

# Moonee Ponds West Primary School



## Education Sub Committee Terms of Reference and Code of Conduct

### Purpose

The role of the Sub-Committee is to assist the MPW School Council in fulfilling its responsibilities in relation to:

- development and monitoring implementation of the four-year strategic plan
- development and monitoring implementation of the annual implementation plan
- communication of the annual report
- the self-evaluation process
- other initiatives as agreed by the Sub-Committee and/or requested by School Council.

### Role

The role of the Sub-Committee includes:

- making recommendations and advice to School Council about the content and implementation of the strategic plan, annual implementation plan, self-evaluation and other initiatives as agreed by the Sub-Committee and/or requested by School Council
- participating in working groups where agreed by the Sub-Committee and/or School Council
- encouraging and promoting community participation in events and/or processes as agreed by the Sub-Committee.

### Authority and decision making

The Sub-Committee is an ongoing Sub-Committee of the MPW School Council. The Sub-Committee operates under powers delegated to it by the School Council and has no other executive powers. The MPW School Council authorises the Sub-Committee, within the scope of its responsibilities, to:

- perform activities within its role and functions
- establish time limited ad hoc working groups as needed with Terms of Reference to be approved by MPW School Council.

The Principal of MPW is responsible for all operational aspects of the school, including the teaching and learning.

The Sub-Committee provides advice, options and recommendations to School Council for final decision and approval. Sub-committees cannot make decisions for school council, rather they make recommendations to council.

Sub-Committee members will try to reach decisions by consensus through proposing and seconding motions. When consensus is not possible a vote will be taken with the number for and against recorded in the minutes. Only members who have attended at least two meetings in the last six months can vote or propose or second motions. Motions, as well as the name of the person that moved and seconded the motion, should be recorded in the minutes of the meeting.

Where working groups are established they are covered by the same rules as sub-committees. They cannot make decisions but instead make recommendations to either the Sub-Committee or School Council, depending on their terms of reference.

## Membership

### Convenor

The School Council will appoint the convenor of the Sub-Committee and/or the Sub-Committee may elect an acting convenor if required. The convenor will be a School Council and MPW staff member. The role of the sub-committee convenor is to:

- be the chairperson for that sub-committee and report to the School Council at the next scheduled meeting
- ensure a written report with recommendations is provided to the principal to be included in the School Council notes prior the next School Council meeting
- ensure implementation of approved recommendations are monitored
- encourage participation from the school community.

### Composition

The Sub-Committee will consist of at least three members. Any School Councillor may attend a meeting of the Sub-Committee. School Council President and Principal are ex officio members of the Sub-committee and are invited to attend all meetings. The Sub-Committee membership is open to community members who are not on School Council and therefore provides opportunities to involve people in the school who are not members of Council.

All Members will cease to be members immediately if they are no longer a member of staff at MPW or a parent of a child at the school.

The Convenor may invite other persons to its meetings to present or observe as deemed necessary.

### Induction of new members

The school Business Operations Manager will provide new Members with all necessary information regarding the Sub-Committee's responsibilities including a copy of the Terms of Reference and Code of Conduct and the minutes of the past three meetings.

Casual attendees are welcome to attend the Sub-Committee. As a courtesy they are to be welcomed by the Convenor and a brief description of the purpose of the Sub-Committee and the meeting protocols provided.

## Meetings and administration

### Holding of meetings

Meetings shall be held a minimum of two times a term. The schedule of meetings is agreed by School Council at the first meeting of the newly elected council in the year. Special meetings may be convened as required. Should the Convenor be unable to attend a meeting they can request that another staff School Council member chair the meeting.

## Attendance

A quorum shall consist of a minimum of three Members: the Convenor (or delegated Chair); one MPW staff School Councillor; and one parent School Councillor. Should a quorum not be achieved, Members may choose to hold the meeting, with any advice and recommendations made not being considered final until the next Sub-Committee meeting with quorum, at which time the advice and recommendations can be endorsed and minuted.

## Agenda, correspondence and papers

Agenda items, correspondence and papers may be submitted to the Business Operations Manager before midday on the Wednesday before the Sub-Committee meeting. To be accepted for inclusion on the agenda, items must be within the jurisdiction of the Sub-Committee. Where an item is not within the jurisdiction of the Sub-Committee the Principal, Business Operations Manager or Convenor will contact the person who raised the issue and explain the reasons for this.

The agenda and supporting papers should be delivered to Members at least three working days in advance of each meeting. No papers or correspondence are to be submitted to the Sub-Committee on the day of the meeting unless by prior agreement with the Convenor.

## Minutes

Meetings will be minuted to reflect actions agreed by the Sub-Committee. Members will be provided with a copy of the minutes following each meeting. At this point only questions regarding accuracy can be raised.

## Reporting

The Sub-Committee will provide all minutes to the School Council. The Sub-Committee will also take items to the School Council to provide progress updates on an as needed basis.

## Code of Conduct – Responsibilities and Behaviours

### Members

The responsibilities of Members of the Sub-Committee are to:

- maintain a thorough understanding of, and comply with, the Terms of Reference and the expectations of Members in meeting processes
- understand the strategic priorities for MPW, and act in the best interests of the organisation as a whole, particularly focusing on the best interests of students
- read papers in advance of the meeting
- embrace the solidarity principle that applies once a recommendation has been made, and demonstrate collective accountability and responsibility for the direction taken
- demonstrate active listening and provide each member with the opportunity to speak and ask questions
- ensure that a diverse range of views and perspectives are considered, and explicitly and respectfully engage with differing viewpoints
- speak through the chair of the meeting.

## Conflict of Interest

If a sub-committee member or immediate member of their family has any direct conflict of interest (which may be of a financial, reputational or other nature) in a subject or matter under discussion at a sub-committee meeting, the member:

- must declare the conflict of interest
- must not be present during the relevant discussion unless invited to do so by the person presiding over the meeting
- must not be present when recommendations to school council are being made in relation to the matter
- may be included in the quorum for that meeting

## Principles

Sub-Committee members will at all times behave in a civil and respectful manner. Meetings should endeavour to be welcoming, constructive and productive. Members will promote:

- respectful partnerships
- clear and honest two-way communication
- transparent processes
- democratic, informed decision making
- personal and professional integrity.

It is not appropriate to talk about individual students or teachers at the Sub-Committee. Individual operational concerns should be raised with the classroom teacher in the first instance, followed by the relevant member of the MPW leadership team. Please refer to the Management of Parent/Carer Concerns and Complaints Policy.

## Review of terms of Reference

This terms of reference will be reviewed annually at the first education Sub-Committee meeting that follows the first meeting of School Council following completion of the school election process.