

What is a Consultative Committee and what does it do?

The Board of CSV Limited is responsible for the governance and financial management of the legal entity which operates Balcombe Grammar School, Casey Grammar School and Clyde Grammar. There is nonetheless a vital role to be played by the Consultative Committees' of each School where parent members bring their experience as parents at the School and the views of the wider School community. The School Principal brings their educational expertise and the Executive Director Corporate Services brings business expertise. Community members may bring other particular skills (such as management, marketing or building) that will be of benefit to the School. Following is an extract from the Consultative Committees' Terms of Reference outlining the functions of the Consultative Committees.

The Terms of Reference of the Consultative Committees may change from time to time but will generally include representing the interests of their school by:

- (a) acting in an advisory capacity to the Board providing input and making recommendations as appropriate;
- (b) assisting the Board with the management of the buildings and grounds of the School for which it was established;
- (c) assisting the Board with the marketing and promotion of the School for which it was established;
- (d) regularly attending and contributing to committee meetings;
- (e) carrying out other such functions as delegated to it by the Board;
- (f) being accountable to the Board;

Composition of the Consultative Committee?

Each Consultative Committee will comprise;

- up to 3 persons nominated by the Parents' and Friends' Committee of the School for which the Consultative Committee was established; and
- up to 3 persons nominated by the Past Students' Society of the School for which the Consultative Committee was established; and
- any other persons nominated by the Consultative Committee and approved by the Board.

Numbers on Consultative Committee?

Each Consultative Committee shall comprise a maximum of 11 persons and a minimum of 7 persons.

Eligibility for Consultative Committee Member?

- Persons employed by the Company, or relatives of persons employed by the Company, are not eligible to be Consultative Committee Members.
- A person who is an undischarged bankrupt or who is serving a sentence for an indictable offence is not eligible for election or co-option to the Consultative Committee.

How are Consultative Committee Members appointed and how long do they hold office?

Consultative Committee Members are appointed by the Consultative Committee at their CC AGMs in each year, and subject to the constitution, Consultative Committee Members will hold office until the end of the second CC AGM after the date of appointment but are eligible for reappointment.

How often does the Consultative Committee meet?

The Consultative Committee must meet at least 4 times in each year, and at least once per school term.

Why is Parent membership so important?

Parents on Consultative Committees provide important viewpoints and have valuable skills that can help shape the direction of the school. Those parents who become active on a Consultative Committee find their involvement satisfying in itself and may also find that their children feel a greater sense of belonging.

How can you become involved?

The most obvious way is to be nominated at the AGM, which will be held on 20th November 2023. However, ballots are only held if more people nominate as candidates than there are positions vacant.

In view of this, you might seriously consider

- standing for election as a member of the Consultative Committee
- encouraging another person to stand for election.

Do I need special experience to be on the Consultative Committee?

No. What you do need is an interest in your child's school and the desire to work in partnership with others to help shape the school's future.

What do you need to do to stand for election?

If you decide to stand for election, you can arrange for someone to nominate you as a candidate and provide a short bio (no more than 300 words) outlining your reasons for wishing to stand, including any special interests or skills. Once the nomination form including bio is completed, return it to the Company Secretary within the time stated on the "Notice of Consultative Committee AGM and Call for Nominations".

If there are more nominations received than there are vacancies on the Consultative Committee, a ballot will be conducted during the AGM.

Remember:

- Ask at the school for help if you would like to stand for election and are not sure what to do;
- Consider standing for election to the Consultative Committee this year;

Contact the Company Secretary for further information.

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