



community reference group

Trinity Grammar School Terms of Reference

1. Background

Trinity Grammar School is an independent Anglican day and boarding school for boys. The School has three campuses which cater for boys from Pre-Kindergarten through to Year 12.

The School strives to be a better neighbour and is committed to providing proactive community engagement around all school activities, future plans and development. The role of the Community Reference Group (CRG) is to provide feedback to the School regarding issues affecting the school and its activities. The CRG will provide feedback on behalf of the community within the local area. The opinion of the group will also be sought around key issues and in the preparation of communications and engagement activities.

2. Aims and objectives of the CRG

- Bring to the CRG any issues/concerns or positives regarding Trinity Grammar School and its activities.
- Provide feedback to Trinity Grammar School on issues and plans.
- Be a conduit between Trinity Grammar School and the broader community.

3. Membership Information

Members of the CRG will not be provided with an honorarium, but refreshments will be provided at CRG meetings.

Consideration for membership of the CRG, will be invited from Expression of Interest submissions from residents who live in the immediate surrounding area of a Trinity Campus.

4. Term of appointment

The term of appointment for the CRG, including its membership, will be for a period of 12 months. Members unable to continue their participation in the CRG for the term of appointment may nominate a replacement. The remaining members of the CRG must agree to replacement nominations for the consideration of the School.

5. Protocol for the operation of the CRG

The CRG and Trinity Grammar School will acknowledge and adhere to the following operating protocols:

- Meetings will generally be held twice yearly at an agreed time, although more frequent meetings may be necessary. Meetings will be held at the Trinity Grammar School offices and may run for up to one and a half hours. Agendas will be issued one week prior to meetings.
- Members should commit to attend all CRG meetings and if unable to attend, provide appropriate notice where possible.
- Members will be encouraged to provide briefings back to their local community and bring information with them to the meetings about the feedback they have received.
- Special 'one off' meetings of the CRG may be required to discuss specific issues. Appropriate notice will be given for these meetings.
- All information provided to the CRG should be accurate, complete and timely and written in a manner that is easy to understand.
- Confidential information will be clearly identified prior to discussion.
- Any conflict of interest should be declared by members.
- Members should keep other members informed of specific issues and opportunities as they apply to their own circumstances.
- Trinity Grammar School will consider all advice and feedback provided by the CRG.

