

Parent/Community members	Staff members
Rebecca Brown (Chair)	Luke Johnson
Leigh Bigg	Michael Marshall
Steve Breen	Fiona Jackson

Purpose

The CPS Board Communications Committee will provide advice on engagement and communication strategies to enhance the relationships of the School and Board with key stakeholders.

Scope

- Develop annual School Board engagement/communication strategy
- Provide advice to the Principal, as required, on the development of school communications including the annual report
- Provide advice to the School on communication and engagement methods (i.e. newsletter, website, SkoolBag)

Out of Scope

- Directing of operational and administrative level communications to parents
- Development of communications between school staff and parents
- Crisis communications

Communication Process

The Committee Chair will report on the proceedings of the committee to the Board and seek endorsement of relevant action items. Committee members will communicate out of session via email. Documents will be saved on Connect.

Governance

The Communications Committee will be governed by these Terms of Reference. It will report to and be directed by the Board. Strategy recommendations must be endorsed by the Board before implementation