

**<INSERT SCHOOL LOGO HERE>**

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# [insert school name]

School Advisory Council evaluation

| School Advisory Council member list |
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| School Advisory Council Chair: |       |
| School Advisory Council Members: |       |
|  |       |

## Introduction

## The School Advisory Council must undertake an annual evaluation to reflect upon its performance and areas for improvement.

## The council must agree the process to be followed each year, use the MACS template to record the process, appoint a council member to oversee the evaluation process and, if appropriate, take a leadership role in implementing the findings. As part of this process, the council should consider whether any improvements to its operation or to the Terms of Reference should be recommended to MACS.

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| School’s Vision and Mission Statement |
|       |

| School Advisory Council Evaluation |
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| What were the council’s goals for the year? |       |
| How often has the council met this year? |       |
| What were the council meeting processes and procedures, and how successful were they? |       |
| Were agendas prepared and circulated on time? |       |
| Were minutes taken of each meeting, and properly circulated and archived? |       |
| What was the percentage of attendance at meetings? |       |
| Does attendance need to be addressed with individual members? |       |
| Were specialist invitees successful in their delivery? In what areas? |       |
| Did the output of the council meet member and community expectations? |       |
| What was the nature and extent of parish and school community involvement? |       |
| What projects were undertaken and were they successful? |       |
| Have goals and a focus been established for next year? |       |
| How was this evaluation undertaken? |       |
| Who facilitated the process? Who was involved? |       |
| Provide details of committees that were established or operational. |       |