



BOB HAWKE
COLLEGE

Inclusion and Pathways Sub-Committee

Terms of Reference

1. Purpose

- (a) The Inclusion and Pathways Sub-Committee (**IPS**) is a Sub-Committee of the Bob Hawke College Board (**Board**), and has been delegated the responsibility by the Board for consideration, advice and recommendations about the following matters, to the extent relevant to the functions of the Board:
- (i) embedding support for student wellbeing (being the emotional, physical, social, spiritual, occupational, environmental and intellectual facets of wellness), across all areas including within the delivery of evidence based curriculum learning and other programs and behaviour policy;
 - (ii) embedding recognition, acceptance and respect for difference and diversity in all areas including within the school's culture and practices, including (without limitation) respect for the range of attributes or identities people hold, including based on race, indigeneity, ethnicity, disability, gender expression, sexual orientation, family structure and socioeconomic status;
 - (iii) ensuring a safe, positive and inclusive environment that will allow all staff and students to thrive;
 - (iv) enabling students to engage in a supportive high school experience to become confident and empowered lifelong learners;
 - (v) supporting the educational and social aspirations of all students and assisting students to explore and connect their current learning to future learning, work and life pathways and opportunities and to prepare for transitions beyond secondary education, including by developing the College's relationships and partnerships with vocational and business organisations the broader education community and tertiary sector;
 - (vi) supporting a sustainable college community (environmentally, socially and economically); and
 - (vii) support student engagement in positive citizenship activities,
- (together the **Purpose**).
- (b) In discharging the Purpose, the IPS will take full account of the College's priorities as set out in the College's Business Plan and be guided by the goals of:
- (i) ensuring an inclusive culture and practices at the College; and
 - (ii) creating effective student pathways, opportunities and transitions and promoting student wellbeing beyond the College.

2. Authority

- (a) The IPS is a sub-committee of the Board from which it derives its authority and to which it regularly reports.
- (b) The IPS has delegated authority from the Board in respect of the functions outlined in this Terms of Reference and as such, has the authority to investigate and to obtain information relevant to these functions.

3. Composition

- (a) The Board will appoint Board members to the IPS including a mix of Parent, Staff, Student and Community Board members, one of whom will be appointed Chair.
- (b) The members of the IPS are appointed until:
 - (i) A person is no longer a member of the Board;
 - (ii) The person resigns from membership of the IPS; or
 - (iii) The Board resolves to replace a member of the IPS.
- (c) Subject to the approval of the Board, members may be co-opted onto the IPS as the need arises to help fulfil the duties and obligations of the IPS. For the avoidance of doubt Bob Hawke College students may be co-opted onto the IPS.

4. Objectives

The Objectives of the IPS include:

- (a) developing key performance indicators of student wellbeing and inclusion at Bob Hawke College aligned to the College Business Plan;
- (b) Provide advice to the Principal of the College in relation to student wellbeing and inclusion and supporting student pathways, opportunities and transitions to future learning, work and life, including by:
 - (i) considering, reviewing and monitoring the implementation of existing policies, strategies and practices;
 - (ii) identifying, analysing and if appropriate recommending, initiatives (including from other schools or relevant organisations) that could be considered best practice, for possible adaptation and introduction at Bob Hawke College; and
 - (iii) having particular regard to students who may be 'at risk' (not thriving) due to individual circumstances or attributes, including without limitation race, indigeneity, ethnicity, disability, gender expression, sexual orientation, or who come from low socio economic and disadvantaged backgrounds including through ensuring collection of disaggregated data in respect of specific "At Risk" student groups.

5. Responsibility of IPS Members

Members of the IPS are expected to:

- (a) abide by the Board Code of Conduct;
- (b) disclose interests which may present a conflict of interest;
- (c) act in the best interest of Bob Hawke College;
- (d) apply good analytical skills, objectivity and good judgment;
- (e) express opinions constructively and openly, raise issues that relate to the SWG's responsibilities and pursue independent lines of enquiry;

- (f) contribute the time required to review the papers provided;
- (g) be readily accessible via phone and email;
- (h) safeguard the integrity and confidentiality of all information entrusted to each member as part of the work of the IPS; and
- (i) not make any unauthorised public statements in relation to the operations, views or decisions of the IPS, the Board or the College.

6. Meetings

- (a) The IPS will meet as required.
- (b) The scheduling of these meetings will be determined by the Chair of the IPS and should align with Board meetings so issues arising can be considered in a timely manner.
- (c) IPS meetings can be conducted face to face or by teleconference and can be called by any member of the IPS or the Board Chair.

7. Quorum

A quorum for all decisions shall consist of three members of the IPS.

8. Secretariat function

The IPS Chair will appoint a member of the IPS to record the meetings, decisions and recommendations and produce Minutes of the meetings.

9. Reporting

Reports and recommendations of each IPS meeting shall be presented to the next subsequent Board meeting.

10. Term

The IPS will continue to function until such time as the Board determines it is no longer required.

11. Annual Review

An annual review by the Board will be conducted to ensure the IPS is meeting its Objectives.