

# NATIONAL LEADERSHIP TEAM

## Terms Of Reference

### Context

The Lutheran Church of Australia, through its congregations and districts, owns and operates kindergartens, primary schools, and secondary schools. It does this in order to make available to its members and to others in the community a formal education in which the gospel of Jesus Christ informs all learning and teaching, all human relationships, and all activities in the school and early childhood services.

Lutheran schools and early childhood services are communities that value learning as God's gift to people for their wonder, growth, and to inspire them to respond to the needs of the world.

### Purpose

The National Leadership Team (NLT) exists to synergise their individual authority, skills, resources and networks to enhance and sustain Christ's mission and the vision of Lutheran learning communities as agencies of The Church.

### Role

The NLT will:

- Work collaboratively to develop initiatives that will support the leaders and staff of schools and Early Childhood services through the development of agreed national projects and priorities
- Give pastoral support, care and counsel to each other.
- promote Lutheran schools and services as places of excellence in quality education in a Lutheran context
- encourage the schools and services of the Church to be active in Christ's mission
- Provide an avenue for Executive Directors to share their skills and expertise in support of one another in their respective roles.
- Be informed, monitor and contribute to approved projects and working groups.
- Discuss issues/concerns that may have potential implications across regions.
- Seek areas of potential shared collaboration across regions.
- Work collaboratively on the development of national policies and processes.
- Share relevant resources that have been developed at a regional or national level.

### Membership

- LEA Executive Director
- LESNW Executive Director
- LEQ Executive Director
- LEVNT Executive Director

## **Meeting Protocols**

### Attendance

Be informed, prepared and ready to contribute to approved projects.

Meetings are to be attended by all Members or their proxy, who will have designated and directed authority of The Member to make decisions on behalf of The Member.

### Frequency

The NLT will meet a minimum of 6 times each year This will include at least one face to face meeting per quarter, with a priority of being linked to the BLEA meeting schedule. Additional meetings will be negotiated and agreed to as deemed necessary.

### Length

Face to face meetings will be of 4 - 5 hours duration with online meetings of 1-2 hours unless there is prior agreement to adjust this length of a meeting time.

### Meeting Cancellations

Cancellation of meetings are to be avoided if possible, and in the unique situation where a meeting is cancelled, an alternative deferred date will be arranged in place of a cancelled meeting.

### Agendas

Agenda items are to be submitted to the LEA Executive Assistant by any Member up to one week prior to meeting papers being distributed. The agenda and papers are to be prepared by the LEA Executive Assistant and sent to members one week prior to a scheduled meeting. Every effort is to be made to enable all agenda items of a meeting to be timely addressed and discussed at the designated meeting. Any unaddressed agenda items of a meeting are to be prioritised for the next designated meeting.

### Minutes

The Minute secretary, where the LEA Minute secretary is not available, is to be provided by the host regional office of the region in which face to face meetings are held, and by LEA when an online meeting is conducted.

A draft of the minutes taken during a meeting are to be sent to members one week following a scheduled meeting.

Minutes of a meeting are to be approved at the next scheduled meeting and included as an agenda item of the meeting.

### Chair

The Chair of the meeting will be arranged on a rotational basis, who will also be responsible for the opening devotion.

### Action Item Protocol

An ongoing action item document will accompany and be included as an ongoing agenda item. This is to enable the progressing and referencing of agreed actions that have been discussed and agreed to at meetings. This action item document will include: Action(s), Timeline, Person(s) Responsible, Progress Status and Completed Date.

### Consultants

Consultants can be invited to attend meetings as required.

### Forward Priority Planning

An agenda item to be a priority for the final meeting of the year (usually in November) is to prepare an agreed forward agenda for the following year that contain priority planning items.

### **Terms of Reference Amendment, Modification or Variation**

This Terms of Reference may be amended, varied or modified after consultation with the Members and approval by the Board for Lutheran Education Australia.

This Terms of Reference will be reviewed in 2024 and then 3 yearly thereafter.

#### **Document controls**

Version	1.0
Prepared by	LEA/NLT
Reviewed by	BLEA
Owned by	BLEA
Approved for publication	11/08/2023
Review date	August 2024