

POLICY STATEMENT

CONSULTATIVE ADVISORY GROUP MEETINGS

- RATIONALE:** To uphold the integrity of the Private Schools' Conditional Integration Act 1975 (P.S.C.I.A.) regarding positions under Section 464 and Section 467.
- PURPOSE:** The Committee is appointed by the Proprietor to determine acceptability of applicants.
- GUIDELINES:** For the positions listed in Section 464 (a) (b) (c) and Section 467, all applicants are required to complete an 'S' form.
- PROCEDURES:**
- 1) After short listing, schools are required to send in the 'S' form of short-listed applicants to the Chairperson of the Consultative Advisory Group (C.A.G.) Committee.
 - 2) The Secretary contacts named referees to determine the acceptability of applicants. Acceptability as determined by the New Zealand Bishops' Conference requires that only baptised committed Catholics who are actively involved in the Church fulfil this requirement. See attached.
 - 3) The Secretary summarises each Referee's report, prepares all necessary material and sets a date for the Committee to meet.
 - 4) At the meetings the acceptability or otherwise of each applicant is determined according to the information provided on the 'S' form and Referees' reports.
 - 5) The Secretary records the names of Acceptable Applicants and the names of the applicants Set Aside.
 - 6) The minimum qualification for positions 464(a) or 464(b) is Level 2 Certification.

Boards of Trustees must ensure that applicants without this qualification undertake the required study within a specified time to achieve Level 2 Certification.
 - 7) The minimum qualification for position 464 (c) is Level 1 Certification. Boards of Trustees must ensure that applicants without this qualification undertake the required study within a specified time to achieve Level 1 Certification.
 - 8) The Secretary advises the Principal/Chairperson, Board of Trustees, by telephone and this is followed by official, written confirmation of the outcome of the meeting re acceptability or otherwise of the applicants.
 - 9) Information regarding acceptability or non-acceptability must be kept confidential by the Appointments Committee of the Board of Trustees and the Consultative Advisory Group.