



CURRICULUM

RATIONALE

The Curriculum Committee monitors, initiates, evaluates, reviews and implements changes for the whole school curriculum.

1.0 PURPOSE

- 1.1 To generate new ideas and to provide a forum for the sharing of these ideas and information.
- 1.2 To ensure that all parts of the curriculum are operating according to School Council policies and guidelines.
- 1.3 To deliberate on curriculum issues and recommend action to the staff and School Council.
- 1.4 To produce the curriculum plan for the following year.

2.0 GUIDELINES

- 2.1 The Curriculum Committee should establish a priority plan for the College for the ensuing year, as well as monitor the College's three-year plan, and should be committed to preparing a long-term plan for the college.
- 2.2 The Curriculum Committee should plan and organize curriculum days.
- 2.3 The Curriculum Committee should establish methods used for assessment and reporting and see that these are carried out and adhered to.
- 2.4 The Curriculum Committee should report regularly to the School Council on its activities.
- 2.5 The Curriculum Committee should establish (as necessary) teams (Working Parties/Special Purpose Teams etc.) to manage and implement the College Curriculum, including the School's Charter Priorities. These subcommittees should operate according to established guidelines as outlined in the appendix to this policy.
- 2.6 The Curriculum Committee should establish a schedule which ensures systematic review of curriculum against curriculum policies.

3.0 IMPLEMENTATION

- 3.1 The Curriculum Committee will operate according to established processes and procedures, as set out in the appendix to this policy.
- 3.2 The operation processes and procedures as outlined in the appendix will form a part of this policy.
- 3.3 A proposal to alter the College Curriculum will be presented to Curriculum Committee
 - (a) for approval; and
 - (b) before it is presented to School Council.
- 3.4 Such programmes will include proposals to
 - (i) offer subjects for student selection
 - (ii) run subjects in both Senior and Junior School after subject selection
 - (iii) introduce new subjects
 - (iv) remove any subject; and
 - (v) alter any subject that has been published for students and parents.
 - (vi) run a programme that impacts upon classroom time.
- 3.5 The Curriculum Coordinators will be primarily responsible for the administration of this policy.
- 3.6 The Curriculum Coordinator will ensure the completion of the scheduled policy review.

4.0 EVALUATION

- 4.1 This policy will undergo cyclic minor and major evaluation.
- 4.2 Both minor and major evaluation will follow the evaluation procedures outlined in the College Evaluation Policy.

CURRICULUM POLICY APPENDIX – OPERATING GUIDELINES

1.0 PURPOSE

These Operating Guidelines form part of the College Curriculum Policy and are to be read with it.

2.0 STRUCTURE and PROCEDURE

2.1 Membership

2.1.1 The Curriculum Committee consists of:

- The Principal,
- The Assistant Principal responsible for Curriculum
- The Curriculum Co-ordinators (Junior School and Senior School)
- One representative from each of the eight Learning Domains
- One parent representative.

2.1.2 Meetings are open to any other interested staff member, but only members of the Curriculum Committee have voting rights.

2.2 Meeting Time and Place

2.2.1 The Curriculum Committee is to meet regularly, according to the College Meeting Schedule published each term. Where possible it is desirable that it meet fortnightly.

2.2.2 Meetings are to be held where possible in the same room each time and made known to staff.

2.3 Conduct of the Meeting

2.3.1 Agenda

2.3.1.1 There is to be a formal agenda for each meeting.

2.3.1.2 The Agenda is to be emailed to all staff so that items may be placed on it.

2.3.2 Minutes

2.3.2.1 A record of minutes is to be taken and kept for each meeting.

2.3.2.2 Minutes should be typed and emailed to members and staff as soon as practicable after each meeting. Minutes will be placed on School Intranet.

2.3.2.3 The Curriculum Co-ordinators are responsible for maintaining a master copy of the minutes which is to be readily available.

2.3.3 Meeting Procedure

2.3.3.1 Meetings are chaired by the Curriculum Co-ordinators

2.3.3.2 In the absence of the Curriculum Co-ordinator meetings area chaired by one of the eight KLA Learning Domain representatives in rotation.

2.3.3.3 Formal Meeting Procedure apply.

2.3.4 Operating Principles of Curriculum Committee meetings

2.3.4.1 The Curriculum Committee allows for all members an opportunity to have their say, in an open forum.

2.3.4.2 Visitors also have a similar opportunity.

2.3.4.3 Where possible decisions will be reached by consensus. If that is not possible then a vote will be taken.

2.3.5 Quorum

A quorum consists of at least 6 full voting members of the Committee present (which excludes the Principal and the Curriculum Co-ordinators).

2.3.6 Voting

- 2.3.5.1 The Principal does not have a voting right.
- 2.3.5.2 The Curriculum Co-ordinators have only a casting vote right, in the event of a tied vote.
- 2.3.5.3 All other members of the Committee have full voting rights.
- 2.3.5.4 Other visitors are welcome but do not have voting rights.
- 2.3.5.5 Voting shall be by show of hands.
- 2.3.5.6 Simple majority voting applies, subject to a quorum and the following table:

Number of Members Present	Numbers needed for a majority vote
12	6
11	6
10	6
9	5
8	5
7	4
6	4

- 2.3.5.7 In the situation where a Learning Domain representative is acting on the Chairman's behalf the Learning Domain representative has a full vote.
- 2.3.5.8 If when an Acting Chairman is chairing the meeting and there is a tied vote, that vote is to be presented to the Curriculum Co-ordinators for a casting vote.