

Marketing Committee Terms of Reference

Role and purpose of the committee:

The fundamental role of the committee is to support and work collaboratively with the Principal and the Business Development Officer, to offer suggestions and formulate Marketing and Advertising strategies that will promote the school as a business.

The purpose of the committee is to strengthen the network of communications among the school, the school council and potential clients/customers.

Functions:

The main functions of the committee shall be to:

- Constantly review student rolls
- Manage the brand and image of the school
- Review the website and ensure that it is up to standard and up to date
- Review the advertising needs of the school. This includes the chosen media and the period in which the advertisements are published.
- Liaise with the Alumni rep to ensure former students have a strong link with the school
- Organise publicity campaigns when necessary
- Submit an annual Marketing plan as well as the Marketing budget to the school council for review

Composition of the Committee

It was agreed that the Committee consist of the following people

- Principal
- At least two Council members
- Outside person
- Two staff representatives (primary and secondary)
- Heads of School when necessary

Selection of committee members

The School Council or Chair of the committee may make recommendations on membership.

Meetings

There will be at least one meeting per term and whenever deemed necessary

Facilities Committee Terms of Reference

Role and purpose of the committee:

The fundamental role of the committee is to support and work collaboratively with the Principal and the Maintenance Manager, to offer suggestions with regards the planning and maintenance of the school facilities, the maintaining of OH&S requirements and to assist the Council with forward planning.

The purpose of the committee is to advise the Council and assist with the implementation of a Facilities Plan for ISS.

Functions:

The main functions of the committee shall be to:

- Provide a forum to discuss the schools development plan
- To provide advice and assistance with the school's maintenance development
- To investigate options for the physical development of the school
- To plan future developments in line with the schools vision and strategic plan
- To respond to issues regarding the schools development, maintenance and OH&S

Composition of the Committee

It was agreed that the Committee consist of the following people

- Principal
- At least one Council member as Chair of the committee
- Outside persons with expertise/or interest in the workings of the committee
- Maintenance Manager
- Two staff representatives (primary and secondary)
- Heads of School and Business Manager when necessary

Selection of committee members

The School Council or Chair of the committee may make recommendations on membership.

Meetings

There will be at least one meeting per term and whenever deemed necessary.

Student Welfare Committee Terms of Reference

Role and purpose of the committee:

The fundamental role of the committee is to support and work collaboratively with the Principal, Heads of School and Council, to investigate relevant issues and offer suggestions and recommendations that will enhance the pastoral care system within the school, scholarship matters and the procedures for enrolment of students.

The purpose of the committee is to review and develop policies pertaining to Enrolment and Discipline matters within the school and strengthen the network of communications between teachers, parents and students; to develop the understanding of the different countries, cultures and communities served by the school. The outcome of this committee will foster and promote fair and equitable treatment of all students in the school.

Functions:

The main functions of the committee shall be to:

- Review the school's Discipline Policy
- Review/formulate the school's Enrolment Policy
- Review and make decisions on enrolment applications which have special requests or the Principal considers need further input
- Formulate the School's Enrolment form
- Review entry requirements for specific courses such as the IB Diploma/ACT (Years 11 and 12)
- Consider recommendation to Council on certain student discipline issues
- Review reasons for students leaving the school through satisfaction surveys
- Formulate and review Scholarship policies and propose models to Council for new student and current students

Composition of the Committee

It was agreed that the Committee consist of the following people

- Principal
- At least two Council members
- Outside person
- Two staff representatives (primary and secondary)
- School Counsellor
- Heads of School when necessary

Selection of committee members

The School Council or Chair of the committee may make recommendations on membership.

Meetings

There will be at least one meeting per term and whenever deemed necessary.

Governance Committee Terms of Reference

Role and purpose of the committee:

The fundamental role and purpose of the committee is to support and work collaboratively with the Principal to ensure an effective School Council is in place to assist with the smooth running of the school.

Functions:

The main functions of the committee shall be to:

- Review the composition of the Council to ensure that there is a balance of diversity and expertise
- Solicit nominations for anticipated vacancies, and maintain a file of potential Council members
- Assess the suitability of nominees and prepare a list of nominees to stand for election at the Annual General Meeting
- Evaluate annually the effectiveness of the Council, Council Chair, Council committees, individual Council members and adherence to and effectiveness of the school's strategic plan
- Plan Council retreats and Council education activities to develop the Council and clarify its functions and strategies
- Assist in the orientation of new Council members, conveying to them the expectations of the office, including committees, and determining availability of candidates for service if elected
- Review the Articles of Association on an annual basis
- Monitor school policy development to ensure that this is an on-going process within the Council committees

Composition of the Committee

It was agreed that the Committee representing the diversity of the Council consist of the following people

- Principal
- At least two Council members
- Non-Council member
- Two staff representatives (primary and secondary)

Selection of committee members

The School Council or Chair of the committee may make recommendations on membership.

Meetings

There will be at least one meeting per term and whenever deemed necessary.

Finance Committee Terms of Reference

Role and purpose of the committee:

The fundamental role of the committee is to support and work collaboratively with the Principal, to offer suggestions and recommendations that will ensure that the school's finances are efficiently maintained.

The purpose of the committee is to review the accounts on a monthly basis, monitor the School Budget, recommend financial policies and procedures and assist with financial planning for the future

Functions:

The main functions of the committee shall be to:

- Review the monthly reports as prepared by the Business Manager
- Review and approve the annual school budget which is prepared by the Business Manager and the Principal in consultation with the Heads of School, Heads of Department and Primary Subject Coordinators.
- Monitor monthly expenditure and make financial decisions in line with the approved Budget
- Recommend major unbudgeted expenditure to the School Council
- To review the audited accounts and present them to the Council for approval prior to the Annual General Meeting
- To recommend to the Council, capital expenditure to assist with the development of the infrastructure of the school (e.g. costs of new buildings, significant repairs, capital equipment such as IT equipment)
- Make recommendations for future financial planning and in so doing liaise with the other committees.
- To assist with the school's forward planning by analysing any likely impact of school development on school finances over the coming years.
- To develop and review the school's financial policies
- To Approve applications from parents for Concessional School fees
- To make decisions and determine charges for the hiring of the school premises

Composition of the Committee

It was agreed that the Committee consist of the following people

- Principal
- At least two Council members
- Outside person with an accountancy background if possible
- Two staff representatives (primary and secondary)
- Heads of School when necessary

Selection of committee members

The School Council or Chair of the committee may make recommendations on membership.

Meetings

There will be at least one meeting per month and whenever deemed necessary.

Human Resource Committee Terms of Reference

Role and purpose of the committee:

The fundamental role of the committee is to support and work collaboratively with the Principal, to offer suggestions and recommendations that will ensure that the school employs staff of the highest quality and that the Terms and Conditions and welfare and rights of staff currently within the school are respected.

The purpose of the committee is to strengthen the network of communications between staff, the School Administration and the School Council to ensure all staff employed by the school are treated in a professional manner. The Principal is responsible for all appointments except for Heads of School.

Functions:

The main functions of the committee shall be to:

- Review the school's Human Resource Policies
- Review/formulate Contracts of Employment in consultation with the school's lawyers
- Review the staffing needs as reported to the committee by the Principal
- Make recommendations to Council on the employment of Heads of School
- Make recommendations on Contract renewals or appointments only if requested by the Principal
- Make recommendation to Council on serious staff discipline issues
- Review reasons for staff leaving the school through satisfaction surveys

Composition of the Committee

It was agreed that the Committee consist of the following people

- Principal
- At least three Council members
- Outside person
- Two staff representatives (primary and secondary)
- Heads of School when necessary

Selection of committee members

The School Council or Chair of the committee may make recommendations on membership.

Meetings

There will be at least one meeting per term and whenever deemed necessary.