

## WESTGARTH PRIMARY SCHOOL COUNCIL LANGUAGES REVIEW WORKING PARTY TERMS OF REFERENCE AND OPERATING GUIDELINES

**Name:** Languages Review Working Party (LRWP).

**Established:** August 2013 (Date School Council endorses Terms of Reference).

**Reports to:** Westgarth Primary School Council.

This Westgarth Primary School Working Party has been formed to perform a specific task (namely to review the Languages Education Policy), and is to be completed by September 2014. The draft terms and expectations of the LRWP are defined below. The Terms of Reference clearly set out the purpose and function of the LRWP and must be agreed upon by the WPS School Council. These Terms of Reference set the parameters within which authority is delegated for this LRWP. These Terms of Reference are formally documented and are to be made available to all members of the LRWP.

### **Role**

The role of the Languages Review Working Party (LRWP) will be to provide strategic advice and leadership to ensure that there has been a comprehensive review of the current Languages Education at Westgarth Primary School with a view to developing a new Languages Education Policy if appropriate.

### **Aim**

The LRWP will review the Languages Education Policy and the Language/s Learning Model in consultation with the school community with a view to determining their nature going forward. The LRWP will make recommendations to the School Council, or Principal, as appropriate.

### **Objectives**

To develop an action plan that will deliver the following:

1. Ensure the WPS Languages Education Policy and Language/s Learning Model are consistent with DEECD Policy Statements and Guidelines.
2. Inform the WPS community about current Languages Education trends and the DEECD vision for Languages Education.
3. Ensure the best interests of students remains paramount in the decision making process and the Languages Education for students provides an enriching experience.
4. Ensure the Languages Education reflects the needs of the school community.
5. Ensure Languages Education is feasible and is compatible with other areas of the school curriculum.

### **Terms of Reference**

1. Explore options for Languages Education and the Language/s Learning Model considering:
  - DEECD policy statements;
  - local primary schools and secondary schools (pathways);
  - and other relevant information (languages spoken within the community, number of students learning a language outside of school hours, historical factors within the local area i.e. cultural organisations and local businesses with links to countries where languages other than English are spoken)

2. Disseminate information to the school community including considerations to take into account when selecting the Language/s<sup>1</sup> and Language/s Learning Model<sup>2</sup>.
3. Gather views of the school community, and if appropriate, community groups, regarding Languages Education, including preferred Language/s and Language/s Learning Model.
4. Consider and obtain information regarding any feasibility constraints within which a Language/s Learning Model should be considered (resourcing, timetable, DEECD requirements etc.)
5. Make recommendations to the School Council and/or Principal (whichever appropriate) regarding the Language/s and Language/s Learning Model to be offered at WPS, identifying:
  - The reasons the recommended Language/s is to be preferred;
  - The aim of the Languages Education, e.g. language acquisition, language proficiency, language awareness, cultural awareness;
  - The type of Language/s Learning Model, e.g. Bi-Lingual Program, Mother Tongue Maintenance, Integration of language with other learning areas, etc.
  - How the Language/s Learning Model can be effectively delivered and any associated feasibility issues.

### **Term**

The Terms of Reference is effective from August, 2013 until September, 2014

### **Membership (flexible)**

1. Principal
2. President
3. Three Staff members
4. Three Parent members
5. Co-opted members approved by School Council

### **Roles and Responsibilities**

The membership of the LRWP will commit to:

1. Fostering collaboration and maintaining neutrality during the review period.
2. Maintaining confidentiality during the life of the LRWP and agreeing on communications to the school community.
3. Attending all scheduled LRWP meetings.
4. Sharing all communications and information with LRWP members.
5. Making timely decisions and taking action so as to not hold up the process.
6. Preparing a progress report to be tabled at each WPS Council meeting.
7. Seeking School Council and/or Principal endorsement prior to making any progress reports to the WPS community.
8. Notifying members of the LRWP as soon as practical, if any matter arises which may be deemed to affect the development of the process and the reputation of the members.

---

<sup>1</sup> Examples of considerations for the Language/s are: is it a community language, is it a global language, is there a geographical connection, is there a cultural connection, future utility for students, is it easy to learn etc.

<sup>2</sup> Examples of considerations for the Language/s Learning Model are: contact time, teacher qualifications, types of language learning models, program budget, DEECD financial support, compatibility with existing programs (in particular specialist programs such as ICT, Art, Music, PE, Kitchen Garden).

**Members of the LRWP will expect:**

1. To be provided with complete, accurate and meaningful information in a timely manner.
2. To be given reasonable time to make key decisions.
3. To be alerted to potential risks and issues that could impact the project, as they arise.
4. To participate in open and honest discussions, without resort to any misleading assertions.
5. Ongoing 'health checks' to verify the overall status and 'health' of the process.

**Meetings**

1. All meetings will be chaired by the Convenor appointed by Westgarth Primary School Council.
2. A LRWP meeting quorum will be more than half of the membership of the LRWP.
3. Decisions will be made by consensus (i.e. members are satisfied with the recommendation to WPS Council even though it may not be their first choice). If no consensus then the resulting voting decision will be conveyed to WPS Council.
4. Meeting agendas and minutes will be provided by the Convenor (and his/her delegate where appropriate).
5. Meetings will be held monthly or as required by agreement of the members of the LRWP.

**Amendment, Modification or Variation**

This Terms of Reference may be amended, varied or modified in writing if all parties of the LRWP are in agreement. However, any recommendations to change the Terms of Reference must be agreed upon and endorsed by WPS Council.