



# MANAGEMENT ADVISORY COMMITTEE

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## PREAMBLE

The Advisory Committee (hereafter “the Committee”) is a decision making team which works with and advises the principal to effectively and equitably manage college resources to maximize positive student outcomes. The Committee will endeavour to operate in a climate that

- is cooperative and consultative with its relationships based on mutual respect, trust and preparedness to consider alternative viewpoints
- embraces a progressive industrial relations culture to achieve a high performance school with effective partnerships, focussing on long term gains for all.

The Policy is to be read in conjunction with School Based Consultation Protocol, 2007 that outlines Consultation Principles and School-Based Consultation.

## 1.0 PURPOSE

- 1.1 To advise the Principal on matters relating to the administration of the College:
- 1.2 establish the planning timeline for the College
- 1.3 establish the projected enrolment for the planning year, the staff entitlement and the allocation of periods for each year level
- 1.4 establish and monitor staff allotments, special payments and time allowances
- 1.5 establish class sizes for each year level
- 1.6 assess leave applications
- 1.7 assess time fraction requests
- 1.8 oversee subject selection processes at each year level
- 1.9 assess staff timetable requests
- 1.10 consult with LDCs re the subject tagging of new staff
- 1.11 establish a Workforce Management Plan
- 1.12 monitor supervision duty
- 1.13 seek advice from the Curriculum Committee and other key bodies in the College on the issues which impact on school functioning
- 1.14 develop and review policies affecting the management of College resources
- 1.15 establish composition of selection panels in the College within DEECD guidelines

## 2.0 GUIDELINES

- 2.1 Committee working should reflect good meeting practice
- 2.2 Committee composition should reflect the College leadership structure and provide for staff representation
- 2.3 The composition of the Committee should reflect the gender balance in the College
- 2.4 In establishing the Committee the staff and the principal should reach agreement on the following matters:
  - composition
  - regularity of meetings
  - meeting format and procedures
  - agenda formulation
  - consultation with staff
  - decision-making processes
  - reporting practices
  - Chairperson and members’ roles

## 3.0 IMPLEMENTATION

- 3.1 Three Principal Class members (decided by the Principal Class), 2 AEU Sub-Branch representatives (elected by the Sub-Branch members), 4 elected staff representatives, Timetabler (non-voting), will be members of the Committee.
- 3.2 The principal will put in place formal staff consultation structures, agreed at school level, to ensure consultation with staff and follow the direction provided in the School Based Protocol 2007

- 3.3 The Committee will meet fortnightly or as required at a time agreed to by members.
- 3.4 The principal will ensure that the agenda be posted in the staff room at least 24 hours prior to the scheduled meeting prior to the meeting to enable staff input to the agenda
- 3.5 The Committee minutes will be placed in the Correspondence folder, posted on the intranet and distributed to Committee members.
- 3.6 The Committee will operate within the following guidelines:
  - 3.6.1 On most occasions matters are decided by consensus but should a member call for a vote on an issue, the results of the vote will be minuted.
  - 3.6.2 A quorum is to be 6 persons which must include a staff representative, AEU representative (or nominee) and principal class member.
- 3.7 The Committee will operate under the understanding that final executive decision making rests with the Principal. Where the

principal exercises the right of veto to a Committee vote, the principal will explain his/her reasons to the whole staff.

- 3.8 The Committee will ensure that where there are staff members required on selection panels that these members are elected by teaching staff and/or SSOs as appropriate
- 3.9 The Committee will ensure that for major changes to curriculum structure or working conditions, there will be opportunity for staff to vote using the agreed voting method.

#### **4.0 EVALUATION**

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