

Education Sub-Committee

*Terms of reference
Updated September 2017*

Education Sub-committee

Purpose

The role of the education sub-committee is to assist the School Council in fulfilling its responsibilities in relation to:

- **Strategic direction**
Ensure that the strategic direction of the educational programs are in line with the philosophy of the school;
monitor and update Scholarship and Awards;
review relevant policies as required.
- **Programs and Initiatives**
Review, support and track relevant program initiatives prompted by the Strategic Plan and Annual Implementation Plan;
oversee and support student leadership opportunities.
- **Budget**
Monitor the balances and use of monies in the Library and Scholarships Funds.

Membership

The education sub-committee will consist of at least 4 members which could include;

- School Teaching and Learning leader
- A member of the school leadership team
- A classroom teacher
- Two parents

The School Council will appoint the convenor of the sub-committee.

A quorum will consist of at least 3 members including 1 parent

Any school councillor may attend a meeting of the sub-committee. School Council President and the Principal are invited to attend all meetings.

Membership will be reviewed annually

Meetings

The sub-committee will meet in the week prior to the School Council meeting. The convenor will email the minutes to the office to be distributed to School Councillors prior to the School Council meeting.



Responsibilities & Authority to Act

The education sub-committee is authorised to act by reviewing and making recommendations to the School Council regarding:

- Teaching and learning programs
- Camps & excursions requiring SC approval
- Library Fund
- Educational philosophy
- Scholarship and Awards
- Relevant policies as required
- Relevant program initiatives
- Student leadership opportunities

Note: Operational matters are not the remit of the committee and should not be recommended for the Consent Agenda. Education cannot recommend School Council approve the employment of additional staff, this is an operational matter and should be referred to the Principal, Assistant Principal and Business Manager. The Education minutes would reflect that a request for additional staff was made and report the outcome.

Reporting

Consent Agenda

- The sub-committee will report agreed recommendations requesting approval, endorsement or ratification as motions to the School Council Consent Agenda, for example, *Education Sub Committee recommends that School Council endorse the Year 10 Cambodia trip, dd/mm/yy as distributed to School Council.*

Minutes

- The sub-committee minutes may contain requests for additional advice or information from the School Council for discussion purposes.

The convenor will

- Circulate agenda & minutes of the sub-committee meetings to sub-committee members and School Council
- Compile and submit an annual report to School Council summarising the sub-committee activities during the year for the last School Council of the year

Performance

The performance of the sub-committee is to be assessed annually against its terms of reference by School Council