



**SALESIAN**  
**COLLEGE**  
**CHADSTONE EST.1957**

**HANDBOOK FOR MEMBERS OF  
THE ADVISORY COUNCIL**

**October 2017**

# SALESIAN COLLEGE CHADSTONE

## ADVISORY COUNCIL

### HANDBOOK FOR MEMBERS

APPROVED AT THE MEETING OF THE COUNCIL ON 31 OCTOBER 2017  
(MINUTES OF 31-10-2017; ITEM #10)

#### 0 - TERMINOLOGY:

Board to be substituted by “Council”.

Handbook to be retained; rather than Constitution or Statutes.

Advisory: provides advice to the Principal, and to the Salesian Provincial, via the Rector, or the Provincial’s Representative.

#### 1. PREAMBLE

- 1.1– Salesian College Chadstone was established in 1957 on a property donated to the Salesians by the Moroney family, through the good graces of Archbishop Mannix.
- 1.2 - Salesian College Chadstone is a Catholic secondary school for boys. It is owned and operated by the Salesians of Don Bosco, whose legal title is: “The Salesian Society (Vic) Inc.”. The legal authority for the operation of Salesian College rests with the Salesian Provincial and his Council.  
The Principal is appointed by the Salesian Provincial, and is delegated to administer Salesian College by the Salesian Provincial.
- 1.3 - The Salesian College Advisory Council offers support and advice to the Principal and the College Leadership Team, to ensure that the essential vision of St John Bosco and the Salesians is continued. The Advisory Council therefore becomes a vehicle for the Principal to seek advice and direction for the on-going development of the College. The Principal is responsible for the operational matters of a day-to-day concern.
- 1.4 - The Advisory Council builds on the rich traditions of the College in the light of the Charter for Salesian Schools in Australia, and the College Vision Statement.
- 1.5 - The Advisory Council provides advice to the Salesian Provincial through the Rector and/or the Provincial’s appointed Representative.

## 2. THE CHARTER FOR SALESIAN SCHOOLS IN AUSTRALIA

In keeping with the spirit of St John Bosco, whereby “education is largely a matter of the heart” that leads young people “to know that they are loved”, the Salesian school community of today is challenged to be:

- a home that welcomes;
- a parish that evangelizes;
- a school that prepares for life;
- a playground where friends meet and enjoy themselves.

### A HOME THAT WELCOMES BY:

- being committed to the care and support of all young people, especially the poor and marginalized;
- cultivating relationships based on genuine affection, openness and acceptance of others;
- fostering a spirit of joy and hope, based on the “Good News” of Jesus Christ;
- encouraging an attitude of optimism and a conviction that life is fundamentally worthwhile.

### A PARISH THAT EVANGELIZES BY:

- having a strong and vibrant program of religious education, liturgical celebration and sacramental encounter;
- addressing the spiritual yearnings of young people and adults;
- giving priority to the faith development and formation of Staff;
- providing students with significant experiences of faith in action and apostolic involvement.

### A SCHOOL THAT PREPARES FOR LIFE BY:

- encouraging a passion for life-long learning and a quest for excellence;
- developing a sense of meaning and purpose, which expresses itself in a spirit of service and self-giving;
- proclaiming the challenge of community building, commitment to others and responsible decision-making;
- cultivating resilience, resourcefulness and adaptability as important skills for life.

### A PLAYGROUND WHERE FRIENDS MEET AND ENJOY THEMSELVES BY:

- being present to each other in an active, engaging and constructive manner, in fidelity to the Salesian Preventive System;
- building positive and inclusive relationships between each other;
- having a rich experience of interaction and sharing, especially between students and Staff;
- creating occasions for celebration and festivity.

Faithful to the tradition of St John Bosco, the Salesian school community is constantly challenged to re-interpret and re-enliven his educational vision in every generation and circumstance, according to the requirements of the contemporary situation and needs of young people, to whom he once said: “I have only one wish – that you be happy in this world and the next.”

### **3. THE VISION STATEMENT OF SALESIAN COLLEGE CHADSTONE**

A dynamic, joy-filled learning community, Salesian College inspires all boys to strive for excellence in the spirit of Don Bosco.

### **4. MISSION**

Salesian College Chadstone is a Catholic school for boys in the Salesian tradition. We welcome all boys and their families, celebrate diversity and promote relationships built on mutual respect. All in the community are treated as valued partners in laying the foundation for life-long learning. We celebrate the achievements of all within an environment of joy and optimism.

Salesian College Chadstone is committed to building a caring community which:

- ensures that a Catholic and Salesian ethos underpins all aspects of the College life within an atmosphere of respect for all;
- promotes initiative, a spirit of enquiry and a desire to strive for academic excellence through innovative and supportive teaching;
- provides students and Staff with every opportunity to develop all aspects of each individual;
- practices wise governance, strategic leadership and fair processes and
- works in partnership with parents, families, past pupils, parishes, educational and ecclesiastical institutions and other civic agencies.

### **5. VALUES**

Integrity

Respect

Belonging

Joy

Dynamism

## **6. FUNCTIONS OF THE ADVISORY COUNCIL**

The Council is advisory to the Principal and the College Leadership Team. The Council's primary function is to provide advice on matters pertaining to planning and long-term strategic direction of the College, in realizing the Charter and Vision and Mission Statements for the students of Salesian College Chadstone.

The Advisory Council provides advice to the Principal in relation to the Strategic Development Plan, Annual Action Plan, the Annual Budget, facilities development, projects and initiatives under consideration or review. The Advisory Council may also include in its discussions, issues concerning compliance in legal matters and child protection issues, health and safety matters, financial considerations, government regulations, the industrial awards, and policies emanating from the Catholic Education Commission of Victoria, from Catholic Education Melbourne, the Salesians of Don Bosco, and policies with specific relevance and interest to the well-being of all students at Salesian College.

## **7. PURPOSE OF THE ADVISORY COUNCIL**

The purpose of the Advisory Council is:

- to support actively the Catholic nature of the College and the educational principles of St John Bosco;
- to promote the development of a Christian community within the College;
- to provide strategic advice to the Principal and the College Leadership Team;
- to offer, through the Chair person and the Rector and/or the Provincial's Representative, sound advice to the Salesian Provincial and his Council when seeking approval for borrowings, major expenditures, or significant changes to the nature of the work of the College;
- to provide a forum for discussion on strategic planning, policy development, proposed projects and initiatives, community development, and the promotion of the spirit and mission of Don Bosco.

## **8. MEMBERSHIP OF THE ADVISORY COUNCIL**

8.1 – The Salesian College Advisory Council shall be composed of:

8.1a – Ex-Officio members:

- The Salesian Provincial or his Nominee
- The Chairperson, appointed by the Salesian Provincial
- The College Rector

- The Principal
- The Deputy Principal
- The Business Manager

8.2b – Seven (7) Community representatives, of whom at least three should be parents of current students at the College.

8.3 - Appointment of members:  
All members are appointed by the Salesian Provincial.

8.4 - Term of Office;  
a) - Ex-officio members remain on the College Council for the term of their appointment to the Leadership position in the College.

b) - Appointed Community representatives usually serve for two (2) consecutive terms – each term being of three years. Further terms of office are determined by the Principal in consultation with the Chairperson.

8.6 - The Advisory Council may be assisted by a Minutes Secretary, who is not a member, and is appointed by the Principal.

8.7 - The College Captain and Vice-Captains usually provide a report to the Advisory Council, but are not formally included in the membership of the Council.

## **9. ON-GOING FORMATION OF MEMBERS**

At each meeting of the Advisory Council there will be some formation input or activity, to assist members to learn from the past, live in the present, and plan for the future. This also provides information on some aspects of the Salesian charism, spirituality, tradition and story. At other times, it may focus on an aspect of Catholic education or policies. These activities or input will be decided by the Chairperson, in consultation with the Rector and the Principal.

## **10. AGENDA AND MINUTES OF MEETINGS**

10.1 – The Principal, in consultation with the Chairperson, will identify those matters on which advice is sought from the College Advisory Council. After consultation with the Chairperson, the Principal will be responsible for setting and circulating the Agenda for each Council meeting.

Members may suggest agenda items for meetings, provided such matters are within the responsibility and competence of the Advisory Council.

10.2 – The Agenda for each meeting, and the Minutes of the previous meeting, should be circulated to members at least one week prior to the meeting.

10.3 - The Advisory Council will meet as often as recommended by the Principal, but at least five (5) times per calendar year.

10.4 - A quorum of members for the validity of a meeting will consist of half of the members plus one.

## **11. COMMITTEE STRUCTURE**

The Council may establish Committees, including a finance committee, either as standing committees or as ad hoc committees (which may include non-Council members) where necessary, for specific purposes. Each Chairperson of the designated Committee will report to the Advisory Council.

## **12. REVIEW OF THE FUNCTIONING OF THE ADVISORY COUNCIL**

The review of the functioning of the Advisory Council is a process through which each member can make suggestions for improving the performance of the Advisory Council.

Such review will be initiated by the Principal, and undertaken every three (3) years.

## **13. LEGAL RESPONSIBILITY**

The Salesian Provincial, as the “Public Person” for the Salesian Society (Vic) Inc., and the College Principal bear the ultimate legal responsibility. No legal responsibility is held by other individual Council members.

## **14. ETHICAL STANDARDS FOR ADVISORY COUNCIL MEMBERS**

14.1 - All members of the Advisory Council should have a public life-style that is consistent with the teachings of the Catholic Church.

Council members are expected to:

- give the necessary time, thought and study to the work of the Advisory Council so that they may render effective service;
- be willing to share their own wisdom and to listen to the wisdom of others until, ideally, a consensus is reached;
- support the advice offered by the Advisory Council to the Principal, regardless of their own personal stand taken on any issue;
- maintain confidentiality of particular matters shared during Advisory Council meetings;
- maintain accessibility and open lines of communication within the membership of the Advisory Council and with the College Leadership Team;

- ensure that the welfare of the students and adults served by the Council is a priority in providing advice;
- be a public advocate of the College;
  
- clearly distinguish between educational policy and its implementation – the latter being the responsibility of the professional educators employed by the College.

14.2 - Where there is a conflict of interest, or a conflict of duty, an Advisory Council member should absent himself or herself from the section of the meeting which deals with the matter.

NB – Insert – Members' Personal Information