

## **Terms of Reference Secondary Curriculum Reference Group (SCRG)**

### **INTRODUCTION**

The Secondary Curriculum Reference Group (SCRG) works in partnership with the Association of Independent Schools of Western Australia (AISWA) to inform the provision of more responsive and informed services and resources for member schools.

These Terms of Reference outline the purpose, responsibilities, membership, governance, and administrative arrangements of the SCRG.

### **PURPOSE**

The purpose of the SCRG is to discuss, deliberate and provide advice to AISWA on all matters relating to secondary curriculum and other relevant areas of focus.

Members will have the benefit of connecting with colleagues across the Independent sector and engaging in rich and robust discussions and valuable networking opportunities with like-minded professionals.

### **SCOPE AND RESPONSIBILITIES**

Members will engage in relevant topics for discussion including (but not limited to):

- key curriculum, assessment and reporting issues impacting secondary schools
- developments in the 7-10 WA Curriculum and Assessment Outline and the Western Australian Certificate of Education (WACE)
- examples of excellence and innovation in secondary curriculum and pedagogical practice
- relevant educational research relating to curriculum, assessment and pedagogy pertinent to secondary schooling
- supporting the needs of diverse learners, and
- the planning and delivery of high-quality, relevant professional learning for member schools.

#### **1. COMPOSITION OF THE REFERENCE GROUP SHALL INCLUDE**

- 1.1 A minimum of eight members and a maximum of 10 members, all of whom shall be educators with appropriate skills and experience.
- 1.2 A Chair, who shall be appointed by members of the Reference Group from its membership, at the first meeting of each year.
- 1.3 The AISWA Director of Curriculum and Pedagogy, or a nominated AISWA representative, will attend all meetings with secretarial tasks to be undertaken by a duly appointed administrative officer.
- 1.4 An annual review of the Terms of Reference and provide recommendations about any changes for AISWA Executive Director consideration.

## **2. MEMBERSHIP**

- 2.1 Membership is open to representatives from member schools. Members would typically be working in a curriculum leadership role including (but not limited to) Head of School (Principal), Deputy Principal, Head of Curriculum, Curriculum Coordinator, or the most senior staff member who has the main responsibility for curriculum leadership in the Secondary school.
- 2.2 A nomination to the Committee does not guarantee immediate acceptance. AISWA reserves the right to oversee and manage membership to ensure there is an appropriate breadth of representation across members schools, and appropriate representation of member roles. This ensures that a broad range of member schools, encompassing different roles and diverse perspectives, is adequately represented within the group.
- 2.3 Additional members may be co-opted at the discretion of the Chair and/or Executive Officer.

## **3. TERMS OF APPOINTMENT**

- 3.1 Members of the Reference Group can serve a two-year term. If the member's employment within the Independent school sector concludes so too does their membership of the Reference Group.
- 3.2 There is no limit on the number of terms a person may serve on the Reference Group provided that the person remains employed at an Independent School.

## **4. QUORUM AND MEETINGS**

- 4.1 The quorum shall be no less than 50 per cent plus one of the Reference Group members.
- 4.2 The Reference Group will endeavour to meet at least once each school term. Where possible, Reference Group meetings will be scheduled to coincide with known timeframes for feedback requests, reporting requirements, and submissions. On occasions, additional meetings and out of session contact may occur.
- 4.3 The venue for meetings will be either at the AISWA office or at a school willing host the meeting. Where possible, the opportunity to attend the meetings online will be made available to all members.
- 4.4 Standard, non-binding rules for meetings will be observed, including respectful communication and effective time management to complete the agenda in approximately 2 hours or as agreed upon.
- 4.5 Members are expected to prepare for, attend and participate in all meetings.
- 4.6 Where members cannot attend a meeting, an apology should be tendered. A designated proxy may be nominated and attend the meeting.
- 4.7 Members are encouraged to express ideas and opinions during discussion and value the diverse perspectives of the group, whilst demonstrating professional and respectful conduct.

## **5. SECRETARIAL TASKS**

- 5.1 AISWA is responsible for secretarial tasks, including the preparation of minutes, scheduling of meetings, and liaising with relevant stakeholders.

## **6. AGENDA SETTING**

- 6.1 Input to the agenda will be invited by AISWA.
- 6.2 The setting of the agenda will be finalised and emailed out by AISWA.

## **7. MINUTES**

- 7.1 The Minutes of each meeting shall be taken, approved by the Chair, and provided to members of Reference Group within seven days of the date of the meeting. These minutes will be included in the relevant agenda papers.

## **8. COSTS**

- 8.1 Host schools will be reimbursed by AISWA for any catering costs associated with hosting a Reference Group meeting.
- 8.2 AISWA will not provide payment for attendance, transport, or accommodation costs to school representatives.

## **9. GUEST PRESENTERS AND OBSERVERS**

- 9.1 Relevant guest presenters and observers are welcome at Reference Group meetings.
- 9.2 Both AISWA and Reference Group members share responsibility for ensuring that the meetings are topical and engaging.

**Note:** These terms of reference are subject to review and amendment biennially, with any proposed changes communicated and agreed upon by AISWA and Reference Group members.

### **Document Control:**

Drafted 9 February 2024