



HIGHVALE PRIMARY SCHOOL

Education Sub-Committee

Last amended: April 2012

Review date: February 2013

Terms of Reference

The Terms of Reference should be read in conjunction with the Highvale P.S School Council Standing Orders. The Education Sub-Committee is a sub-committee of the School Council.

The Education Sub-committee shall:

- consult with the Highvale Primary School community and make recommendations to Council on aspects of the Highvale Primary School's Education Policy within the guidelines detailed in the School Strategic and Annual Implementation Plans. (It is the province of the Principal and teaching staff to implement these policies).
- ensure that curriculum policies are reviewed at regular intervals so that they remain consistent with the Strategic Plan and AusVELS Guidelines.
- Develop and keep up to date a Highvale P.S policy table for dissemination to all sub committees at the first meeting each year. To include:
 - Title of each policy
 - policy number
 - ratification date and
 - review date
- Source and prepare applications for suitable grants to enhance the implementation of the Highvale Primary School Education Policy and curriculum policies.
- make informed responses to educational issues that arise. This will include responding to issues raised by the Principal and School Council
- make recommendations to Council on the approval of camps and excursions taking due regard of Department of Education and Early Childhood Development (DEECD) guidelines safety guidelines.

Membership:

- At least three people. At least one of these must be a member of the School Council and is the convener.

Meetings:

- The Education Sub-Committee will meet at least **twice** each school term and prior to normal council meetings to consider education issues as described. It will ensure that appropriate reports and recommendations are prepared for council.
- If the convener of the Education Sub-Committee is absent or unable to preside at the meeting, a member other than the principal elected by the members present at the meeting must preside.

respect

responsibility

honesty & integrity

commitment