



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

## **Terms of reference**

**Approved by AMPJP Council Nov 12 2024**

### **1. Context**

***"In the first place, education, as the formation  
of the human person, is a universal right"***

From - The Identity of the Catholic School  
for a Culture of Dialogue 11

Religious Institutes (RI) and Ministerial Public Juridic Persons (MPJP) provide a wide range of Catholic educational opportunities to approximately 19% of the total enrolment in Catholic schools across Australia<sup>1</sup>. These opportunities 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 its 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 and co-operates with, rather than replaces or replicates, existing National Catholic Education Commission (NCEC) and State Catholic education structures/processes.

## **2. Purpose**

### **...The duties and the content of the Catholic school.**

*Its task is fundamentally a synthesis of culture and faith, and a synthesis of faith and life: the first is reached by integrating all the different aspects of human knowledge through the subjects taught, in the light of the Gospel; the second in the growth of the virtues characteristic of the Christian.*

The Catholic School, 1977::37

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 for them to appoint as 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 NCEC and NCEC Nominee to RI MPJP school authorities and schools; and
- f) Facilitate RI and MPJP School Authority communication and collaboration – usually on issues that cannot be adequately dealt with through State/Territory bodies or the NCEC.

## **3. Composition**

The AMPJP Council appoints members to CORMSAA and appoints its office bearers.

The membership of the CORMSAA will, as much as is possible, be balanced and diverse (MPJP/RI, geography, gender, ethnic background 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 ten people including:

- g) The AMPJP Executive Director (or delegate);
- h) One person for Victoria/Tasmania from Catholic Religious Institute and Ministerial Public Juridic Person Victorian Schools Ltd;
- i) One person for NSW/ACT from Catholic Religious Institute and Ministerial Public Juridic Persons NSW and ACT School Authorities;

- j) One person for Queensland from the QLD Religious Institute and Ministerial PJP Schools Committee;
- k) One person for South Australia/Northern Territory appointed by AMPJP Council on the recommendation of CORMSAA (*in response to a call for nominations sent to all RI and MPJPs operating schools in that State*);
- l) One person for Western Australia appointed by AMPJP Council on the recommendation of CORMSAA (*in response to a call for nominations sent to all RI and MPJPs operating schools in that State*);
- m) Up to three educationalists selected for her/his expertise;
- n) One person who is a member of the AMPJP Council, who will provide a liaison between CORMSAA and the Council.

After consultation with CORMSAA, the AMPJP Council will appoint one member as 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 appoints 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.

The AMPJP Executive Director will act as minute taker and Executive Secretary for CORMSAA. The AMPJP Executive Director will provide the Committee with updates on the spending of its budget allocation on at least a quarterly basis.

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

## **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).

CORMSAA's budget should allow for at least one face-to-face meeting each year with others as video/teleconferences. Where possible and within budget, CORMSAA members should also attend the AMPJP Forum each year.

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 allocation within the AMPJP budget.

By April each year, CORMSAA will provide the AMPJP Executive Director with the items 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 or AMPJP Executive Director.

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**

A summary of regular CORMSAA meetings will be circulated to all RI and MPJP Catholic School Authorities.

The AMPJP Council member of CORMSAA will report on CORMSAA activities/issues at each AMPJP Council meeting.

## **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. At the conclusion of the nomination period, the AMPJP Executive Director 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 in the application:

- a) Minimum Masters level academic qualification(s) in the field of education, theology or ministry;
- b) Minimum seven years experience as a teacher/administrator in Catholic education and/or minimum five years experience as a teacher/researcher/administrator in tertiary Catholic education
- c) Relevant knowledge
- d) Achievements in educational leadership and
- e) Other relevant competencies of value to the work of CORMSAA:

## **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 Director 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 Director

#### ***Conducting meeting***

- ☐ Time and competence to work with AMPJP Executive Director 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