

# Moonee Ponds West Primary School



## School Council Communication and Engagement Working Group

### Terms of Reference

This Terms of Reference is effective from 29<sup>th</sup> of May 2017 and continues until the 22<sup>nd</sup> of September (end of term 3) and can be reconvened by School Council agreement.

### Purpose

- The purpose of the School Council Communication and Engagement Working Group is as a short term advisory group to provide advice to School Council on how to promote effective engagement and communication from, to and within the school community.

### Role

- Identify opportunities for community engagement
- Provide School Council with the Working Group's recommendations.
- Provide feedback and ideas to inform the work of the Communication Action Team through the reporting process to School Council
- Identify obstacles that may impede effective community engagement and communication
- Identify opportunities for collaboration within the school community
- Identify whether there is a need to engage an external communication and community engagement consultant to assist with achieving improved communication and community engagement
- Develop a set of principles to guide communication and engagement within the school community.

### Authority and decision making

Working groups are covered by the same rules as sub-committees. They cannot make decisions but instead provide recommendations to School Council, within their terms of reference.

### Membership

Sandra Monaghan - DET Convenor	Simone Beever - Parent
Michelle Bové - DET	Kylie Brown - Parent
Lee Cath - Parent	Christine Clancy - Parent

School Council President and Principal are invited to attend meetings.

## Convenor

- is to be the chairperson for working group and is to report to the School Council at the next scheduled meeting
- ensure a written report with recommendations is provided to the Principal to be included in the School Council notes prior the next School Council meeting
- ensure implementation of approved recommendations are monitored
- encourage participation from the school community.

## Meetings and administration

### Holding of meetings

In the interim meetings shall be held fortnightly to establish the working group and then convened monthly. Should the Convenor be unable to attend a meeting they can request that another member chair the meeting.

### Attendance

A quorum shall consist of a minimum of three Members: the Convenor (or delegated Chair); one MPW School Councillor and one parent School Councillor. Should a quorum not be achieved, Members may choose to hold the meeting, with any advice and recommendations made not being considered final until the next Working Group meeting with quorum, at which time the advice can be endorsed and minuted.

### Agenda, correspondence and papers

Agenda items, correspondence and papers may be submitted to the Convenor before midday on the Monday before the Working Group meeting. To be accepted for inclusion on the agenda, items must be within the jurisdiction of the Working Group Terms of Reference.

The agenda and supporting papers will be delivered to Members the day before the meeting.

### Minutes

Meetings will be minuted to reflect actions agreed by the Working Group. Members will be provided with a copy of the minutes following each meeting. At this point only questions regarding accuracy can be raised.

### Reporting

The Working Group will provide all minutes to the School Council. The Working Group will also take items to the School Council to provide progress updates and recommendations on an as needed basis.

## Code of Conduct - Responsibilities and Behaviours

### Members

The responsibilities of Members of the Working Group are to:

- maintain a thorough understanding of, and comply with, the Terms of Reference and the expectations of Members in meeting processes
- understand the strategic priorities for MPW, and act in the best interests of the organisation as a whole, particularly focusing on the best interests of students
- read papers in advance of the meeting

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Endorsed by School Council: 29<sup>th</sup> May 2017



- embrace the solidarity principle that applies once a recommendation has been made, and demonstrate collective accountability and responsibility for the direction taken
- demonstrate active listening and provide each member with the opportunity to speak and ask questions
- ensure that a diverse range of views and perspectives are considered, and explicitly and respectfully engage with differing viewpoints
- speak through the chair of the meeting.

## Conflict of Interest

If a working group member or immediate member of their family has any direct conflict of interest (which may be of a financial, reputational or other nature) in a subject or matter under discussion at a sub-committee meeting, the member:

- must declare the conflict of interest
- must not be present during the relevant discussion unless invited to do so by the person presiding over the meeting
- must not be present when recommendations to school council are being made in relation to the matter
- may be included in the quorum for that meeting.

## Principles

Working Group members will at all times behave in a civil and respectful manner. Meetings should endeavour to be welcoming, constructive and productive. Members will promote:

- respectful partnerships
- clear and honest two-way communication
- transparent processes
- democratic, informed decision making
- personal and professional integrity.

It is not appropriate to talk about individual students or teachers at the Working Group. Individual operational or educational matters should be raised with the classroom teacher in the first instance, followed by the relevant member of the MPW leadership team.