

## **TERMS OF REFERENCE:**

### **MULTICULTURAL EDUCATION AND LANGUAGES COMMITTEE (MELC)**

#### **Role and Functions**

The Multicultural Education and Languages Committee (“the Committee”) provides advice to the South Australian 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 constituted as a non-statutory committee under section 10 of the *South Australian Education Act (1972)*.

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
- 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.

#### **Meetings and Procedures**

- The Committee shall meet at least four times a year.
- The Committee may form subcommittees or working parties that will meet between formal meetings of the full Committee.
- The chair may pursue recommendations from the Committee between formal meetings through appropriate out of session protocols.
- All meetings must be conducted by the chair in accordance with appropriate standards for boards and committees meetings.

- In the event that the chair is absent from a meeting, the members present will select one of their number to chair that meeting.
- Formal minutes will be taken at each meeting. These minutes must be authorised by the chair and referred to the Minister for information once they are finalised.
- A quorum shall be comprised if a majority of the membership are present.
- At the discretion of the Minister, members' positions may be reviewed and discontinued as a result of non-attendance and non-active participation in meetings and out-of-session tasks.

## **Membership**

The Committee shall be constituted until 31 December 2019. The Minister may extend the term of the Committee or further revise these Terms of Reference at that time.

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

The chair and committee members will be appointed until 31 December 2019.

The Minister may add an additional co-opted Ministerial Nominee for a set term.

### *Institutional representation*

- 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 Inc.
- A nominee from SACE Board of South Australia
- A nominee from Ethnic Schools Association of South Australia Inc

### *Minister's nominees*

- An independent Chairperson who is able to provide leadership in this area
- An educational leader (Principal, Director) with extensive relevant experience and a proven track record in this field
- A leading educator with extensive classroom experience and curriculum expertise
- Two students with relevant experience in mainstream and ethnic schools, at least one of which comes from a government school
- 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
- Co-opted Ministerial Nominee (at the Minister's discretion).