



# Terms of Reference

## Education Subcommittee

### PURPOSE

The purpose of the Education Subcommittee (the Committee) is to assist the Governing Council of Rose Park Primary School by providing a conduit between the school and families, in the support of student learning.

The Committee serves to represent all in the school community, ensuring that the community's needs and attitudes, and the cultural and social diversity, are reflected in the school.

The Committee seeks to engage the school community in achieving the best possible outcomes for all students.

### ROLE

The role of Education Subcommittee includes:

- Ensuring that the broader school community have a voice in the support of student learning.
- Supporting school staff, in meeting the learning needs of all students, and in keeping with the values, principles and policies of the school.
- Assisting school staff with curriculum.
- Assisting school staff with policy development and review.
- Seeking school community views and developing recommendations for the Committee, and Governing Council.

### DELEGATED POWER

The Governing Council has delegated power to the Education Subcommittee to carry out the role & responsibilities as detailed, with the exception of matters that: impact the school budget; or, are contractual. These will be referred to Governing Council, with the Committee's recommendations.

The Committee may make other decisions it deems appropriate, or can refer matters it deems appropriate to Governing Council for approval.

Note: Governing Council can remove delegated power and function from the Committee either temporarily or permanently. Governing Council can wind up the Committee at their discretion, via a decision of Governing Council.

### RESPONSIBILITIES

The Education Subcommittee surveyed the school community in 2018 and in consultation with school staff, determined a number of focus areas. These have subsequently been developed into action areas:

1. Wellbeing
  - To review, assess and make recommendations on matters pertaining to wellbeing, and the communication of such matters to Governing Council and the broader school community.
  - To liaise with School Leadership to determine the need for volunteers to assist with wellbeing projects and initiatives.
  - To seek, and support, volunteers from within the school community to assist with wellbeing projects and initiatives.

2. Sustainability & Recycling
  - To review, assess and make recommendations on matters pertaining to sustainability & recycling, and the communication of such matters to Governing Council and the broader school community.
  - To liaise with School Leadership to determine the need for volunteers to assist with sustainability & recycling projects and initiatives.
  - To seek, and support, volunteers from within the school community to assist with sustainability & recycling projects and initiatives.
3. Learning Support
  - To review, assess and make recommendations on matters pertaining to education, and the communication of such matters to Governing Council and the broader school community.
  - To liaise with School Leadership to determine the need for volunteers to assist with learning support projects and initiatives.
  - To seek, and support, volunteers from within the school community to assist with education projects and initiatives.
4. Community
  - To review and make recommendations to Governing Council on partnerships with organisations (in the external community), excluding core curriculum partnerships.
  - To respond to direction from Governing Council, in matters arising from the school community, and make recommendations for action.
  - Undertake periodic surveys to assess parent concerns and issues, as relate to student learning.
5. Curriculum Review
  - To support the school in ensuring that the educational needs of all students are represented.
6. Policy Development & Review
  - To review and make recommendations to Governing Council on endorsed policies.

The Committee operates through Action Teams aligned to these areas, with a member of the Committee nominated as a leader for each Team. The projects and initiatives undertaken by each Action Team are detailed below.

## **MEMBERSHIP**

Membership of the Committee will include:

- A member of Governing Council, who will Chair the committee
- Deputy Principal
- In addition to the Chair, no more than five school community members (Chair has discretion to determine membership)
- Teaching staff must be represented, but may not exceed two teaching staff (in addition to the Deputy Principal)

All members (being a maximum of nine) are eligible to vote.

Members who are absent for two or more meetings may be asked to resign their position, at the discretion of the Chair.

New staff & school community membership will be sought, as required, by the Chair together with the Deputy Principal, continuing and outgoing members.

## MEETINGS AND ADMINISTRATION

1. The Chairperson will oversee the secretariat function by undertaking or delegating the following responsibilities:
  - Setting the meeting dates over the school year, in conjunction with the Deputy Principal.
  - Setting the meeting agenda using the Education Subcommittee Agenda template.
  - Distributing the meeting agenda and other documents to subcommittee members.
  - Taking minutes that include action items, owners and timelines for action – this may be delegated to members on a rotational basis.
  - Providing relevant reports, including Minutes, to Governing Council (at least one week prior to each Governing Council meeting), including motions for consideration.
  - Ensuring the implementation of Governing Council school approved recommendations.
  - Encouraging participation in the Committee, and Action Teams, by the school community.
2. The Committee must have regular meetings, typically twice per school term (e.g. in Week 2 and Week 6), or more regularly as agreed.
3. The quorum for all meetings of the Committee will be four members. If the Chairperson of the Committee is not present at a meeting, then the members of the Committee present at that meeting will appoint a Chairperson for that meeting from any of the members present.
4. Members unable to attend meetings must provide apologies to the Chair as soon as possible, failure to do so will be considered an absence.
5. At the discretion of the Chair, in consultation with the Deputy Principal, non-members who have special interests or knowledge relevant to the Committee may attend and participate in discussions on particular issues. Non-members cannot vote.

## REPORTING

The Education Subcommittee reports to Governing Council on all aspects of initiatives undertaken in the support of student learning, including:

- Action Teams will develop all communication & documentation as relate to that team
- Each Action Team leader will provide a short written status report to the Education Subcommittee Chair (prior to each meeting) for circulation with the agenda.
- The Education Subcommittee members will review & endorse any policies for approval by Governing Council.

## REVIEW

This Terms of Reference will be reviewed every two years, and accepted by Governing Council following each review.

Accepted by Governing Council: DD June 2019  
Next Review: June 2021