

Kalinda Primary School Council Education and Policy Sub-Committee

Terms of Reference

Purpose

The Education and Policy Sub-Committee is responsible for making recommendations and developing proposals related to the curriculum, within Government and Department of Education and Training Victoria (DET) guidelines. The sub-committee is also responsible for co-ordinating a cyclical process of policy review and drafting new policies (where required).

Frequency

The Education and Policy Sub-committee will meet four times per year (or more frequently where required) and report back at the next School Council meeting on each occasion.

Members' responsibilities

These include:

- Provide a forum for discussion of current education and policy initiatives and respond to requests from School Council, and to feedback from teachers, parents/guardians and students.
- Connect with the Finance, Fundraising and Facilities Sub Committees where appropriate, to discuss inter-dependencies in driving initiatives forward.
- Consult as appropriate with the school community regarding changes in the curriculum and broader educational issues.
- Oversee Kalinda Primary School (KPS) policies and update and revise and adopt or draft new policies in line with Government and DET policies and guidelines, as required.
- Review all policies and guidelines for consistency with the KPS Strategic Plan and advise School Council accordingly.
- Seek feedback on proposed/draft policies from teachers and parents/guardians/school community, as required.
- Present all new or updated policies to School Council for ratification.

Policies considered for review and updating:

- at least every three years (as per the current [DET PAL](#) update requirements); and
- when circumstances change in such a way as to require an alteration to the relevant policy(s).

New policies will be introduced when:

- new policies are released by DET and their use is mandatory in Victorian primary schools.

- New policies are released by DET and the Principal advises that the policy is relevant to KPS.
- The Principal, School Council or the Education and Policy sub-committee identifies a need for a specific policy for KPS.

Terms and selection

Sub-committee membership is designed to provide the range of expertise needed to inform and support School Council decision-making.

Members of the Education Sub-Committee serve in their individual capacity for a single calendar year. There is the possibility of renewal for an additional term/s.

The School Council will call for interest from School Councilors' at the first School Council meeting of each year. A nominee will be selected each year to Chair the sub-committee.

A call to the broader School Community for interest in membership of the sub-committee will be made following the first School Council meeting of the year.

The School Council will review its composition and where appropriate, make recommendations for additions or modifications.

Resources

DET Policy and Advisory Library <https://www2.education.vic.gov.au/pal>

DET School Council – Subcommittees
<https://www2.education.vic.gov.au/pal/school-council-subcommittees/policy>