



Terms of Reference Family and Community Engagement Standing Committee February 2020

Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) Standing Committees develop policy for DOBCEL Schools and assist in identifying procedures for the implementation and monitoring of those policies.

The DOBCEL Board endorses policy for ratification by the Bishop.

The Chief Executive Officer assists the Board in the implementation of DOBCEL policy and ensures that procedures are established, implemented, and monitored.

The Family and Community Engagement Standing Committee has been established by DOBCEL to develop strategic direction for the engagement of families and the broader community in DOBCEL schools.

The role of the Parent and Community Engagement Standing Committee is to:

1. assist DOBCEL to enable the perspective of families, parishes and broader community in DOBCEL schools through partnership
2. draft and advise DOBCEL about policy to enhance the engagement of families, parishes and the broader community in DOBCEL schools
3. advise DOBCEL about strategies to enhance leadership of parents and carers, parishes and the broader community in DOBCEL schools
4. identify and monitor strategic direction for the engagement of families, parishes and broader community in DOBCEL schools
5. make recommendations to the Chief Executive Officer on areas of risk associated with family and community engagement that require support, intervention or oversight.
6. make recommendation to DOBCEL on a marketing, communications and recruitment strategy
7. liaise with a range of representative groups

Membership

Membership of a DOBCEL Standing Committee is for an initial period of two (2) years. Members may seek re-appointment for up to a further two (2) year term. DOBCEL reserves the right to offer a one (1) year re-appointment where necessary for membership continuity and to restructure the Standing Committee membership when appropriate.

The membership of the Committee will be managed to include representation as follows:

1. A Chair, appointed by the Board
2. At least one Director of DOBCEL
3. The Director of Catholic Education, who acts as Executive Officer of the Committee
4. A nominee of Catholic School Parents Victoria
5. A primary principal, family/school liaison officer or promotions officer
6. A secondary principal, family/school liaison officer or promotions officer
7. Members with expert knowledge in family and community engagement
8. Members who add diversity of perspectives to the committee
9. A member with expertise in promotions and communications

Administrative support will be provided by the Catholic Education Office.

Quorum – a quorum will be considered to be one half of the members.

Meeting frequency

Up to four (4) meetings per year for three (3) hours duration.

- One meeting each term will be held
- Three meetings each year will be held via video conference
- Email meetings/consultations may be used to consult on urgent or simpler matters

The Family and Community Engagement Standing Committee reports to the DOBCEL Board through a report on each meeting, minutes, draft policies and proposals.

Review of these Terms of Reference can be initiated by the DOBCEL Board or the Standing Committee at any time. **The committee will review its performance annually** in relation to the stated role to determine whether it is functioning effectively by reference to current best practice.