



SHALOM CHRISTIAN COLLEGE

Committee Charter Education and Pastoral Care Committee

The Shalom Christian College Board has resolved to establish a standing committee to be known as the Education and Pastoral Care Committee to assist the Shalom Christian College Board achieve its objectives of providing quality education services in accordance with the vision, mission and values of Shalom Christian College.

Objective

The primary objective of the Education and Pastoral Care Committee is to provide advice and make recommendations to the Shalom Christian College Board on matters of educational, pastoral and spiritual direction and significance. It is the committee responsible for advising the Shalom Christian College Board on the strategic development of Shalom Christian College. The Education and Pastoral Care Committee must always act within the Vision, Mission and Values of Shalom Christian College.

Specific Responsibilities

The Education and Pastoral Care Committee is central to the delivery of Shalom Christian College's primary objectives and its mission. It does not duplicate the work of the Senior Leadership team of the college but is to assist the board to understand the work of that group, how policy is being implemented and the outcomes being achieved.

Its specific responsibilities include:

Curriculum

- Planning and developing policy governing educational philosophy, curriculum, teaching, learning and assessment practices
- Assuring the quality of academic and vocational courses and their compliance with the Non State Schools Accreditation Board requirements and Shalom Christian College Board policies
- Monitor assessment and certification initiatives at state and national level and advise the Board on any implications for the College
- Review the College prospectus, information booklets and website as needed.

Student Well-being

- Review spiritual and pastoral care policies from time to time as directed by the College Board
- Review outcomes from Health and well-being centre from time to time as directed by the College Board

Outcomes

- Providing advice to the Board on student outcomes and outcome trends
- Analysing data related to student outcomes, student well-being and attendance

Strategic

- Advising and making recommendations to the board on the strategic direction of the college with respect to curriculum offerings and student well-being

Composition

The Shalom Christian College Board shall appoint the Education and Pastoral Care Committee. It shall be composed of:

- A Chair (board member elected by the Board)
- At least two other Board members
- Principal
- Head of Teaching & Learning (or similar role)
- Up to two other members

The Education and Pastoral Committee may from time to time invite any person, including other senior executives, representatives from Calvary Presbytery and the Uniting Church in Australia Schools Commission to attend meetings and participate in discussions concerning specific issues.

Term of Membership

Members of the Committee shall be appointed by the Shalom Christian College Board annually.

Meetings

The Education and Pastoral Care Committee shall hold a minimum of four regular meetings each year and such additional meetings, as the committee Chair shall decide in order to fulfil its duties. Regular meeting dates and times should be specified a year in advance.

In addition, the Education and Pastoral Committee Chair shall call a meeting of the committee if requested to do so by the Shalom Christian College Board.

A quorum shall be three (3) members.

The Personal Assistant to the Principal will act as Secretary to the Education and Pastoral Committee and assists the Chair in drawing up the agenda for each meeting which shall be circulated to committee members, at least one week prior to the meeting. The Secretary is also responsible for keeping and circulating the minutes of meetings.

Annual Committee Goals

The Governance Committee will establish annual goals specifying its principal work focus areas for the coming year.

Access

The Education and Pastoral Care Committee shall have the authority to seek any information it requires from any employee, in consultation with the Principal. The committee is authorised to consult independent experts the expense of which is to be met by its budget allocation, or invite them to join the committee, for such advice, as it reasonably considers necessary to execute its duties and responsibilities.

Authority

The Shalom Christian College Board delegates the necessary authority to the Education and Pastoral Care Committee to perform its duties. The Education and Pastoral Care Committee has no executive powers in relation to its findings and recommendations. These powers remain with the Shalom Christian College Board.