



G015	Terms of Reference Policy
Purpose	To outline the Terms of Reference for the relevant Free Reformed School Association Committees.
Authority	Board
Policy	The Board determines the Terms of Reference for standing committees and other related bodies.
Delegation	
Related Policies	G003 Written Submissions to the Board
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Authorised by:	
Board Chairman	S H Terpstra
Date:	July 2015



GP015

Terms of Reference Procedure

The Board of the Free Reformed School Association Inc has appointed the following Committees or bodies:

	Appendix
School Councils	1
Education Strategy Group (ESG)	2
Planning & Infrastructure Committee	3
Careers in Education Committee	4
Membership Committee	5
Administration Liaison Committee (ALC) ——— <i>dissolved</i> Dec 2012	
Audit & Risk Committee	6
Office of Reformed Education	7

Each committee has received a Term of Reference (TOR) initiated by the Board. The TOR describes the purpose, the function and responsibilities of the committee, the meeting and quorum requirements and the make-up of the committee.

Changes to the TOR have to be submitted to and approved by the Board. The committee may submit a proposal when required and in accordance with the G003 Written Submission to the Board policy.

Appendix 1

Terms of Reference School Councils

1. PREAMBLE

Under the provisions of Article 3.1.9(j) of the 2011 Constitution the Board is required to:

- provide each Council with a written Terms of Reference setting out, inter alia,*
- (i) its management tasks, and*
 - (ii) the meeting arrangements, procedure and frequency, and*
 - (iii) the nature and extent of its delegated authority; and*
 - (iv) its meeting quorum.*

This is the Terms of Reference to which Article 3.1.9(j) refers. It is intended that it be regularly reviewed to ensure that it remains relevant to the needs of the Association and its schools. Any suggested improvements and amendments by the Councils and/or Principals will therefore be welcomed and considered by the Board upon submission of a formal report recommending such changes.

2. MANAGEMENT FUNCTIONS & RESPONSIBILITIES

A Council's functions and responsibilities are defined in Article 3.3 of the Constitution. It is a shared management role with the Principal who has responsibility for the day-to-day management of the campus. The Council is accountable to the Board and shall assist the Principal in the management of the school.

Apart from the general obligation to uphold the Object of the Association, and represent and speak for the interests of the Association members of the school's catchment, the tasks of a Council listed in the Constitution are:

A Council shall: (Art.3.3.4)

- (a) assist the Board in supervising the school's teaching philosophies, curricula, programs and methods to ensure they are in harmony with the Association's Foundation set out in Article 1.2, and draw to the Board's attention any concerns that may develop in those areas;*
- (b) promote the Object of the Association by supervising the administration of the school's affairs, business, assets, finances and other resources;*
- (c) endeavour to develop a culture of ownership, awareness and enthusiasm amongst members of its catchment;*
- (d) support the Association in encouraging members of the churches within its catchment to become and/or remain Association members;*
- (e) collaborate with the Principal in the preparation of a draft annual budget for the school for consideration by the Board;*
- (f) regularly monitor the school's expenditure against its current budget;*
- (g) appoint one of its members and an Association member from its catchment area to visit the school at least twice in every calendar year and have them provide a report of those visits to the Board and the Council; and*
- (h) assist the Board in appraising the performance of the Principal.*

A Council may: (Art.3.3.5)

- (a) make recommendations to the Principal on staffing matters;*
- (b) subject to available budgetary provision, determine recommendations for the appointment of relief staff or for short term duties;*

- (c) *subject to available budgetary provision and the prior consent of the Association's administration section, undertake, or propose contracts with third parties to undertake, maintenance programs and minor capital works;*
- (d) *appoint agents as Receiving Treasurers for the local churches to collect, count and deposit moneys received for the Association in deposit boxes; and*
- (e) *following consultation with the Principal and parents, expel a pupil for repeated unacceptable conduct.*

In addition to the tasks outlined in these Terms of Reference, a Council must comply with any Board directive and/or policy it may make from time to time which are relevant to the functions and responsibilities of the Council.

3. COUNCIL MEETINGS

3.1 Frequency

Council meetings may be held when necessary but not less than twice per school term.

3.2 Attendance

A Principal, or Deputy Principal - or a teacher nominated by the Principal if the Principal or Deputy Principal is unable - shall attend all Council meetings in an advisory capacity.

Association members from within the Council catchment are entitled to attend Council meetings as observers for those matters which at the Chairman's sole discretion are considered to be of a confidential nature, and the attendees, on request, are to be given an opportunity to ask questions or make statements to the Council on matters related to the School. The Chairman has the discretion to allow or disallow a question or statement and to limit the time the Council will allow questions to be asked or statements to be made.

3.3 Quorum

The quorum for a meeting of a Council shall be not less than half the number of Council positions, whether vacant or not. For the avoidance of doubt, the attendance of a Principal, or the Principal's nominee, has no bearing on, or dilutes the requirement for the quorum.

3.4 Agenda

The Council member appointed by the Council as Secretary shall prepare and distribute an agenda to Council members prior to the meeting detailing the business to be discussed. In compiling the agenda the Secretary shall consult the Principal about any items or matters the Principal wishes to have included. The Council is free to make its own rules about the cut-off dates and times for items to be received by the Secretary.

3.5 Minutes

A copy of all minutes of Council meetings is to be sent to the Board Secretary as soon as practical after they have been confirmed. These minutes are placed on the next following Board agenda for the Board's information. *(NOTE: As it is likely that there will be a considerable time delay between a Council meeting and the minutes of that meeting reaching the Board, the Council is requested to consider having its minutes provisionally confirmed by email distribution to the Council members prior to its next meeting and, if all members consent to them, forwarding them to the Board Secretary at that point).*

4. PROPOSALS AND RECOMMENDATIONS TO THE BOARD

Every recommendation or proposal arising from a Council meeting for the Board's consideration shall be in the form of a formal written report for each separate item and forwarded to the Board Secretary in time to be included on the next following Ordinary Board meeting. The structure of a formal report shall be as per the *Reporting Requirements for Written Submissions to the Board*, adopted by the board in

April 2012, and conclude with a carefully worded, standalone, recommendation(s) that the Board can take over as a potential Board resolution without the necessity for prior extensive modification to the wording.

The Board Secretary is authorised to reject any Council recommendation and proposal that does not meet the required reporting standard, is incomplete, or lacks a recommendation.

5. DELEGATED AUTHORITY - LIMITATIONS

A Council is authorised to independently perform or act on the tasks detailed in Clause 2 of these Terms of Reference, and any reasonable interpretation or extrapolation of those tasks.

However a Council shall not, without the prior approval of the Board:

- With the exception of on-line and writing competitions, authorise a School's participation in non-FRSA inter-school sporting, cultural or academic events or competitions
- Approve the attendance of classes or groups of selected students to attend interstate or intrastate excursions, seminars, workshops or camps where there is likely to be a significant cost impost on the Association, parents of the students, or both
- Approve the attendance of Principals and/or teachers at interstate or overseas conferences, seminars or expositions, with or without private sponsorship.

REVISION HISTORY

1. *Adopted by the Board 5 July 2012*



Appendix 2

Terms of Reference - Education Strategy Group

1. PREAMBLE

Under the provisions of the (2011) Constitution the Board must provide, for every committee it appoints, *“written Terms of Reference and its meeting quorum”* [Article 3.1.9(k)].

The Education and Strategy Group (ESG) was established by the Board of the Free Reformed School Association (FRSA) following the Governance Review in 2006. The group consists of the Principals of every FRSA John Calvin School, the Principal of the Office of Reformed Education and the Administration Manager.

ESG is a management committee that answers directly to the Board and it is to continue to function until such time as the Board decides otherwise or the Association appoints a Chief Executive Officer (CEO). If and when the Association should appoint a CEO, all management committees, whether new or existing, will be at the CEO's discretion as to their continuance, composition, and Terms of Reference.

2. FUNCTIONS & RESPONSIBILITIES

The ESG will manage the following areas and have authority to make decisions within those areas, as specified and in accordance with FRSA Policy and Procedures.

Policy / Guidelines:

- 2.1 Initiate, review and write policy and procedures for FRSA and FRSA schools
- 2.2 Prepare guidelines for use by FRSA schools with respect to teacher allocations, class sizes, education assistant allocations and allocation of financial and other resources

Staff Planning and Deployment:

- 2.3 Consider matters relating to staff planning for FRSA schools
- 2.4 Make decisions in relation to the deployment of staff to the different John Calvin Schools
- 2.5 Manage matters pertaining to the relief staff pool

Planning and Infrastructure:

- 2.6 Respond to aspects of macro planning for the Association's schools and initiate proposals to the Association's Planning & Infrastructure Committee

Organisational Matters:

- 2.7 Consider and make decisions in relation to resources and equipment (including ICT) that may function across the various John Calvin Schools
- 2.8 Determine the annual school calendar for FRSA schools

Office of Reformed Education:

- 2.9 Support the Office of Reformed Education in the fulfilment of its mandate by providing information and advice to the ORE principal in relation to the ORE functioning.

In addition to the tasks outlined in these Terms of Reference, the ESG is to comply with any Board directive and/or policy it may make from time to time which is relevant to the functions and responsibilities of the ESG.

When exercising its authority the ESG is to be mindful not to encroach on the individual responsibilities entrusted to the Principals and Managers, as set out in their respective Position Descriptions or the Constitution.

3. MEETINGS

3.1 Frequency

ESG meetings may be held as and when necessary or required, but not less than 8 times per calendar year. They are to be held in a building owned or leased by the Association, or a kindred Free Reformed organisation.

3.2 Attendance

Members are obliged to attend all meetings of the ESG. Other staff may be co-opted for specific matters on which their expertise will or may be required.

3.3 Quorum

The quorum for a meeting of the ESG at which decisions binding on the JCCC and/or the primary schools will be made is to be not less than 4. Other staff members who are in attendance are not included in the quorum.

3.4 Agenda

The ESG Secretary is to prepare and distribute an agenda to ESG members prior to the meeting detailing the business to be discussed. In compiling the agenda the Secretary may consult the ESG Chairman about any items or matters to be included. The ESG is free to make its own rules about the cut-off dates and times for items to be received by the Secretary.

3.5 Minutes

A copy of all minutes of Council meetings is to be sent to the Board Secretary as soon as practical after they have been confirmed. These minutes are to be placed on the next following Board agenda for the Board's information.

4. PROPOSALS AND RECOMMENDATIONS TO THE BOARD

Every recommendation or proposal arising from an ESG meeting for the Board's consideration is to be in the form of a formal written report for each separate item and forwarded to the Board Secretary in time to be included on the next following Ordinary Board meeting. The structure of a formal report is to be as per the *'Reporting Requirements and Guidelines for Written Submissions to the Board'* adopted at its April 2012 meeting.

The Board Secretary is authorised to reject, or refer back for re-work, any submission that is incomplete, not in accordance with the *Guidelines*, lacks a recommendation or has an inappropriately worded recommendation.

5. DELEGATED AUTHORITY - LIMITATIONS

The ESG is authorised to independently perform or act on the tasks detailed in Clause 2 of these Terms of Reference, and any reasonable interpretation or extrapolation of those tasks.

However the ESG shall not, without the prior knowledge of the relevant school council(s) and approval of the Board:

- With the exception of on-line and writing competitions, authorise a School's participation in non-FRSA inter-school sporting, cultural or academic events or competitions

- Approve the attendance of classes or groups of selected students to attend interstate or intrastate excursions, seminars, workshops or camps where there is likely to be a significant cost impost on the Association, parents of the students, or both
- Approve the attendance of Principals and/or teachers at interstate or overseas conferences, seminars or expositions, with or without private sponsorship.

REVISION HISTORY

1. *Adopted by the Board at its meeting held on 7 June 2012*
2. *Amended (administratively) to align with the revised Constitution (2015) – 26 February 2015 (adopted at the May 2015 Board Meeting)*
3. *Amended to avoid overlap with the newly established Office of Reformed Education – 3 September, 2015.*



Appendix 3

Terms of Reference - Planning and Infrastructure Committee March 2012

1. PREAMBLE

The Board has a Facilities Planning Committee (previously under the name of Planning Committee) to monitor the development and growth of the Association's educational and administrative facilities, and to provide it with timely advice in relation to these matters.

2. FUNCTIONS and RESPONSIBILITIES

The functions of the Facilities Planning Committee are to:

- a. Monitor the actual and projected infrastructure requirements to cater for the educational and administrative needs of the Association to ensure they are maintained and developed to contemporary standards and the expectations of the Association members.
- b. Ensure that planning for new and existing schools and resources takes place within the framework of the longer term vision and strategic planning for the Association.
- c. Ensure that infrastructure and resources on each individual school are developed and maintained in an orderly and equitable manner; with due regard for the standards required by government, possible financial constraints, and the consequences the development or maintenance may have for the other schools of the Association.
- d. Ensure that the relevant School Council and the ESG are actively involved in planning the infrastructure and resourcing needs of a school at all stages of development.
- e. Ensure information technology (IT) is managed in an orderly and standardised manner across the all schools of the Association.

3. MEETINGS

3.1 Frequency

Committee meetings may be held as and when necessary or required, but not less than once per school term.

3.2 Attendance

As at April 2012 the Committee consists of the following members:

- Chairman S H Terpstra- Convener
- Jacques Kortenoeven - Secretary
- Nik Hidding
- Gerrit Griffioen
- Lester Mulder
- Jim Everts

Any member who fails to attend three (3) consecutive meetings without first obtaining a 'leave of absence' approval from the Committee will be deemed to be disqualified from continuing as a member of the Committee.

3.3 Quorum

The quorum for a meeting of the Committee shall be not less than half the number of Committee members.

3.4 Agenda

The Secretary shall prepare and distribute an agenda to Committee members prior to the meeting detailing the business to be discussed. In compiling the agenda the Secretary shall consult the Convener about any items or matters he or she wishes to be included on it. The Committee is free to make its own rules about the cut-off dates and times for items to be received by the Secretary.

3.5 Minutes

A copy of all minutes of Committee meetings is to be sent to the Board Secretary as soon as practical after they have been confirmed. These minutes are placed on the next following Board agenda for the Board's information.

4. PROPOSALS AND RECOMMENDATIONS TO THE BOARD

Every recommendation or proposal arising from a Committee meeting for the Board's consideration shall be in the form of a formal written report for each separate item and forwarded to the Board Secretary in time to be included on the next following Ordinary Board meeting. The structure of a formal report shall be as per the 'Reporting Requirements and Guidelines for Written Submissions to the Board' adopted onApril 2012.

5. DELEGATED AUTHORITY

The Committee is authorised to independently perform or act on the tasks detailed in Clause 2 of these Terms of Reference, and any reasonable interpretation or extrapolation of those tasks. However the Committee is advisory in nature and cannot under its own title authorise or commit the Association to any approval or expenditure on any infrastructure acquisition or maintenance, except in the area of commissioning plans and obtaining financial or other relevant professional advice where such funds are included and available in a Board approved budget.

REVISION HISTORY

1. Adopted by the Board at its meeting held on 12th April 2012

Henry Dykstra replaced by Nik Hidding (Approved by the Board at its meeting held 1st May 2014)



Appendix 4

Terms of Reference - Careers In Education Committee (CIE)

1. PREAMBLE

The Board has appointed a Careers in Education Committee as a management committee to encourage members and students to take up teaching courses, promote teaching as a career and encourage further career development among existing teaching staff.

2. FUNCTIONS and RESPONSIBILITIES

The functions of the Careers in Education Committee are to:

- 2.1 Raise the profile of the teaching profession in the Free Reformed community.
- 2.2 Identify potential candidates and assist them in choosing a teaching career
- 2.3 Promote teaching as a career for mature age students.
- 2.4 Provide mentoring assistance to student teachers.
- 2.5 Develop and publicly promote policies relating to funding and sponsorship of mature age students.
- 2.6 Develop and promote teacher training courses and credentials offered through the Support Office for new students and existing students undertaking professional development.
- 2.7 Promote and value the retention of teachers and Education Assistants.

3. MEETINGS

Frequency

Committee meetings may be held as and when necessary or required, but not less than once per quarter.

Membership

The Committee shall consist of not less than 4 Association members. The committee will include the Administration Manager, a current member of a School Council at least one principal or Senior Teacher and one full time teacher. An employee providing administrative or secretarial services to the Committee is also a member of the committee.

The Board may at any time recommend the composition and the number of members comprising the Committee.

Quorum

The quorum for a meeting of the Committee shall be not less than half the number of Committee members.

Agenda

The Administration Manager shall prepare and distribute an agenda to Committee members prior to the meeting detailing the business to be discussed.

Minutes

A copy of all minutes of Committee meetings is to be sent to the Board Secretary as soon as practical after they have been confirmed. These minutes will be placed on the next following Board agenda for the Board's information.

4. PROPOSALS AND RECOMMENDATIONS TO THE BOARD

Every recommendation or proposal arising from a Committee meeting for the Board's consideration shall be in the form of a formal written report for each separate item and forwarded to the Board Secretary in time to be included on the next following Ordinary Board meeting. The structure of a formal report shall be as per the *'Reporting Requirements and Guidelines for Written Submissions to the Board'* adopted on 12 April 2012.

5. DELEGATED AUTHORITY

The Committee is authorised to independently perform or act on the tasks detailed in Clause 2 of these Terms of Reference, and any reasonable interpretation or extrapolation of those tasks.

The Committee shall not without the prior approval of the Board commit the Association to any new project which requires a new contract, a new sponsorship or other new funding commitment other than that specifically provided for in an approved budget.

REVISION HISTORY

1. *Adopted by the Board at its meeting held on.....*
2. *Article 3.2 Membership of committee changed to principal or Senior Teacher; adopted by the board at its meeting held on 2 April 2015.*
3. *Jan Kampman (BJCS council), Jeanette Janssen (FT teacher) and Helen ten Haaf (senior teacher) appointed by the board at its meeting held on 2 April 2015.*

Appendix 5

Terms of Reference - Membership Committee

1. PREAMBLE

The Board has appointed a Membership Committee as a governance committee to assist it in monitoring the Association membership and generally promoting the Association.

2. FUNCTIONS and RESPONSIBILITIES

The functions of the Membership Committee are to:

- 2.1 Promote the Association in order to gain new members and donors.
- 2.2 Prepare initiatives which promote membership growth.
- 2.3 Set yearly membership and donor targets in conjunction with school councils and review these targets regularly.
- 2.4 Monitor the activity of the school councils in enlisting new members and donors.
- 2.5 Provide School Councils with guidelines for monitoring donor payments.
- 2.6 Ensure that an accurate record of existing members and donors is maintained by the School Administration.
- 2.7 Ensure that the membership and arrears are managed in accordance with Policy Procedure GP009.

3. MEETINGS

Frequency

Committee meetings may be held when necessary or required, but not less than once per quarter.

Structure

The Committee shall comprise of:

- Only Association members
- At least four members
- At least one Board member

The Board shall appoint the Chairman of the Committee.

The Board may determine the appointment of any member of the Committee at any time.

The Committee may invite such other persons to attend meetings of the Committee as deemed appropriate.

Any member of the Committee may at any time request the Chairman to convene a meeting of the Committee. The request shall be in writing and include an outline of the purpose for that meeting. The Chairman shall convene a meeting for a date no later than 21 days after receipt of that request.

The Administrative Secretary or nominee shall act as secretary for all meetings of the Committee.

Quorum

The quorum for a meeting of the Committee shall be not less than half the number of Committee members.

Agenda

The Secretary shall prepare and distribute an agenda to Committee members prior to the meeting detailing the business to be discussed. In compiling the agenda the Secretary shall consult the Convener about any items or matters he or she wishes to be included on it. The Committee is free to make its own rules about the cut-off dates and times for items to be received by the Secretary.

Minutes

A copy of all minutes of Committee meetings is to be sent to the Board Secretary as soon as practical after they have been confirmed. These minutes are placed on the next following Board agenda for the Board's information.

4. PROPOSALS AND RECOMMENDATIONS TO THE BOARD

Every recommendation or proposal arising from a Committee meeting for the Board's consideration shall be in the form of a formal written report for each separate item and forwarded to the Board Secretary in time to be included on the next following Ordinary Board meeting. The structure of a formal report shall be as per the *'Reporting Requirements and Guidelines for Written Submissions to the Board'* adopted on 12 April 2012.

Proposals for the expulsion of members are to include a draft letter of expulsion, documented history of contact with the member and a statement of the account as appropriate.

5. DELEGATED AUTHORITY

The Committee is authorised to independently perform or act on the tasks detailed in Clause 2 of these Terms of Reference, and any reasonable interpretation or extrapolation of those tasks.

REVISION HISTORY

1. *Adopted by the Board at its meeting held on 4th October 2012*



Appendix 6

Terms of Reference - Audit & Risk Committee

PREAMBLE

The Board has appointed an Audit and Risk Committee to assist the Board in fulfilling its corporate governance responsibilities in regard to financial reporting, audit and risk management, including:

- a. The effectiveness of the Association's risk management and internal control framework
- b. The integrity of the Association's reporting
- c. Compliance with legal and regulatory obligations; and oversight of the independence of the external and internal auditors.

FUNCTIONS and RESPONSIBILITIES

The responsibilities and duties of the Committee shall include:

Risk Management and Control Framework

The committee will:

- a. Oversee the adequacy and effectiveness of the Association's internal control framework which will include reference to management, external audit, internal audit and other reports
- b. Oversee the Association's policies and procedures in identifying risks and controlling their impact,

Review of Financial Information

The committee will:

Review the annual financial statements of the Association prior to consideration and approval by the Board to assess whether they represent a true and fair view of the financial position of the Association.

Legal and Regulatory Compliance

The committee will:

- a. Monitor the Association's compliance with all relevant statutory and regulatory obligations
- b. Review School Registration Reports issued by the Government of Western Australia and monitor actions arising from the reports
- c. Monitor the Association's compliance with internal policies and procedures
- d. Monitor the Board's compliance with the Constitution and its associated Bylaws.

Internal Auditor

The committee will:

- a. Monitor internal audit processes
- b. Review internal audit plans and reports
- c. Review and monitor management's responsiveness to internal audit findings.

External Auditor

The committee will:

- a. Recommend to the Board the appointment, reappointment or replacement of external auditors
- b. Monitor external audit processes

- c. Assess and monitor the performance, independence and effectiveness of the external auditors
- d. Review and monitor management's responsiveness to external audit findings;

Management is responsible for:

- a. The preparation, presentation and integrity of the Associations financial information and other information provided to the Committee
- b. Implementing, managing and maintaining appropriate accounting, financial reporting and risk management strategies, systems, policies and processes, reporting protocols and internal controls that are designed to ensure compliance with applicable standards, laws and regulations.

MEETINGS

Frequency

Committee meetings may be held when necessary but not less than once per quarter.

Structure

The Committee shall comprise of:

- Only Association members
- At least four members
- At least two Board members.

The Board shall appoint the Chairman of the Committee who shall be a Board member.

The auditors of the Association, both external and internal, may be invited to attend all meetings of the Committee.

The Committee may invite persons to attend meetings of the Committee as deemed appropriate, e.g. Finance Manager, Administration Manager, ESG Chairman, Principals.

Any member of the Committee or the auditors (external or internal) may, at any time, request the Chairman to convene a meeting of the Committee. The request shall be in writing and include an outline of the purpose for that meeting. The Chairman shall convene a meeting for a date no later than 21 days after receipt of that request.

The Board Secretary or nominee shall act as secretary for all meetings of the Committee.

Quorum

The quorum for a meeting of the Committee shall be not less than half the number of Committee members and shall include at least one board member.

Agenda

The Committee shall meet to review the financial accounts and information, as required, to be approved by the Board for subsequent publication and shall hold such additional meetings as it deems necessary.

Reports to the Boards

The Committee shall keep the Board informed of its activities through the minutes of all its meetings. A copy of all minutes of Committee meetings is to be sent to the Board Secretary as soon as practical after they have been confirmed. These minutes are placed on the next following Board agenda for the Board's information. The Committee shall formally advise the Chairman of the Board of any matters or recommendations requiring attention of the Board.

PROPOSALS AND RECOMMENDATIONS TO THE BOARD

Every recommendation or proposal arising from a Committee meeting for the Board's consideration shall be in the form of a formal written report for each separate item and forwarded to the Board Secretary in time to be included on the next following Ordinary Board meeting. The structure of a formal report shall be as per the 'Reporting Requirements and Guidelines for Written Submissions to the Board' adopted on 12 April 2012.

DELEGATED AUTHORITY

The Committee is authorised to independently perform or act on the tasks detailed in Clause 2 of these Terms of Reference, and any reasonable interpretation or extrapolation of those tasks.

The Committee has the authority, subject to the law, to require access to any information, document, report or material in the possession of any employee of the Association, and all employees must comply with such requests from the Committee.

REVISION HISTORY

1. Adopted by the Board at its meeting held on 4/10/12



Appendix 7

Terms of Reference - Office of Reformed Education

Mandate:

General:

The Office of Reformed Education (ORE) will have as key function to provide **education and school support** to the John Calvin Schools operated by the Free Reformed School Associations and other schools that are subscribed to it.

Its purpose will be to support and facilitate the schools in developing commonness, consistency and high standards in relation to the delivery of teaching and learning programmes, with a view to promoting the achievement of sound educational outcomes in line with the Foundation and Object of the Free Reformed School Association, as expressed in its constitution.

Specific:

The Office of Reformed Education will focus activity as described in the following areas:

Curriculum:

- Assist schools with implementation of a reformed curriculum that complies with curriculum requirements for schools in Australia.
- Support schools in establishing and implementing Religious Studies courses and programmes (K – 12) for use in JCS's.

Information and Communication Technology:

- Assist the schools in matters surrounding the responsible use and application of ICT to education

National and International Contacts:

- Maintain contact with the JCS's in Albany and Launceston with a view to providing support and drawing on their expertise within the terms of agreements set up with them.
- Maintain contact with other educational institutions and organisations in Australia and overseas to learn from and to contribute to what's happening elsewhere in reformed education.

Promotion of Reformed Education:

- Writing and publishing materials that support reformed education generally as well as different aspects of it.
- Arranging speaking engagements and seminars for parents and members to refresh on foundational principles and practices in reformed education

Reformed Teacher and Principal Training:

- Conduct courses to equip teachers trained in secular institutions for teaching in JCS's.
- Provide regular professional learning opportunities for teachers and principals.
- Provide leadership training and support for aspiring and new school leaders.

School Policy:

- Support the writing of new policies as necessary.
- Support in the review and amendment of existing policies.

State and National (Government) Developments:

- Remain informed on matters that affect the schools, disseminate that information to school authorities, principals and others affected by developments, and where necessary respond to it.
- Support the implementation of policy and practice in the schools in response to national and state developments.

Support to School Principals:

- Assist principal in matters surrounding compliance and registration.
 - Assist principals and school staff in relation to school improvement planning and projects.
1. The Office of Reformed Education will be managed and directed by a principal, who is directly responsible to the Board in relation to matters relating to the ORE.
 2. The principal will be supported by other staff as agreed to and approved by the Board.
 3. The principal will be a member of and participate in the discussions and deliberations of the ESG, and will use the ESG as an advisory body in relation to the operations of the ORE.
 4. The principal will consult with FRSA leaders (and leaders of subscriber schools) to develop an overall 5-year plan and annual business plans.
 5. The principal will provide a midyear progress report for the July meeting of the Board and an annual report to the Board for the December meeting of the Board. At the December meeting, the Board will adopt the annual report for the current year and the annual plan for the following year.
 6. The principal will, in consultation with the Finance Manager of the FRSA, prepare and manage an annual budget for the ORE connected to the annual plan.