



Committee of Religious Institute and Ministerial Public Juridic Person School Authorities Australia

Terms of reference

Approved by AMPJP Council: 16 June 2020 **To be reviewed:** 16 June 2021

1. Context

Religious Institutes (RI) and Ministerial Public Juridic Persons (MPJP) provide a wide range of Catholic educational opportunities to approximately 149,000 young people across Australia. These include: boarding schools, spiritual charisms, rural and metropolitan schools, flexible learning centres for the disadvantaged, scholarships for Indigenous and other students, and multi-modal experiences. These services are offered as a continuation of Jesus Christ's mission of liberation, healing, wisdom sharing and providing nurturance so that people within school communities may experience life to the full (*Jn.10:10*).

RI and MPJP schools are conscious of the diversity, consumerism and secularisation within Australia – and within their school communities. They embrace this complexity as an opportunity to engage with people who have different experiences and understandings of God and Church. In the tradition of missionary evangelists, RI and MPJP schools seek to learn from, and with, our school communities so that we all grow in faith and life.

The AMPJP recognises that the Committee of Religious Institutes and Ministerial Public Juridic Person School Authorities Australia (CORMSAA) replaces and builds upon the legacy of Catholic Religious Australia's education committee. The AMPJP sees CORMSAA as a means of living the shared mission and fellowship that exists between RIs and MPJPs. The AMPJP sees CORMSAA as an integral expression of its mission, vision and values.

The AMPJP will ensure that, as much as possible, CORMSAA strengthens, rather than replaces or replicates, existing National Catholic Education Commission (NCEC) and State Catholic education structures/processes.

1. Purpose

CORMSAA will:

- a) Focus on the Mission of Catholic Education;
- b) Promote the unique contribution of RI and MPJP education;
- c) Recommend a person to the AMPJP Council so that s/he can provide the Bishops Commission for Catholic Education with the information it needs to decide the RI and MPJP nominee on the NCEC;
- d) Provide the RI and MPJP nominee on the NCEC with issues, information and support as required;
- e) Communicate any issues/information/requests from the RI and MPJP nominee on the NCEC to relevant stakeholders; and
- f) Facilitate RI and MPJP School Authority communication and collaboration on issues that cannot be adequately dealt with through State/Territory bodies or the NCEC.

2. Composition

The membership of the CORMSAA will, as much as is possible, be balanced and diverse (MPJP/RI, geography, gender, race etc). There must be a minimum of two representatives of Religious Institute and two representatives of MPJP School Authorities. CORMSAA will regularly complete a skills and identity matrix to assist the AMPJP Council decide if changes are needed to the structure and membership.

CORMSAA may comprise a maximum of eight people including:

- a) The AMPJP Executive Officer (or delegate);
- b) One person for Victoria/Tasmania from Catholic Religious Institute and Ministerial Public Juridic Person Victorian Schools Ltd (*they will provide two nominations (including a RI and a MPJP as well as a woman and a man) and AMPJP will decide which will best ensure the Committee's diversity requirements*)
- c) One person for NSW/ACT from Federation of Religious Institute and Ministerial PJP Catholic School Authorities in NSW and ACT (*they will provide two nominations (including a RI and a MPJP as well as a woman and a man) and AMPJP will decide which will best ensure the Committee's diversity requirements*);
- d) One person for Queensland from the QLD Religious Institute and Ministerial PJP Education Committee (*they will provide two nominations (including a RI and a MPJP as well as a woman and a man) and AMPJP will decide which will best ensure the Committee's diversity requirements*);
- e) Up to two people for South Australia/Western Australia/Northern Territory (ideally one RI and one MPJP) chosen by AMPJP Council (*in response to a call for nominations sent to all RI and MPJPs operating schools in those States/Territory. If no RI representatives nominate the AMPJP will ask CRA if they would like to nominate a RI School Authority from those States*);
- f) Up to two educationalists selected for her/his expertise.

One of these members will be the RI and MPJP nominee on the NCEC.

All CORMSAA members are expected to operate in the best interests of all RI and MPJP School Authorities, regardless of their personal allegiance, nominating body or other considerations.

4. Term

CORMSAA members will have a minimum three-year and maximum six-year term.

Where the AMPJP Council selects a person for CORMSAA, it will be for a three-year term. State bodies nominating a person are encouraged to consider succession planning and appropriate rotation of people through roles. As much as is possible, there will be a rotation of members which is staggered so that not all members leave CORMSAA at the same time.

5. Office bearers

The AMPJP, after consultation, will appoint the CORMSAA Chair. This appointment will be reviewed at least every three years.

In the event that the Chair is not present at a meeting, the participating members shall elect a Chair for that meeting.

CORMSAA can appoint its own minute taker and Secretary or the AMPJP Executive Officer will provide this service and charge CORMSAA's budget at a rate of \$60 per hour.

COMSAA does not need a Treasurer. The AMPJP Executive Officer will provide the Committee with updates on its financial position in January, April, July, October of each year.

The RI and MPJP nominee on the NCEC will attend all NCEC meetings as well as attending and providing a written report to each CORMSAA meeting.

6. Meetings

CORMSAA should meet at a frequency and timing that assists the RI and MPJP nominee on the NCEC (NCEC currently meets six times a year).

As much as is possible, at the last meeting of the calendar year, CORMSAA will determine the dates and locations of its meetings for the coming year. CORMSAA's budget should allow for at least one face-to-face meeting each year with others as video/teleconferences.

The meeting papers will be circulated to all CORMSAA members at least seven days before their meeting. Minutes will be circulated to all CORMSAA members after a suitable time.

7. Authority

CORMSAA is able to determine how it will spend its annual budget (\$5,750 in 2020-2021).

By April each year, CORMSAA will provide the AMPJP Executive Officer with the line items (categories) for its budget allocations for the following July-June financial year.

8. Internal/External Communications

All formal communication between CORMSAA and RI and MPJP Catholic School Authorities will be via the CORMSAA Chair.

CORMSAA will obtain the AMPJP Council Chair's approval before making or endorsing a statement to individuals or organisations other than RI and MPJP Catholic School Authorities.

9. Reporting

Each report to CORMSAA from the RI and MPJP nominee to the NCEC will be circulated to all RI and MPJP Catholic School Authorities.

The CORMSAA Chair will provide the AMPJP Executive Officer with a brief written report on CORMSAA activities/issues before each AMPJP Council meeting (currently Feb, May, Aug, Nov).

Attachment 1. AMPJP: Committee of Religious Institute and Ministerial Public Juridic Persons School Authorities Australia (CORMSAA) Terms of Reference

Educationalist position

Nomination process

All RI-MPJP School Authorities and their State/Territory representative bodies will be invited to nominate a person for the educationalist position(s) when a vacancy arises. The nomination must be in the format of the CORMSAA Nomination Form (which must not exceed three pages). At the conclusion of the nomination period, the AMPJP Executive Officer will present all nominations to the AMPJP Council. The AMPJP Council will assess all applications against the selection criteria. If the AMPJP Council believes other nominations are needed it will seek out suitable people to complete the nomination and appointment process.

Selection Criteria

The criteria below should be addressed under the CORMSAA nomination forms three sections: ((1) Relevant knowledge/Academic qualifications; (2) Experience/expertise in education and (3) Other relevant competencies):

Selection criteria for the educationalist position:

- Minimum Masters level academic qualification(s) in the field of education, preferably of a Catholic nature;
- More than seven years experience as a teacher/administrator in Catholic education and/or more than five years experience as a teacher/researcher in tertiary Catholic education

CORMSAA Chair

Nomination process

All members of the AMPJP CORMSAA will be invited to nominate her/himself or another member for the role of Chair when this vacancy arises. At the conclusion of the nomination period, the AMPJP Executive Officer will present all nominations to the AMPJP Council. The AMPJP Council will assess all applications against the selection criteria.

Selection Criteria

Context

- Good understanding of AMPJP's purpose, priorities and ways of proceeding;
- Time, skills and temperament to work effectively with AMPJP Council, Chair and Executive Officer

Conducting meeting

- Time and competence to work with AMPJP Executive Officer to develop Committee agenda and meeting papers
- Competence to ensure that meetings start and finish on time
- Competence to ensure that meetings address the most important issues
- Competence to ensure that all participants have an opportunity to contribute to discussions
- Competence to ensure that discussions and other interactions are respectful
- Competence to deal with differences and conflicts effectively

Leadership

- Time, skills and temperament to meet with Committee members between meetings, as required
- Time, skills and temperament to liaise with external parties on behalf of the Committee, as required
- Competence to facilitate the Committee developing and maintaining a strategic focus and medium/long term plans