



DWIGHT SCHOOL SEOUL

Igniting the spark of genius in every child

PERSONALIZED LEARNING • COMMUNITY • GLOBAL VISION

THE SCHOOL CONSULTATIVE GROUP (SCG)

At the Dwight School Seoul, there is a small group of advisors who take an active part in the development of the school. This School Consultative Group (SCG) represents the entire school and takes on many responsibilities of a governing body without decision-making ability. It is there to give advice, council and support to the Head of School.

Aims of the SCG

The overall aim of the SCG is to help the Dwight School Seoul achieve its goal of providing a caring, stimulating and positive learning environment that enables all students to fulfill their full potential, and be prepared for life as responsible, confident, compassionate and capable citizens. Those serving on the SCG will be designated members.

The SCG seeks to achieve this aim through the following:

- Involvement of parents and those with relevant interests in the development of Dwight Seoul
- Improving communication between the school and parents
- Having an involvement in complaint resolution
- Utilizing the skills and knowledge of parents
- Assurance
- Supporting quality and standards

The SCG includes one parent representative from the Upper School and one from Lower School (one of whom should serve jointly on each of the respective Parent Link Groups); at least one representative from the teaching staff and ideally one from Upper School and one from Lower School; other school appointees and the Head of School. In appointing members, the school will aim to bring together a range of skills and experience. The SCG meets once each half term, which will mean a total of four meetings a year. If the need arises then extraordinary / emergency meetings can be called. Representatives from the staff will be present at meetings to then liaise internally.

Objectives of the SCG

The SCG seeks to achieve its goals through:

a. Involvement of parents in the development of Dwight School Seoul

The Head of School will share the School Improvement Plan with the SCG and may accept advice on ways to continue to develop and improve the school. The SCG will receive an annual update of the Plan to take account of new developments and an annual report outlining progress against the current objectives.



b. Improving communication between the school and parents

The SCG may be used to channel information from the school to the parent body. Members serving jointly on the SCG and the Upper and Lower School Parent Link Groups will also help ensure that issues of relevance to the whole school are coordinated and information efficiently and accurately communicated back to the respective groups. Where appropriate, topics discussed at the SCG may be included in the Head of School's regular newsletter.

c. Having an involvement in complaint resolution

When a parent contacts an SCG member they should always be encouraged to take their complaint/concern to the appropriate teacher/administrator or school senior manager. The SCG should not be seen as a way to shortcut or overrule normal school procedures. Neither should SCG be a forum to discuss issues relating to an individual child or teacher, except where appropriate to broader issues. However, the SCG can assist the Head of School in resolving formal complaints. This may be done by discussion with the SCG, consultation with individual members with appropriate skills, or by invoking the Complaints Procedure and convening an independent tribunal if required. In such cases the Chair of SCG will act as the convener of the tribunal.

d. Utilizing the skills and knowledge of parents

The Head of School will be able to seek advice from individuals on the SCG who have one or more of the following:

- Perspective from a parent or community member,
- management skills and leadership experience,
- prior private school experience,
- prior international school experience,
- school governor experience, and/or
- legal, medical, business, educational or marketing experience.

e. Providing assurances and guidance

The SCG will provide guidance and oversight on the following:

- As part of providing assurance to parents, the SCG will review all Health and Safety and Fire Reports and any associated action plans
- The SCG will receive assurance that the school provides for all its pupils, including those with special needs
- The SCG will help to ensure that all relevant policies and procedures are up to date in terms of current legislation and advice on best practice

f. Supporting Quality and Standards

The SCG will:



- Support the Head of School in sustaining the standards set for staff and pupil behavior
- Contribute to how the school can encourage pupils' spiritual, moral and cultural development
- Be kept informed by the Head of School on staff recruitment and staff development

Structure and Membership of SCG

1. The SCG should include one parent representatives from the Upper School and one from Lower School (one of whom should serve jointly on each of the respective Parent Link Groups); at least one representative from the teaching staff ideally one from Upper School and one from Lower Schools; various school appointees and the Head of School. In appointing members the School will aim to bring together a range of skills and experience
2. The appointments to SCG will be for one year with a maximum of three years subject to review and possible reappointment, and maintaining the balance of membership. The aim is to balance experience and continuity with the introduction of new appointees to bring a fresh perspective
3. The Chair of SCG will be appointed from the lay members of the group
4. The School will appoint a Secretary to the SCG who will be responsible for calling meetings, publishing the agenda and recording the minutes
5. The Head of School may invite administration, teaching staff or other relevant individuals to join meetings as required
6. The SCG can establish sub groups to focus on particular issues as required

SCG Responsibility Limitations

The SCG is an advisory group and as such has no executive powers. There is no requirement for the group to be involved in recruitment, inspection or financial planning. These areas fall under the duties of the Head of School, the Chief Financial Officer and the School Leadership Team. From time to time the Head of School may need to share sensitive or privileged information with the SCG and it is important that confidentiality is respected and maintained. With this in mind the agenda will be divided into two parts:

- Members of the Business Community
- Members of the SCG should become familiar with all parts of the school and with the programmes of the International Baccalaureate Organization