

TERMS OF REFERENCE					
<b>Term:</b>	These terms of reference are effective from Term 2 2017 until the end of Term 1 2018				
<b>Vision:</b>	A high performing Partnership that improves the educational attainment and well being of our children and young people.				<b>Group Norms</b> <ul style="list-style-type: none"> <li>• Respect for each other</li> <li>• Confidentiality</li> <li>• Responsibility</li> <li>• Maintain a positive tone at meetings</li> <li>• Be solution orientated</li> <li>• Begin and end meetings on time</li> <li>• Contribute to the workload of the partnership</li> <li>• Follow grievance protocols</li> </ul>
<b>Values:</b>	The Sea and Vines Partnership embraces the values that are the foundation of ethical behaviour in the South Australian Public School System, including: Professionalism, Service, Collaboration and engagement, Sustainability, Courage and tenacity, Trust, Respect, Honesty and Integrity.				
<b>Purpose:</b>	To have a shared vision and purpose that is realised in the unique context of each local site. Developing the power and wisdom of the Partnership through shared commitment and responsibility.				
<b>Guiding Principles:</b>	Student Learning, Effective Training, School and Community Partnerships, an Improvement Agenda and the National Quality Standards for Preschool frame our work. To achieve greater Coherence in our work we are engaging the right drivers; <ul style="list-style-type: none"> <li>• Focussing direction</li> <li>• Creating collaborative cultures</li> <li>• Deepening learning</li> <li>• Securing accountability</li> </ul>				
<b>Membership:</b>	<b>Partnership Leadership Group</b>	<b>Executive Planning Group (Exec)</b>	<b>L&amp;N Plus Team (L&amp;N)</b>	<b>Collaborative Inquiry Teams (CIT)</b>	<b>Local Education Team (LET)</b>
	Membership of the Sea & Vines Partnership lies with the site leaders of the 13 sites in the Partnership. Members of the Sea & Vines Partnership also includes ex-officio members including the Local Education Team (Education director, Early Childhood Leader and Principal Consultant) and other invitees, when appropriate, as agreed by the group. Site leaders may appoint proxy members from their site to attend meetings as required.	1 Chairperson 1 Deputy Chairperson 3 Collaborative Inquiry Team reps 1 L&N Plus Team member (term 1) 3 Local Education Team members 1 Executive Officer (Each level of schooling needs to be represented)	2 Site Leaders released 0.2 term 1  L&N Plus work managed through Executive and Site funding term 2,3,4	Principals and Directors are a member of either; 1. Securing Accountability 2. Deepening Learning 3. Cultivating Collaborative Cultures (Representation at each level of schooling desirable)	Education Director Early Childhood Leader Principal Consultant
<b>Meetings /Processes:</b>	Principals and Preschool Directors are expected to participate in all meetings . If a leader can not attend a proxy should be identified. Partnership Leadership Group meetings are held for a full day twice each term as per annual schedule available on SharePoint. Minutes taken by Executive Officer	Executive Planning Group meetings are held twice each term prior to Partnership Days as per annual schedule available on SharePoint Minutes taken by Executive Officer	Wednesday release day??	Meet twice per term at Partnership day Other meetings scheduled as required 1 rep from each group on Exec	Meet weekly on Monday mornings
<b>Meeting Structures &amp; Procedures</b>	Each site has one voting right (Local Education Team = 1 site) Partnership Decision making process; -Firstly, consensus – show of hands -If not able to reach consensus, then majority rule (secret ballot) -Final decision to be supported by all  All L&N , CIT and LET work is managed through the Executive Planning Group who plan, set agenda & facilitate Partnership work, manage and monitor finances and monitor accountability. Utilise the Partnership decision making process at Partnership meetings	Chairperson is nominated and elected by voting members for a two year term from the beginning of term 2. Other positions filled on an annual basis.	L&N Plus release model determined annually by membership	Collaborative Team Inquiry membership by interest and needs of the partnership (other site leaders are included)	
<b>Communication &amp; Reporting</b>	Minutes of the Partnership Leadership Group and Executive Planning Group are shared with members via email and SharePoint				
<b>Amendment, Variation &amp; Review</b>	Membership review of terms of reference , Term 1 2018				