



REFERENCE: QLTC 2011/02

ENQUIRIES: Paul Rockman

QLTC STRUCTURES – TERMS OF REFERENCE – SCHOOL LEVEL

The following template will guide the discussion on the terms of reference of the QLTC Structure.

NAME OF STRUCTURE	<ul style="list-style-type: none">• School QLTC Committee• Either SGB doubles up as this structure or a sub-committee is formed to serve as this structure
LOCATION WITHIN ORGANIZATION	School Level
MEMBERSHIP	<ul style="list-style-type: none">• SGB members of the school; or• Sub-committee of SGB• Either structure could co-opt members from the community to serve on the QLTC structure at school level
CHAIRPERSON	<ul style="list-style-type: none">• SGB Chairperson; or• Chair of the sub-committee
ROLE AND FUNCTION	<ul style="list-style-type: none">• Accountable structure for all QLTC activities at school.• Will ensure that school structures and activities are initiated.• Advises SGB, parents and learners on QLTC matters.• Monitors the honouring of the pledge by role-players.• Identifies problem areas that hinders quality teaching and learning and engages with appropriate structures to resolve issues.• Responsible for advocating and communicating the QLTC campaign at school and in the community.• Serves as interface between community and the school.• Facilitates communication between community and the school.

LIMITATIONS	<ul style="list-style-type: none"> • The committee deals with issues in their school and community only.
FREQUENCY OF MEETINGS	<ul style="list-style-type: none"> • One meeting per quarter as a minimum. • Extra-ordinary meetings may be called.
TERM OF OFFICE OF MEMBERS	<ul style="list-style-type: none"> • Linked to term of SGB
SECRETARIAT	<ul style="list-style-type: none"> • SGB assigns a secretary for the meeting.
Rules of meeting	<ul style="list-style-type: none"> • Normal rules of meetings apply [minute-taking, agenda-setting, etc.] • SGB quorum will apply