Terms of Reference – 2020

Chaplaincy and Student Welfare Worker Programs Cross Sector Panel

Purpose
To select and prioritise schools for funding under the Australian Government’s National School Chaplaincy Program (NSCP).

Scope
The cross-sector panel will:

- agree on the process to select alternate schools, should schools withdraw from chaplaincy or student welfare worker services before December 2022
- support the project milestones and reporting requirements outlined in Part 4 of the Project Agreement for NSCP (including clause 11), and Clauses 6.1 and 6.2 of the Service Agreement for Queensland Government’s 2020-2022 Student Welfare Worker Program.

Strategic alignment
Department of Education Strategic Plan objectives:
- Every student succeeding and creating safe and fair workplaces and communities (2019-2023)

State Schools Division Operational Plan priorities:
- Create safe, supportive and inclusive environments (Student learning and wellbeing framework)

Membership

<table>
<thead>
<tr>
<th>Role</th>
<th>Position and organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Assistant Director-General (ADG), State Schools – Operations (SSO), Department of Education</td>
</tr>
<tr>
<td>Members</td>
<td>Executive Director, Queensland Catholic Education Commission or nominee</td>
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<td>Executive Director, Independent Schools Queensland or nominee</td>
</tr>
<tr>
<td>Secretariat</td>
<td>Manager, SSO, Department of Education</td>
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</tbody>
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Governance

Status of terms of reference
- Final
- Reference: 20/272914

Date approved: 19/06/2020

Approver: Chaplaincy and Student Welfare Worker Programs Cross Sector Panel

Committee type
- Advisory

Committee term
- 2019-2022
Authority
- Project Agreement – NSCP 2019 - 2022
- Service Agreement for Commonwealth Government’s 2020-2022 NSCP
- Service Agreement for Queensland Government’s 2020-2022 Student Welfare Worker Program

Parent entity
- Key issues, advice or risks will be reported to the Deputy Director-General, State Schools, Director-General or Minister as required.
- The parent entity has final decision making responsibility to ensure compliance with the NSCP Project Agreement and Student Welfare Worker program requirements.

Reporting and referral relationships
- The two 6 monthly reports as outlined in Clause 6.1 of the service agreements for Commonwealth Government’s 2020-2022 NSCP and Queensland Government’s 2020-2022 Student Welfare Worker Program.

Meeting operations

Roles and responsibilities

Chair
- seek agenda items from members
- set and confirm the agenda of each meeting to ensure the delivery of the panel’s intended outcomes
- circulate the final agenda and relevant papers three days prior to the meeting
- ensure the panel operates effectively and according to agreed protocols
- endorse non-members to attend meetings to address specific issues as required
- facilitate the flow of information before, during and following meetings
- liaise with, and report to, appropriate officers outside the panel as required
- review and report panel activities as required.

Members
- represent each education sector in Queensland schools
- provide specific expertise
- respond to the department with any agenda items (or a nil response), within the timeframe requested, noting that the Chair will make final decisions considering available meeting time
- provide feedback (or a nil response) to departmental requests for comment by the timeframe requested (or advise if further time is required). This may include out-of-session papers or minutes
- disseminate information provided at the meeting to their organisation as appropriate
- liaise with other members of their organisation about effective practice to assist the panel to fulfil its purpose.

Secretariat
- compile and send out agenda and briefing papers prior to the meeting
- take and distribute minutes and a list of actions from the meeting

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- monitor and track actions
- maintain records in accordance with department policies and procedures
- update distribution lists as required.

Meetings

**Frequency**
- The cross sector panel will meet at least twice each year, once per semester, with the dates to be negotiated.
- Chair, in consultation with the other members of the Panel, to determine if additional meetings are required.

**Operations**
- If the ADG SSO is unable to chair the meeting, the position of Chair may be assigned to another officer of the department.

Review arrangements
- Terms of Reference reviewed each year for currency.