



0.04 TERMS OF REFERENCE

Mercy Education Limited College Advisory Councils

The Mercy Education Policy: 0.04 Terms of Reference for College Advisory Councils (CAC) [December 2022] replace the former Model CAC Constitution (Mercy Education Policy: 0.04 Constitution for College Advisory Councils).

GOVERNANCE

Mercy Education Limited (Mercy Education) is an incorporated ministry of Mercy Ministry Companions (MMC). MMC is responsible for ensuring, as Catherine McAuley and her sisters, that the Catholic identity, charism and spirituality of schools previously under the stewardship of the Institute of Sisters of Mercy of Australia and Papua New Guinea (ISM PNG), thrive into the future.

MMC delegates the responsibility of these thirteen schools to Mercy Education. There are nine schools in Victoria, three in Western Australia and one in South Australia.

Each school is operated and governed by Mercy Education Ltd (Mercy Education).

PURPOSE

The Mercy Education Board has responsibility for the strategic direction and oversight of the operation and management of Mercy Education schools, including clear lines of authority, reporting and delegation from the Board through the Chief Executive to its principal.

The College Advisory Council provides a crucial point of connection between the wider school community and school leaders. While the College Advisory Council does not have governance responsibility or decision-making authority, it supports the principal and school leadership and provides an important connection to the wider Catholic faith community including parish, Mercy Ministry Companions and the Institute of the Sisters of Mercy of Australia and Papua New Guinea.

The College Board, through this Terms of Reference, supports the overall governance of the school.

The Board, as the governing body, is responsible for the common good of Catholic education in all Mercy Education schools and thus is ultimately responsible for making any decision about the establishment of a council and its arrangements.

ROLE AND OBJECTIVES

The College Advisory Council provides a forum for discussion and discernment, where parent voice and community perspectives are available to inform and support the decisions made by the principal.

Conflict of interest

Mercy Education is committed to building College Advisory Councils that are free from fraud or
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duty to the school is affected by a personal (actual, potential or perceived) interest.

In such cases the line between personal and professional conduct may become blurred and interfere
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of interest may arise, but do not need to present a problem to College Advisory Council or Mercy
education if they are openly and effectively managed.

The Mercy Education Conf-13-007 rev 1/22 re WC Conf-13-007 re BT/96 (7.002.41-13-007) re BT/96 (7/8/20

- by reason of physical or mental health the person is unable to perform his or her duties.
- are convicted of any offence involving fraud or dishonesty or any other serious offence which is punishable by imprisonment.
- are absent from three consecutive meetings of the Council without an apology.
- are removed as a member by the Principal, within his or her right, and after due consideration, no reason has to be given.

Staff Members

- The College Principal is the Council Secretary of the College Advisory Council. The College Principal has voting rights.
- Business ManagerThe Business Manager has no voting rights
- OtherCollege Leadership members are requiredOther College Leadership members have no voting rights.
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Committees of the College Advisory Council

The College Advisory Council shall maintain a separate Finance Committee which will meet at least four times each year.

The Chair of the Finance Committee shall be a member of the College Advisory Council and shall be appointed to the role of Committee Chair by the College Advisory Council.

The Finance Committee should include at least two members who are not school staff members and who have current employment, previous experience or formal qualifications in accounting and business.

The school Business Manager shall be an *ex officio* member of the Finance committee.

The Finance Committee is responsible for the oversight of and summary reports to the College Advisory Council of the following aspects of school finances:

- To regularly monitor and review the financial performance of the College
- To make recommendations to the College Advisory Council on policy matters relating to finance or capital works.
- To consider and recommend to the College Advisory Council the annual budget
- To advise the Principal on matters relating to financial controls, accounting standards, practices and procedures
- To provide financial advice to the College Advisory Council on major capital projects and proposals for new projects put forward
- To address other matters that may be referred to the Committee by the College Advisory Council from time-to-time

Additional Committees

The College Advisory Council may elect to have a Capital Planning / Building & Facilities group which is a committee of the College Advisory Council or a committee of the Finance Committee. The College Advisory Council may implement other committees as agreed on a temporary or permanent basis.