

## Proposal to MCFC Committee of Management

The purpose of this form is for any member of the MCFC community (parent or staff) to be able to propose or suggest an item directly to the committee of management detailing the arguments for change. It also acts as a background document and details the chain of events in one location. You can make the text boxes larger (and remove the descriptions) but try to keep the document to a single page.

**Proposer**

**Date:**

**Proposal #**

### **Purpose**

- To request a policy decision
- To alert the committee of changes to the operation of the service
- To present an issue for discussion
- To review a policy

### **Background**

Some background as to why a decision needs to be made. For example

- An issue has arisen
- Changes in government policy
- Changes in legislation
- Changes in services operation
- Policy review

### **Overview of the proposal**

Including issues such as

- Benefits of the proposal
- Expected outcomes of the proposal
- Further issues that may arise as a result of the proposal

### **Recommendation**

- Make a policy decision
- Refer to a subcommittee for further investigation
- Seek further advice

### **Date of next expected update**

**Forwarded to**

**Date**

**Reason**

Detail the follow up required, the response expected and the expected completion date

### **Date Ratified**

If a policy has been adopted or changed, a copy should be attached