

Timboon P-12 School Consultative Committee

The Consultative Committee is the major forum for consideration of all Enterprise Bargain Agreement matters and will provide final advice/ recommendation to the principal prior to the principal making a decision.

Matters that concern the Teacher Class, Education Support Class and School long term planning will include:

- Development of workforce plans (projected staffing needs, predicted enrolments, mix of ongoing, contract, non-teaching and staff leave, retirements etc.)
- The planning and organisation of the program of instruction in the school
- Organising of work including the face to face teaching requirements
- Organisation of education support class work, including time in lieu
- Organisation of work of graduate teachers in their first 12 months of teaching
- Organisation of classes including class sizes
- The composition of selection and other panels
- Leave entitlements and discretionary leave
- Reviewing definitions of long-term planning and workforce plan to better clarify what is to be the subject of consultation

Committee membership:

Principal, 2 Principal nominees, 2 AEU nominees (1 P-6 teacher and 1 7-12 teacher), 2 staff nominees (1 per Sub School) 1 SSO nominee.

In the event of a ballot being necessary, electors must nominate their electorate prior to the ballot

The 3 staff nominees are to be determined through a nomination and ballot if required.

Term of office – 12 months

Chairperson: Principal
Minutes: Rotating
Meeting times: Twice a term (scheduled) or as required with 48 hours notice.

Meetings are open to all members of staff unless matters of a confidential or sensitive nature are to be discussed. Agenda to be distributed to all prior to the meeting.

Members of the Consultative Committee are to respect confidentiality where appropriate and to support recommendations as a group

Minutes are to be recorded and published.

- The requirement for long-term planning decisions are to be determined and communicated to staff in writing by the end of November each year and grievances, if any, against those decisions lodged within 5 days of the decision.
- Where the Principal makes a decision which is not consistent with the advice/ recommendation of the Consultative Committee, the Principal shall provide to committee members in writing the reasons for the decision.

Reporting toDET:

Consultative Protocols and matters are to be agreed as part of the consultative arrangements and reported by 1 September are clearly defined.