

Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) Standing Committees develop policy for DOBCEL Schools and assist in identifying procedures for the implementation and monitoring of those policies.

The DOBCEL Board endorses policy for ratification by the Bishop.

The Chief Executive Officer assists the Board in the implementation of DOBCEL policy and ensures that procedures are established, implemented, and monitored.

The System Improvement Standing Committee has been established by DOBCEL to provide a forum where representatives of school communities work with the Board to fulfil specific governance responsibilities in the area of ongoing school improvement.

The role of the System Improvement Standing Committee is to:

1. develop, implement and monitor policies, procedures and/or frameworks to ensure ongoing improvement for DOBCEL schools
2. advise, update and report to DOBCEL about the strategic directions of DOBCEL schools
3. identify and monitor areas of risk associated with school improvement
4. advise the Chief Executive Officer on areas of risk associated with school improvement that require support, intervention or oversight
5. monitor the annual work plans of the two Working Parties: Data; Learning and Teaching

Membership

Membership of a DOBCEL Standing Committee is for an initial period of two (2) years. Members may seek re-appointment for up to a further two (2) year term. DOBCEL reserves the right to offer a one (1) year re-appointment where necessary for membership continuity and to restructure the Standing Committee membership when appropriate.

The membership of the Committee will be managed to include representation as follows:

1. A Chair, appointed by the Board
2. At least one Director of DOBCEL
3. The Assistant Director System Improvement, who acts as Executive Officer of the Committee
4. A primary principal
5. A secondary principal
6. A parent
7. Members with expert knowledge in areas of school improvement

Administrative support will be provided by the Catholic Education Office.

Quorum – a quorum will be considered to be one half of the members.

Meeting frequency – up to 4 meetings per year for two (2) hours duration.

- One meeting each term will be held

- Email meetings/consultations may be used to consult on urgent or simpler matters

The School Improvement Standing Committee reports to the DOBCEL Board through a report on each meeting, minutes, draft policies and proposals.

The School Improvement Standing Committee directs the following working parties and reference groups:

1. **Data Working Party.** This group was established in 2018 to develop policy on the use and collection of data.
2. **Learning and Teaching Working Party.** This group will begin its work in 2019. The focus will be the development of a learning and teaching framework.

Review of these Terms of Reference can be initiated by the DOBCEL Board or the Standing Committee at any time. **The committee will review its performance annually** in relation to the stated role to determine whether it is functioning effectively by reference to current best practice.