

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

Role	Position and organisation
Chair	Assistant Director-General (ADG), State Schools – Operations (SSO), Department of Education
Members	Executive Director, Queensland Catholic Education Commission or nominee Executive Director, Independent Schools Queensland or nominee
Secretariat	Manager, SSO, Department of Education

Governance

Status of terms of reference

Draft

Final

Date approved: 19/06/2020

Reference: 20/272914

Approver: Chaplaincy and Student Welfare Worker Programs Cross Sector Panel

Committee type

Decision making

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
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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.
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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.
 - Annual financial report as outlined in Clause 6.2 of the service agreements for Commonwealth Government’s 2020-2022 NSCP and Queensland Government’s 2020-2022 Student Welfare Worker Program.
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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.
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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.
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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.
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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.
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Operations

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

- Terms of Reference reviewed each year for currency.
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