

TERMS OF REFERENCE

MULTICULTURAL EDUCATION AND LANGUAGES COMMITTEE (MELC)

Establishment

The Multicultural Education and Languages Committee ('the committee') is constituted as an advisory committee under section 11 of the *Education and Children's Services Act 2019*.

Role and Functions

The committee provides advice to the Minister for Education ('the Minister') on the interrelated areas of languages education, multicultural education and the internationalisation of education. MELC will work across the three schooling sectors and encompass the languages programs of ethnic and community schools.

The committee is responsible for providing advice to the Minister on:

- how to promote, enhance and strengthen languages education, including English as an additional languages or dialect (EALD)
- how to develop understandings and practices in schools to engage children and young people with linguistic and cultural diversity and how to develop intercultural capabilities of children and young people to enable them to contribute as global citizens.
- how schools can be supported to increase the number of students successfully studying a language
- how to support the maintenance and development of languages and cultures in all South Australian schools and ethnic and community schools
- how to expand capacity for ethnic and community language schools to provide SACE languages subjects
- models for professional development of teachers of languages
- how to support the internationalisation of teaching and learning in South Australia; and
- other matters referred to it by the Minister.

In undertaking this work, the committee will consider national and international best practice, and draw on the knowledge and experience of committee members and recommendations from contemporary research, policy and practices.

The committee shall submit a work plan for approval early in the calendar year. At the end of the calendar year the Committee shall submit a report to the Minister that outlines its activities and achievements in the preceding calendar year.

Membership

The committee may comprise up to 16 members appointed by the Minister and may include:

- an independent chairperson
- a nominee from the Department for Education
- a nominee from Catholic Education South Australia
- a nominee from the Association of Independent Schools of South Australia
- a nominee from the University Vice Chancellors' Committee
- a nominee from the SA Multicultural and Ethnic Affairs Commission (SAMEAC)

- a nominee from Multicultural Youth SA Incorporated
- a nominee from SACE Board of South Australia
- a nominee from Ethnic Schools Association of South Australia Incorporated
- an educational leader with extensive relevant experience
- an educator with extensive classroom experience and curriculum expertise
- a student with relevant experience in mainstream and ethnic schools
- an early childhood/preschool director
- a parent
- an Aboriginal person with relevant professional and personal experience
- a community representative from one of the more recently arrived migrant groups who is strongly connected with the ethnic schools network.

Terms and conditions of appointment

A member of the committee will be appointed on conditions determined by the minister for a term of up to two years, as stated in the letter of appointment, and at the expiration of the term of appointment, is eligible for reappointment.

The Minister may remove a member of the committee from office:

- for breach of, or non-compliance with, any condition of appointment
- for misconduct
- for being absent from three or more consecutive meetings of the committee without leave of the Chair
- for failure or incapacity to carry out official duties satisfactorily; or
- for any other reason considered sufficient by the Minister.

The office of a member of the committee becomes vacant if the member:

- dies
- completes a term of office and is not reappointed
- resigns by written notice to the Minister; or
- is removed from office by the Minister.

The Minister should seek to achieve a reasonable gender balance in the membership of the committee.

Meetings and Procedures

- The committee shall meet four times a year (or as otherwise required by the Minister).
- The committee may form subcommittees or working parties that may meet between meetings of the committee.
- The chair may pursue recommendations of the committee between meetings through appropriate out of session protocols.
- Subject to these terms of reference, all meetings must be conducted by the chair in accordance with appropriate standards for boards and committees meetings.
- If the chair is absent from a meeting, the members present will select one of their number to chair that meeting.

- The committee must have accurate minutes kept of its meetings. These minutes must be authorised by the chair and provided to the Minister for information once finalised.
- A quorum shall be half of the appointed members, plus one (ignoring any fraction).
- Members may participate in a meeting by telephone, audio visual, electronic or other means
- Subject to these terms of reference, the committee may determine its own procedures.

Remuneration

Members are entitled to such allowances and expenses as may be determined by the Minister in accordance with Premier and Cabinet Circular PC016 – Remuneration for Government Appointed Part-Time Boards and Committees.

Honesty and accountability

Committee members are:

- 'public officials' for the purposes of section 74 of the *Public Sector Act 2009*; and
- 'advisory body members' for the purposes of the *Public Sector (Honesty and Accountability) Act 1995* and are therefore subject to the duties and obligations arising under that legislation.

Conflict of interest

Members have particular duties with respect to conflict of interest under the *Public Sector (Honesty and Accountability) Act 1995*. Where a member has a direct or indirect personal or pecuniary interest in a matter decided or under consideration, these duties require that the member:

- must, as soon as reasonably practicable, disclose in writing to the Premier full and accurate details of the interest
- must not take part in any discussions relating to the matter
- must not vote in relation to that matter; and
- must be absent from the meeting when any such discussion or voting is taking place.

Records Management

Records of the Committee must be maintained in accordance with the *State Records Act 1997*.

For the purposes of the *Freedom of Information Act 1991* ("FOI Act"), the Committee is considered to be established for the purposes of the Agency. As such, it is not regarded as constituting a separate agency under the FOI Act.

Executive support

The Department for Education will provide executive support to the Committee and will be responsible for:

- managing member appointments
- scheduling meetings and preparing agendas, minutes and other documents (as necessary) for meetings
- monitoring actions arising from meetings; and
- general secretariat support.

Reporting

The Committee will provide an annual report to the Minister in accordance with Premier and Cabinet Circular PC022 – Establishment and Governance Requirements for Government Boards and Committees.

Sunset/Review Date

These terms of reference shall be reviewed once every three years (or at any other time required by the Minister) and may be amended by the Minister at any time.

The Minister may dissolve the Committee at any time by notice in writing to members.

