



Sacred Heart
College
GEELONG

Sacred Heart College Advisory Council

Strategy and Communications Sub-Committee

Terms of Reference

SCOPE

The Sacred Heart College Advisory Council (CAC) has established a combined Strategy and Communications Sub-Committee (sub-committee) to support and advise the CAC on key issues.

PURPOSE

- Review and monitor performance against Strategy, School Improvement and Annual Action Plan.
- Identify possible risks, issues and opportunities with strategic plan delivery and prioritisation.
- Provide reporting and visibility of progress against strategy milestones to CAC.
- Propose strategic priorities to CAC for marketing, communications and engagement in a timely, consistent and well-coordinated manner. Promote openness and transparency in governance, ensuring the College community is well-informed of the school's activities, programs, and services, including delivery of strategic projects / priorities.
- Provide oversight on the implementation of the internal and external communications platforms.
- Provide recommendations to the College Leadership Team (CLT) on key issues addressed by the sub-committee.

CHILD SAFETY

The Strategy and Communications Sub-Committee is committed to nurturing and safeguarding child safety and in their deliberations and decision making will ensure that:

- All students enrolled at Sacred Heart College have the right to feel safe and be safe.
- The wellbeing of children in our care will always be our first priority and we do not and will not tolerate child abuse.
- A child-safe and child-friendly environment is developed where children are free to enjoy life to the full without any concern for their safety.



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- Attention is paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, children with a disability, children who are unable to live at home, international students, and LGBTIQ+ students.
- Students and their families have the right to confidentiality and privacy, and will ensure communications are respectful and ethical.
- All members of the College community will ensure adherence to relevant privacy and confidentiality policies relating to the appropriate use of student information and images in school communications, including social media platforms.

RESPONSIBILITIES

The specific responsibilities of the sub-committee are to:

- Review and evaluate information provided by the Principal and the broader Leadership Team.
- Identify priority issues which fall within its Terms of Reference.
- Provide recommendations to the Principal on appropriate and relevant matters.
- Provide information to the CAC on current developments and trends relating to matters which fall within its Terms of Reference.
- Liaise with the other CAC sub-committees with the aim of delivering on the purpose of the Strategy and Communications sub-committee.
- Address any related matter(s) referred to it by the CAC.

MEMBERSHIP

- At least one member of the CAC, who will be the chair of the sub-committee (Chair), shall be a member of the sub-committee.
- Minimum of three representatives, including at least one parent of the College.
- Members should possess a high degree of knowledge, understanding and experience in strategy matters and/or communications.
- Membership shall be reviewed every three (3) years.
- At least one member of the College Leadership Team shall be a member of the sub-committee.

PROTOCOLS AND PROCEDURES

- Sub-committee members should have a sound knowledge and understanding, enhanced as necessary by appropriate training or access to expert advice, of the areas of the sub-committee's business.
- On occasion, the Chair may declare that a matter be deemed confidential to the sub-committee.
- Sub-committee members should value and respect diversity and differing views.
- Resolutions developed by the sub-committee will occur within a consensus approach.



- Minutes of the sub-committee meetings and a Chair's report will be presented to the CAC.

MEETING SCHEDULE

- Not less than four meetings shall be held each year.
- The sub-committee meeting agenda is to be prepared by the Chair of the sub-committee in consultation with the Leader of Development, Marketing and Communications.
- Committee meetings shall be held not less than two weeks prior to any meeting of the CAC to ensure adequate time for preparation of minutes, reports, and recommendations to the CAC.

Updated: August 2023



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