

National School Chaplaincy 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.