

Montmorency Secondary College

CURRICULUM COMMITTEE CONSTITUTION 2013

Ratified by School Council: 8th May, 2013

EDUCATION SUBCOMMITTEE CONSTITUTION 2013

	TEACHING & LEARNING COMMITTEE	EDUCATION SUBCOMMITTEE
1. Core	<p>To oversee and encourage:</p> <ul style="list-style-type: none"> • The design, delivery and evaluation of best-practice curriculum programs at Montmorency Secondary College. • The management of emerging implementation issues, active participation in the achievement of priorities within the Strategic Plan focusing on continual improvement in student outcomes at all levels. • The provision of input into the school's professional development plan and interaction and consultation with the Education Subcommittee of School Council in its role of policy development and evaluation. 	<p>To set education policy for the school within the framework of the Strategic Plan and VCAA and DECD requirements, with such policies to be endorsed by the School Council and implemented by the Teaching and Learning Committee.</p> <p>To encourage and facilitate the provision of excellent teaching and learning.</p>
2. Committee Description and Role	<p>A staff committee working together to achieve whole school curriculum excellence, within the framework of VELS/AUSVELS and VCE, and using high level educational thinking and principles of consultation, participation and consensus.</p>	<p>A committee of staff, parents and students working together to ensure that the school's education policies reflect the priorities outlined in the Strategic Plan are clear and practicable and support best educational practice.</p>
3. Specific Responsibilities	<ul style="list-style-type: none"> • To manage cyclic curriculum review • To ensure and facilitate the implementation of decisions following curriculum review or other proposals • To make decisions following curriculum review or other proposals 	<ul style="list-style-type: none"> • To make, evaluate and revise whole school education policies, using information or advice from the Teaching & Learning Committee, the school community, DECD, the VCAA and other relevant internal and external bodies. (The

<p>Specific Responsibilities cont.</p>	<ul style="list-style-type: none"> • To make decisions about subjects to be offered at each year level, following faculty/KLA input and decisions about whole school curriculum structure • To make decisions about which subjects will be taught at each year level, based on agreed principles and criteria • To implement and monitor the progress of curriculum policies • Making recommendations on the use of ICT within the College • To make decisions on proposals which affect the conduct, assessment and enhancement of teaching and learning within the College • To provide information and proposals about policy development or change to the Education Sub-Committee • To provide input to the Strategic Planning Team about the use of curriculum days for school improvement • To provide input into Professional Development during nominated curriculum days • To facilitate that DEECD, VCAA and other curriculum documents are provided to relevant school committees and teams • To receive, discuss and make decisions about curriculum initiatives and proposals generated in the school and externally 	<p>areas of policy- making including Equal Opportunity, Integration of students, input into the Strategic Plan, MIPS etc.)</p> <ul style="list-style-type: none"> • To pass policies to the Teaching & Learning Committee for implementation • To act as a conduit for communication between the school community and other educational agencies • To keep informed about state-wide educational policies, issues and practices and to generate discussion, where appropriate, in the school community • To refer new or revised policies to the College Council for ratification
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<p>4. Composition 4.1 Membership</p>	<p><u>EX OFFICIO</u> Principal and or delegate (1) Teaching & Learning Leader (1) Sub School Leaders (Middle School and Senior School) (2)</p> <p><u>ELECTED</u> <u>Co-Opted</u> It is compulsory for the KLA leader and or a representative from each KLA (ARTS, Humanities, Technology, Science, Maths, English, LOTE, PE, and Business Studies) to attend Teaching & Learning meetings. (9)</p> <p>Total of 13 members</p> <p>Teaching and Learning is an open committee and all staff are encouraged to attend.</p>	<p><u>EX OFFICIO</u> Principal or Principal’s delegate Teaching & Learning Leader 1 staff members from School Council 2 other teachers nominated by and from the Teaching and Learning Committee Up to 4 School Council parent members 1 co -opted parent 2 student SRC Leaders (one each from the Middle and Senior Schools)</p> <p>Total of 13 members- That means a min of 11 and a max of 13.</p> <p>If insufficient school councillors are willing to join the sub-committee, vacancies may be filled by co-option from the relevant constituent group. Meetings will be generally open to attendance from any interested persons from the school community.</p>
<p>4.2 Convenor and Chairperson</p>	<p>Teaching and Learning Leader</p>	<p>The Teaching & Learning Leader will convene and chair meetings, and a staff member on School Council will report information and present recommendations to School Council</p>
<p>4.3 Minute Secretary</p>	<p>Rotated alphabetically within the Committee on a roster system. Minutes will be passed onto the Teaching & Learning leader before</p>	<p>Elected annually from and by the Committee</p>

	dissemination to all staff.	
4.4 Elections	The term of office for members will be 12 months	The term of office of all members will be 12 months, with the new Subcommittee constituted after the new School Council begins its term in April/May
4.5 Vacancy	Not applicable	In the event of a casual vacancy, a new member will be co-opted from that constituent group, using the same process by which the absent or retiring member originally became a member.
5. Operations 5.1 Guiding Principles	Decision-making processes will be clear and transparent and the committee will aim at consensus.	The subcommittee will make informed decisions about recommendations to be put to School Council.
5.1.2 Decision making	Committee members will not represent any subgroup or interest group and will make decisions for and on behalf of the best interests of the whole school.	Committee members will not represent any sub group or interest group and will make decisions in the best interests of the whole school.
5.2 Voting	All motions will be put to a vote, with all members eligible to vote. In the event of a tied vote, the chairperson may exercise a casting vote or the matter may be discussed again in order to seek a better decision. In the event of a complex decision a staff ballot may be sought at the discretion of the committee.	All motions will be put to a vote, with all members eligible to vote. In the event of a tied vote, on a substantive issue, the matter will be presented to the School Council in those terms. All motions, whether carried, lost or lapsed, will be indicated to School Council.
5.3 Quorum	To convene a meeting, reach a consensus decision at least 7 of the co-opted members must be present. In order for a motion to be passed, there must be at least 11 voting members.	To convene a meeting, reach a consensus decision or take a vote more than half (or a minimum of 6) of the members of the subcommittee must be present.
5.4 Meeting Schedule 5.4.1 Frequency	Meetings will be scheduled on a monthly basis	Minimum of one meeting per term, with additional meetings that can be called by the convenor as required.

5.4.2 Cancellation	If there are no agenda items or if a meeting seems unnecessary, the chairperson may cancel the meeting 24 hours before on the scheduled day, after consultation with as many members as possible.	If a meeting is to be cancelled, 48 hours' notice will be provided to all committee members.
5.4.3 Unscheduled meetings	An unscheduled meeting may be called by the convener, with 24 hours' notice, if urgent business arises.	An unscheduled meeting may be called by the convener, with five calendar days' notice, if urgent business arises.
5.5 Meeting Format	Meetings will be run as formal meetings as per DEECD requirements.	Meeting procedures will be as for School Council
5.6 Agenda	<ul style="list-style-type: none"> • The convener will receive and publish agenda items 24 hours before a scheduled meeting • Agenda items should be submitted to the chairperson by any member of the school community 48 hours before a scheduled meeting • Where possible, supporting materials and readings will be distributed with the agenda • Late items will be accepted with the agreement of the committee with reference to urgency and the availability of time for discussion and decision making 	<ul style="list-style-type: none"> • The convener will receive items of business and publish the agenda five days before a scheduled meeting • Where possible, supporting materials and readings will be distributed with the agenda • Late items will be accepted with the agreement of the committee with reference to urgency and the availability of time for discussion and decision making
5.7 Minutes	<p>Minutes will record recommendations and decisions, and will indicate the action required, the timeline and the person or group responsible for action. Where a decision is made through a motion, the mover, seconder and the numerical outcome of votes will be recorded.</p> <p>Decisions that are not the result of a motion will be recorded as consensus being reached.</p> <p>Minutes will be published to staff and provided to the Education Sub-Committee for information and filed.</p>	<p>An Education Sub-Committee report will be provided to School Council. The report will outline:</p> <ul style="list-style-type: none"> • Discussions and decisions from the Education Sub Committee meeting • Discussions and decisions from the Teaching and Learning Committee

6. Members' Roles 6.1 Convener/Chairperson	<ul style="list-style-type: none"> • To prepare the agenda, with input from staff • To ensure the distribution of the agenda • To chair meetings • To maintain a record of agendas, minutes and other relevant documents 	<ul style="list-style-type: none"> • To prepare the agenda, with input from committee members or other members of the school community • To ensure the distribution of the agenda and the publication and distribution of minutes • To chair meetings • To maintain a record of agendas, minutes and other relevant documents
6.2 Minutes Secretary	<ul style="list-style-type: none"> • To take minutes during meetings • To publish minutes to the staff and Education Sub Committee 	<ul style="list-style-type: none"> • To take minutes during meetings • To provide the draft minutes to the convener, so that a report may be written for School Council
6.3 Members	<ul style="list-style-type: none"> • To participate in all meetings and to contribute to decision making that will promote the school's best interests • To present matters, materials or views as requested by staff • To provide feedback and information to staff 	<ul style="list-style-type: none"> • To participate in all meetings and to contribute to decision making that will promote the school's best interests • To present matters, materials or views relevant to education policy • To participate in small working groups as required • To provide feedback and information to School Council