

THE FEDERATION OF RELIGIOUS INSTITUTE AND MINISTERIAL PJP CATHOLIC SCHOOL AUTHORITIES IN NSW AND ACT.

EDUCATION POLICY COMMITTEE

TERMS OF REFERENCE

The Federation of Religious Institute and Ministerial PJP Catholic School Authorities in NSW and ACT (**Federation**) is established to represent the interests of these authorities and their schools in the increasingly complex and dynamic educational context.

The Federation follows on and benefits from the work and leadership of the Conference of Leaders of Religious Institutes of NSW (CLRINSW) undertaken through its Education Committee. In recognition of the autonomy of members, it provides a mechanism to seek a common voice.

The Education Policy Committee is established by the Federation Council under whose authority it operates. The Committee will work on matters pertinent to Catholic education in NSW and ACT.

This Committee is

- the point of contact with the Chief Executive Officer and the staff of Catholic Schools NSW on behalf of the Federation;
- nominate and provide proactive support for the representatives on peak Catholic bodies e.g. CSNSW reference groups, CCER and CBGA committees;
- adopt an "issue" focus rather than a "reporting" focus;
- be an inclusive and balanced voice on public issues e.g. funding;
- promote important educational issues;
- liaise with any national Education bodies representing RIs and PJPs.

CONTEXT: CHALLENGES AND OPPORTUNITIES

This Committee will need

- to recognise and work with the existing education entities (CSNSW, CCER, CBGA) to develop the goodwill necessary for the development an inclusive voice;
- to develop a forum and a process to make a contribution to the mission of Catholic education;
- to communicate with the members, Board Chairs and principals.

MEMBERSHIP

- The Committee is appointed by the Council of the Federation and is accountable to the Council.
- The Education Policy Committee will consist of a Chair, appointed by the Federation Council from the Councillors, and preferably at least five other members with appropriate skills and expertise.
- Preferably at least 50% of Committee members, including the Committee Chair, (or in the absence of the Committee Chair, another Councillor nominated by the Committee Chair), is required to form a quorum for the purposes of holding meetings of the Committee.

- Members will be appointed for a maximum of two years, with an opportunity for re-appointment for further terms. A review of the membership will be held every two years to ensure effective continuity and succession planning.
- Membership of the Education Policy Committee is voluntary.
- Expenses related to fulfilling the tasks of the Committee will be met by the Federation.
- Committee members will possess the following skills and qualities:
 - I. Expertise and experience in education, a considerable understanding of the issues, and a state and national outlook;
 - II. Leadership skills and an ability to engage others in the work of education;
 - III. Excellent communication skills, a clear understanding of the mandate and a balanced perspective.

COMMITTEE STRUCTURE and OPERATING PROCEDURES

- The Federation Education Policy Committee is supported by the Executive Officer of the Federation using communication via teleconferencing or other means allowing for:
 - I. a voice in NSW/ACT for issues to be pursued;
 - II. events to be planned and executed;
 - III. education personnel to gather and collaborate at a local level;
 - IV. information about issues to be provided to the Federation Council.

MEETINGS

- The Education Policy Committee will meet at least four times per year, in person or by teleconference.

REPORTING TO THE FEDERATION COUNCIL

- The Federation Executive Officer will provide secretariat support to the Committee.
- The Federation Council will receive the minutes of each meeting of the Education Policy Committee.