PURPOSE

1. The purpose of the Aboriginal Education Advisory Committee is to assist the Commission in developing policies to improve the quality of education for Aboriginal students and to promote Aboriginal culture and history to both Aboriginal and Non Aboriginal students.

OBJECTIVES

2. The primary objectives of the Aboriginal Education Advisory Committee are to advise the Commission on all aspects of Aboriginal education policy from a State wide perspective by:

2.1. developing and reviewing CEC Aboriginal education policies to improve education opportunities for Aboriginal students;

2.2. advocating an approach to curriculum development in Catholic schools that celebrates and integrates Aboriginal culture and history into everyday learning;

2.3. advising on Aboriginal student wellbeing;

2.4. preparing responses to various calls for involvement and consultation emanating from Commonwealth, State and other bodies, which have education implications for Aboriginal students;

2.5. undertaking research on Aboriginal education issues to further the quality of education generally in Catholic schools;

2.6. monitoring developments – both political and community based – which impact on education opportunities for Aboriginal students;

2.7. recommending the level and type of targeted program funding allocations for Aboriginal education with regard to both the General Recurrent Grant formula and required program outcomes;

2.8. reviewing the performance of targeted Aboriginal education programs to ensure that contracted outcomes are achieved in Catholic schools;

2.9. organising the biennial Conference of Aboriginal educationists; and,

2.10. monitoring social, political and educational developments in the community and identifying issues for referral to the Education Policy Committee.
APPOINTMENT, COMPOSITION AND TENURE

3. The Commission is responsible for the appointment of Committee members.

4. The Committee shall consist of up to fifteen members, comprising Non Executive Commissioners, a Senior CEC Secretariat Staff member and/or Other Persons.

5. The objective is that all members will have an Aboriginal or Torres Strait Islander heritage.

6. The Chairperson of the Committee will be the Aboriginal Commissioner.

7. The Committee may elect an Acting Chairperson, so the nominated member can act as Chairperson on an ad-hoc basis, if the Chairperson is unable to attend meetings or to carry out his/her responsibilities between meetings, such as clearance of Committee agendas, signing of correspondence, and so on.

8. All Committee members will have a broad range of skills and experience and commitment to Aboriginal education, culture and history. They will have contemporary knowledge of the area and the ability to bring to the Committee the views of a wide range of stakeholders.

   All Committee members shall have knowledge of CEC’s governance arrangements, its statutory requirements and its contractual obligations to governments.

9. Committee members shall be appointed for an initial period of three years. The Commission may consider an extension or re–appointment after the initial term.

10. The term of appointment of a Commissioner to the Committee concludes upon his/her ceasing to be a Commissioner.

11. Committee members may resign at any time in writing to the Commission Chairman.

12. The Commission at any time and for any reason may withdraw the appointment of a member of the Committee. There is no right of appeal against a Commission decision under this clause.

13. Committee members must act only within the scope of the Committee’s specified functions and responsibilities.

14. Committee members must exercise their powers and perform their functions with due care, skill and diligence. They must also act in good faith in the best interests of CEC and for a proper purpose.
ROLES AND RESPONSIBILITIES

15. The Committee has no executive powers or decision-making authority in relation to the operations of CEC, unless specifically delegated by the Commission. The Committee functions in an advisory and review role.

16. When considering matters pertaining to the allocation of funding under either or both Targeted Programs and National Education Partnership agreements, the Committee will liaise and consult with the Education Policy and Resources Policy Committees.

17. The members of the Committee are responsible for ensuring the efficient and effective operation of the Committee and taking appropriate steps to ensure they have the requisite knowledge and training to undertake their role.

REPORTING

18. After the minutes of the meetings have been accepted as a correct account by the Committee members, the minutes shall be signed by the Committee Chairperson, and circulated promptly to the Committee members.

19. The Chairperson of the Committee may give a verbal update, as necessary, to the next Commission meeting and the approved Committee minutes will follow as an item for information for the Commission.

20. The Committee shall, at least once annually, provide a report to the Commission on its operation and activities during the year. This report shall occur at the February Commission meeting in respect of the previous calendar year and at other times as requested by the Commission.

21. The Committee shall report any other matters it deems of sufficient importance to the Commission, as required.

ADMINISTRATIVE ARRANGEMENTS

22. Meetings

22.1. The Committee will meet at least four times per annum. In addition, the Chairperson will be required to call a meeting of the Committee if requested to do so by the Commission or any two Committee members.

22.2. A forward meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The forward meeting plan will cover all of the Committee’s responsibilities.

22.3. Commission approved meetings procedures shall apply to the Committee.
23. Attendance at Meetings

23.1. The Committee may invite Other Persons to attend meetings on an ad hoc basis to provide specialist advice.

23.2. The Commission may overturn such arrangements or appointments.

24. Secretariat

24.1. The Committee Secretary will be provided by CEC and will be responsible for keeping Committee minutes and for managing Committee administrative arrangements.

24.2. The Committee Secretary shall formulate the Committee meeting agenda, in conjunction with the Chairperson.

24.3. The Committee Secretary shall ensure that agenda material is circulated, at least one week before the meeting.

25. Conflict of Interest

25.1. Before appointment, proposed Committee Members must confirm to the Commission Chairman that they do not have a conflict of interest in accepting the role.

25.2. Where members or observers at Committee meetings are deemed to have a real or perceived conflict of interest, they may be excused from Committee deliberations on the issue where a conflict of interest exists. This is a decision for the Chairperson and the situation will be minuted.

25.3. These arrangements also apply to co-opted Committee members.

26. Induction

26.1. The Committee Secretary shall ensure that new Committee members receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

27. Assessment Arrangements

27.1. The Chairperson of the Committee, in consultation with the Chairman of the Commission, will initiate a self evaluation of the performance of the Committee at least once every two years.

28. Review of Mandate

28.1. The Committee shall review the continuing relevance of the Committee’s Terms of Reference on an annual basis or otherwise as required. Where changes are deemed necessary, they will be submitted to the Commission for approval.