

# MISSION, PEOPLE AND LEARNING COMMITTEE CHARTER

## 1. Purpose

- 1.1 This Charter sets out the role, responsibilities, membership, authority and operation of the Mission, People and Learning Committee (**the Committee**) as authorised by the Board of Directors (**Board**) of the Catholic Archdiocese of Canberra and Goulburn Education Limited (**the Company**).

## 2. Authority

- 2.1 The Committee is a committee of the Board established in accordance with the Company's constitution and is authorised by the Board to assist it in fulfilling its regulatory responsibilities.
- 2.2 The Board authorises the Committee, within the scope of its responsibilities to:
  - a. obtain any information it requires from any employee or external party, including Management and internal and external stakeholders and to discuss matters with or without Management present;
  - b. With the consent of Chair of the Board, obtain internal or outside legal advice or other independent expert professional advice where the Committee considers it necessary; and
  - c. meet "in camera" as and when required.
- 2.3 The Committee must exercise its powers in accordance with the directions of the Board.

## 3. Role of the Committee

- 3.1 The role of the Committee is to assist, advise and provide recommendations to the Board on:
  - a. the manner in which strategies and practices align with core Catholic values and mission by overseeing integration of Catholic teaching into curriculum, extract curricular activities and Catholic outreach;
  - b. matters relating to the culture of the Company, including monitoring organisational development, and ensuring the culture of the Company is aligned with the Company's strategy and values;
  - c. how staff can represent the Company's distinctive mission to the wider community and provide strategic guidance on the promotion and positioning of the Company's organisational culture and mission to the community;
  - d. the development and implementation of employee performance programs to attract, motivate and retain high quality people and to enable and develop appropriate skills, experience and capability;
  - e. key indicators of quality learning and teaching such as student engagement, retention, success, assessment, academic integrity that will facilitate quality improvements; and
  - f. innovation in learning and teaching practices and have oversight of all professional development activities related to improving the quality of teaching and learning.

- 3.2 In performing its role, the Committee should act at all times in a manner consistent with the Company's stated purpose and values, good faith, in the long-term best interests of the Company and to further the apostolic and charitable objectives of the Company.

## **4. Mission, People and Learning Responsibilities**

### **4.1 Mission**

The Committee is responsible for:

- a. reviewing projects and academic tools used to promote the Catholic faith and Catholic identity and Formation of Gospel mission and reflective process for all schools;
- b. overseeing religious education curriculum, including RE Accreditation;
- c. identifying performance and accountability requirements; and
- d. developing strategies and opportunities for genuine dialogue and education pertaining to the Catholic faith.

### **4.2 People**

The Committee is responsible for:

- a. providing strategic guidance on, and oversight of the development of, an organisational climate that reflects the Company's culture;
- b. the development, implementation, and ongoing monitoring of people strategies to attract, develop and retain the people required by the Company to achieve its strategic objectives;
- c. advising the Board on strategic issues relating to people and culture;
- d. reviewing and providing recommendations to the Board on succession planning, strategies, and policies that relate to people and culture;
- e. providing advice to the Board on enterprise agreement negotiations, and on other industrial relations matters;
- f. reviewing the Company's approach to the systems for performance management and reward;
- g. providing strategic guidance on, and oversight of the health, safety and wellbeing framework in the workplace for staff, and more broadly for students and visitors and make recommendations for improvement;
- h. overseeing compliance with relevant work, health and safety legislation; and
- i. monitoring significant trends regarding staff conduct and complaints and advising on systemic interventions to address staff complaints and misconduct.

### **4.3 Education and Learning**

The Committee will:

- a. ensure teaching, learning, service delivery, policy and programs reflect, and are appropriate to, the needs of Aboriginal peoples and Torres Strait Islander peoples;
- b. monitor best practice initiatives and evidence-based research to drive innovation in educational practice;
- c. advise and make recommendations to the Board on teaching and learning policies and existing strategic programs and new strategic initiatives in schools;
- d. support and monitor educational performance improvement indicators and data to inform learning and teaching policy, strategy, and initiatives;

- e. monitor and provide advice on current research, trends, and initiatives in education to ensure continued innovation and excellence within learning and teaching in schools;
- f. identify risks associated with learning and teaching in schools and provide recommendations for assurance of the Board on appropriate mitigation controls;
- g. support educator professional growth initiatives and frameworks to foster collaboration and drive continual improvement in pedagogical and instructional practice; and
- h. identify and celebrate exemplary learning and teaching in schools.

#### **4.4 Safeguarding and student wellbeing**

The Committee will:

- a. assist the Board to promote a culture of wellbeing and safeguarding across the Company;
- b. monitor and provide advice to the Board on the status of schools in relation to child safeguarding;
- c. provide strategic advice to the Board on matters pertaining to child safety and wellbeing;
- d. provide strategic oversight of wellbeing and safeguarding policies, procedures and programs in schools;
- e. review and/or recommend policies related to wellbeing and safeguarding children and young people;
- f. monitor areas of risk associated with wellbeing and safeguarding of children and young people and provide a report of risk to the Board; and
- g. regularly report to the Board on the Committee's work and submit recommendations for consideration.

#### **4.5 Family and School Partnerships**

The Committee will:

- a. identify and monitor strategic directions for the engagement of families, parishes and the broader community in schools;
- b. make recommendations to the Board on areas of risk associated with family and community engagement that require support, intervention, or oversight;
- c. support schools systematically in approaches to improve family engagement, community development and marketing; and
- d. support the Board with evidence-based advice and baseline data.

### **5. Committee Composition**

- 5.1 Committee membership will comprise of a minimum of five members (including the Chair) and a maximum of nine members as appointed by the Board.
- 5.2 The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of the Company. Including:
  - a. at least one member will have mission and catholic identity expertise;
  - b. at least one member will have experience and expertise in teaching and learning; and
  - c. at least one member will have people and culture expertise.
- 5.3 The Board is responsible for the appointment and removal of Committee members.

- 5.4 Committee members will be appointed for a specified period (2-3 years) as determined by the Board and are eligible for reappointment at the conclusion of their term as agreed by the Board. Noting that a change in the composition of the Committee must occur every three years.
- 5.5 Once per year, Committee members will provide written declarations to the Company Secretary for provision to the Board declaring any potential or actual conflicts of interest they may have in relation to their responsibilities.
- 5.6 The Secretariat of the Committee is the Company Secretary of the Company (or their delegate), or another person as nominated by the Board as Secretariat.

## **6. Meetings**

- 6.1 Meetings of the Committee must be held no less than four times each calendar year and special meetings may be convened as required.
- 6.2 A quorum is constituted by a majority of Committee members.
- 6.3 All Directors of the Board who are not members of the Committee shall have the right to attend meetings of the Committee.
- 6.4 Non-members may attend meetings of the Committee, by invitation, including:
  - a. People and Culture Leader;
  - b. School and Family Services Leader;
  - c. Principal Catholic Identity Officer;
  - d. Performance and Improvement Leaders; and
  - e. Education Lead.
- 6.5 With the approval of the Chair, other attendees may be invited to attend meetings as required.
- 6.6 Non-members may take part in the meeting proceedings and discussions, however, may be asked to leave the meeting in circumstances where the committee require a closed (in-camera) session.
- 6.7 Meetings may be held in person or via video conference.
- 6.8 Additional meetings may be convened as determined by the Chair to enable the Committee to conduct its functions.
- 6.9 Committee members are required to disclose any conflicts of interest (whether actual or perceived) at the commencement of each meeting.

## **7. Board Reporting**

- 7.1 The Chair of the Committee must:
  - a. ensure that regular reports (written or verbal) are given to the Chair of the Board after each Committee Meeting;
  - b. ensure the minutes of all Committee meetings are circulated to all Board Directors and the Company Secretary, along with any recommendations to the Board; and
  - c. be available to answer questions from the Board on matters within the Committee's responsibilities.

## 8. Committee Administration

- 8.1 A meeting pack containing an approved agenda, the previous meeting minutes, action item register and all relevant papers will be distributed to the Committee by the Secretariat no less than five business days prior to the scheduled meeting.
- 8.2 The Secretariat (who is not a Committee member) shall record the proceedings of the meeting and distribute the Chair-approved minutes to members for comment within ten business days of the meeting.
- 8.3 The previous set of meeting minutes will be endorsed by members at the subsequent meeting.
- 8.4 All attendees must declare any potential conflicts at the start of each meeting or before discussions of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately recorded in the minutes of the meeting.

## 9. Assessment and Review

- 9.1 The Committee shall review its performance on an annual basis and refer findings and actions arising from the review process to the Board.
- 9.2 The Charter for the Committee shall be reviewed on an annual basis (or at other times as deemed necessary by the Board) and any amendments recommended to the Board for approval.

Approved by:	CACGEL Board
Implementation Date:	1 January 2025
Revision Date:	1 July 2025
Contact Area:	Office of the Company Secretary
Version:	Version 1.0