



Principal Advisory Group

Terms of Reference

Introduction

The Melos Foundation (MF) holds the view that the Christian Scriptures teach us that parents are the primary educators of children. Schools exist to support and supplement the role of parents. There are often other community members such as Church members etc. who may also provide good advice and support to the Principal. The MF proposes that each member school establish a Principal Advisory Group (PAG) to work with the Principal as a practical demonstration of this partnership. The terms of reference for such a group are set out below.

Terms of Reference

1. The PAG exists to partner with the school by working with the Principal, providing advice and support to them in their leadership of the school.
2. The PAG holds no authority over the Principal or the School but acts in an advisory and communication capacity only.
3. The focus on the PAG's work should be in the areas of academics, pastoral care and wellbeing, school improvement and parent and community participation opportunities.
4. The PAG and the Principal should meet at least once per term.
5. The MF Executive Principal is an ex-officio member of each PAG.
6. The PAG members will be selected by the Principal from expressions of interest submitted by parents.
7. A wide cross-section of parents should be selected if possible, covering the year levels/stages of the school.
8. A chairperson and secretary will be appointed by the PAG members at their first meeting of the year and Minutes will be kept by them with a copy going to the Principal following each meeting.
9. As the PAG represent the ethos of the school, the office holders (chair and secretary) must be committed practising Christian able to sign and adhere to the Statement of Faith of the school.
10. Names and contact details of PAG members must be made available to all parents to foster communication with them and following each meeting a summary of the issues raised and any actions taken by the school should be made available.
11. The number of PAG members should be between 5 and 12 depending on the size of the school and what is workable.
12. PAG members are appointed annually and will need to re-nominate if they wish to serve further terms.
13. The diversity amongst MF members schools means each PAG will need to develop according to the context of their school and to serve its interests.
14. A PAG does **not** exist to subvert the normal complaints procedures of the school, act as a lobby group for a particular interest group, get involved in teacher appraisal or bring individual family issues to the meetings. A PAG does not exist to raise funds for the school, run school fetes or other such activities.
15. Should a dispute arise between a PAG and the Principal, the Executive Principal of the Melos Foundation will act as the mediator.