

National Student Wellbeing Program

Cross Sector Panel – Terms of Reference

1. Purpose

- 1.1 The National School Chaplaincy Program (NSCP) Cross Sector Panel (the Panel) has been established in accordance with the requirements of the Project Agreement for the National School Chaplaincy Program 2019-2022.
- 1.2 The Panel will:
 - a) demonstrate commitment to implement appropriate processes outlined in the NSCP
 - b) agree and utilise assessment criteria for the selection of schools to receive funding under the NSCP
 - c) ensure chaplains meet the NSCP's minimum qualifications and requirements
 - d) participate in the program evaluation process
 - e) facilitate implementation of the NSCP in Northern Territory schools.

2. Term

- 2.1 The Panel will operate for the duration of the funding agreement, from November 2018 to June 2023.

3. Membership

- 3.1 The Panel comprises of representatives from the government and non-government sectors:
 - a) General Manager Student Wellbeing and Inclusion, Department of Education
 - b) Director School Services, Northern Territory Catholic Education Office
 - c) Executive Director, Association of Independent Schools NT
 - d) Chief Executive Officer, NT Christian Schools.
- 3.2 The panel membership can be amended by the panel to include representation from other education sectors as appropriate.

4. Roles and responsibilities

- 4.1 Members of the Panel will commit to:
 - a) attending all scheduled meetings and if necessary, nominate a delegate to attend on their behalf
 - b) make decisions and provide feedback in a timely manner so as not to impede the administration of the program.
- 4.2 Members of the Panel can expect:
 - c) to be provided with accurate and meaningful information in a timely manner
 - d) be given reasonable time to make decisions and provide feedback
 - e) to have open and honest discussions without misleading assertions
 - f) to be alerted to potential risks and issues that could impact on the delivery of the program.

5. Meetings

- 5.1 All meetings will be chaired by the General Manager, Student Wellbeing and Inclusion, or a delegate.
- 5.2 Meeting agendas and relevant papers will be provided by the Department of Education prior to each meeting. Minutes will be provided within one week following each meeting.
- 5.3 Meetings will occur as required for the duration of the NSCP project agreement.
- 5.4 Meetings of the group will be face to face where possible.