



Burnside Primary School ~ Governing Council

Terms of Reference

Student Learning and Wellbeing Committee

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1 Purpose and Scope of Committee

The Burnside Primary School Student Learning and Wellbeing Committee is a sub-committee of the Burnside Primary School Governing Council. This committee enables a forum to focus on improving student learning outcomes that relate to the School Improvement Plan in collaboration with the principal and staff. The committee represents the school community in understanding local educational needs.

2 Regulatory Frameworks

- Not applicable.

3 Membership/Attendance

Membership of the Student Learning and Wellbeing subcommittee is determined by the Governing Council. The committee may be consulted to assist in determining the most appropriate and effective membership structure.

Applications for membership will be sought from the broader school community, as required.

Membership will be determined by the council:

The Committee must comprise a minimum of three (3) members, but have no more than seven (7) members, and must include:

- Principal (or their delegate)
- Governing Council member (Convenor)
- Teaching staff representative
- Any interested Governing Council members
- Any interested school community members
- One Committee member must be the minute taker
- Persons not employed by Burnside Primary School must comprise the majority of the

committee members

4	Voting
<ul style="list-style-type: none"> • All committee members are eligible to vote • Voting will be by a majority of committee members present • A quorum will be half the regular membership plus one 	
5	Meetings
<p>Office Holders:</p> <ul style="list-style-type: none"> • All meetings will be chaired by the Convenor or their delegate • Meetings will be held once per term online or face to face <ul style="list-style-type: none"> - Minutes of each committee meeting will be taken by the committee minute taker <p>Frequency:</p> <ul style="list-style-type: none"> • Meetings will be held once per term with a date and time negotiated to suit all members • Meetings must always be held at least two weeks before the Governing Council meeting and best endeavours for minutes to be submitted for circulation to the subcommittee members no later than 7 days after the subcommittee meeting but prior to forwarding to the Governing Council <p>Minutes/Agenda:</p> <ul style="list-style-type: none"> • The meeting agenda will be prepared by the Convenor in partnership with the principal or delegate • The Convenor or delegate, no less than 7 days prior to the scheduled meeting, will forward via email the meeting agenda and accompanying documents, such as: <ul style="list-style-type: none"> - the previous meeting minutes and any supporting papers/reports - noting that some reports/papers may contain personal and private information about some staff and students, to ensure strict confidentiality, it is the principals (or their delegates) discretion to redact personal details from the reports prior to providing it to the Convenor for distribution to the committee members <p>The primary means of communication will be via electronic mail (email) which may be supplemented by the provision of hard copies for meeting materials</p>	
6	Responsibilities
<ul style="list-style-type: none"> • Reviewing educational policies and procedures • Discussing and providing feedback on School Improvement Plan • Discuss and provide feedback on learning and student wellbeing • Discussing and providing feedback on school data and opinion surveys • Identifying the needs of the community regarding teaching and learning and then, in consultation with leadership, organising parent information sessions • Circulate minutes to committee members and GC secretary after each meeting • Reporting to GC each meeting 	
7	Sharing Information/Confidentiality
<ul style="list-style-type: none"> • Submissions to the committee must be addressed to the Convenor • Committee matters must only be disclosed to members of the Governing Council or site staff, including the site leader, unless a child is being harmed or is at risk • Where relevant and appropriate, make sure parents are aware of developments and initiatives related to the committee's role through the newsletter and/or school website 	
8	Reporting
<ul style="list-style-type: none"> • The committee reports to the Governing Council • An overview of each committee meeting is presented to the Governing Council meeting 	

	<ul style="list-style-type: none"> • Minutes of each meeting are provided to the Governing Council at the next scheduled meeting • A report on the committee's activities is presented to the Governing Council annually
9	Code of Conduct
	<p>Members are expected to conduct themselves according to the:</p> <ul style="list-style-type: none"> • Burnside Primary School Parent Code of Conduct • Governing Council Code of Practice • Governing Council Standing Orders
10	Review
	<p>The Terms of Reference including the effectiveness and membership of this committee will be reviewed by the Governing Council at the beginning of each school year to ensure it meets the need and goals as stated in the purpose of this document.</p>

Review Date: February 2022

Governing Council endorsement : February 2022