeavour to promote the consultative and collaborative work of the Council.

Signed: _____

Date: _____