

4.24 CISD School Consultative Group

Terms of reference

1. Introduction

The school will have a school consultative group (SCG) that contributes to the strategic direction of each School. The primary function of the SCG is to support the school in the development of effective partnerships with parents, teachers, staff and the local and international community. The SCG is also charged with the task of assisting the Head of School in the academic and pastoral development of its students.

2. Composition

The SCG will consist of the Head of School, Principals of both campuses, an elected teacher representative from each campus, and five elected parents (3 from the Gharaffa Campus and 2 from the Rayyan Campus) representing all parents on both campuses. Only parents with pupils in the school may be elected to serve as Parent Representatives on the SCG.

Teachers and Parents should be nominated. In cases where there are more nominations than places, elections will follow as prescribed in Attachment A: Elections for SCG members. The elections will be managed by the Head of School. If there are no nominations, then the vacancy remains unfilled.

At the first meeting of the reconstituted SCG in the new school year, there will be an election among the group of parent members for Chair. All nominated and elected representatives have tenure of two years. The two year tenure is taken from the date of each individual's election. At the beginning of the third year, the process is repeated. Vacancies are filled as and when they arise. Every meeting one of the SCG members will take the minutes.

The SCG will have the ability to co-opt members (maximum 2 at any one time) for specialist knowledge skills for up to one year. Co-option will be through simple majority at an SCG meeting. If there is no majority, then the co-option will not be made.

Any WCL Board Member is entitled (and encouraged) to attend SCG meetings as is any representative of Fieldwork Education, such visitors will not have voting rights.

All members of the SCG are there in their own right and, although they may be members of a particular group, they do not represent that group.

3. Responsibilities

The prime responsibilities of the SCG are:

- a) Support the Head of School in school strategic planning and in the pursuit of continual improvement and excellence in education.
- b) Support the School in understanding annual priorities in resourcing for learning during the children's time in school.

- c) Support the school in the development of agreed initiatives.
- d) Assist with promoting the School in the local community.
- e) Promote and encourage social activities.
- f) Represent and communicate views, information, concerns and successes and make recommendations to the school, and work with school staff in developing actions to address school issues.
- g) Assist the school with inspection, review and accreditation procedures.

Although the SCG has an input into all aspects of school life, its central role is advisory and representative, with no direct responsibility for recruitment, finance, curriculum and monitoring of the curriculum. The SCG is not empowered to be directly involved in strategic decision making.

4. Duties

The SCG will meet once during every half-term in order to fulfil its responsibilities. Meetings will normally be scheduled at a place and time agreed by the SCG.

Where necessary, Extraordinary SCG Meetings can be requested subject to the Head of School's and Chair's availabilities. Meetings may be rescheduled to accommodate existing prior commitments.

Once a term and prior to any SCG meeting, the Head of School will prepare a written report that outlines recent School developments. This report will be presented for discussion by the Head of School at the meeting. The Head of School will report orally at the following meeting.

The agenda will be drawn up by the Head of School and Chair and contributed to by group members and will be distributed at least one week before the meeting.

The SCG will be quorate if 6 members plus the Head of School (or his/her delegate) are present.

Members who miss more than three consecutive SCG meetings (and do not make special accommodations with the Chair or Head of School) may be asked to resign their position on the SCG.

The SCG is to organize an annual parents meeting to:

- a) Report on the activities on the SCG over the year
- b) Provide a forum where parents may raise individual questions
- c) Contribute to an *Annual Report to Parents* regarding SCG Responsibilities for overall issues of school continuous improvement and direction.

The SCG will be made aware of all aspects of school development as set out in the School Improvement Plan. This includes access to summary data that records pupil progress and achievement in national tests such as ACER, NFER, IGCSEs and IB. The Head Teacher will liaise with the Chair of the SCG on other issues which may impact the smooth running of the school, i.e., profound weather conditions which may require school closure or altering of timetables.

The SCG will respect pupil/school confidentiality issues and ensure that any information shared within SCG meetings or discussions, from any source, will be treated in the strictest confidence. Any breaches of confidentiality may result in the member being asked to resign. Gross misconduct, or any action that harms the school or the reputation of the school, by any member of the SCG, will result in that member being asked to resign.

5. Reporting procedures

Meeting minutes will be prepared and action points and priorities will be agreed during the meeting. Following the meeting they will be sent to members of the SCG within 7 days and published to the parent body within 14 days of the meeting. Accuracy of Minutes and Matters Arising will be two standing items at the following meeting of the SCG.

The SCG will provide minutes of each meeting to:

- The representative of the WCL
- All SCG Members
- All staff

Feedback from the SCG will be included within monthly school newsletters as appropriate, but SCG specific newsletters will be prepared for all parents as required.

ATTACHMENT A

Elections for SCG-members

Teachers elections will be held at a designated Staff Meeting under the supervision of the Head of School.

Parent elections procedure:

1. The election will be held under the supervision of the Head of School.
2. The Chair and Head of School send a letter to all parents – of the Campus that has a vacancy – announcing a vacancy for an SCG parent member.
3. Any parent of that Campus can nominate him or herself by filling in a nomination form and giving it to the Head of School
4. A. If there is one candidate and one vacancy the elections will be held by nomination;
B. If there are more candidates than vacancies there will be a written election (by ballot)
5. All nominees will write a brief presentation about themselves. All parents of that Campus will receive a letter with the presentations of all nominees plus one election form per family.
6. Elections will be held over at least three days, so that parents can either send the election form to school with their child or drop it themselves in the election box at the School Office.
7. The Chair and Head of School will count the votes and announce who the new SCG parent member(s) is (are).