



DEPARTMENT OF EDUCATION

DIVISION OF EDUCATION

THE GUIDING PRINCIPLES OF A SLIP COMMITTEE

1. **Composition of the Members** school growth through words and kind
(The SLIP committee should be composed of the following representations of major stakeholder groups from the school)
 - a) Administration – Head teacher (Team Leader)
 - b) Teachers Rep (over 20 staff include 2)
 - c) Students – both genders x 1
 - d) Women Rep. (equal gender representations)
 - e) Parents Rep
 - f) BOM Rep
 - g) Church Agency Rep (in bigger schools)

2. **Qualifications of the Members**
(The members of the SLIP Committee should possess the following qualifications)
 - a) Well versed with SLIP concept, developments and implementation in the school
 - b) Demonstrate keen interest to support overall school development
 - c) Has supported or engaged in SLIP activities at school
 - d) Contributes towards the school growth through words and kind
 - e) Has the ability to influence others and draw their support for SLIP
 - f) One with the potential to sustain SLIP and claim ownership in the school
 - g) Other qualities relatively similar with the above are acceptable.

3. **Constitutions of the Committee**
(The following statements below provides the flatform that empowers the SLIP Committee to operate as a recognized body that exists for SLIP agendas only)
 - a) Members should equally represent major stakeholder that make up the school community.
 - a) The quorum for the meeting will be two thirds or more members in attendance.
 - b) The membership term expires at the end of every fourth year after the SLIP is reviewed and new 3 Year Plan is done.
 - c) The formation of committee should be endorsed by the school BOM before actual operation
 - d) Head Teacher is the automatic chairperson since he/she is the SLIP leader
 - e) A member may be terminated for negligence and or non-compliance by the BOM if it sees fit.
 - f) All decisions should be approved by the BOM prior to actual implementation
 - g) Meetings can be held end of each term (4x) per year unless necessary for extra meetings
 - h) In the absence of the Chairperson the deputy can preside over the meeting

4. Roles and Responsibilities of the Committee

(The SLIP Committee should function in the following key areas)

- a) Procedures of SLIP meetings
- b) Plan and Implement SLIP
- c) Co-ordinate and monitor SLIP
- d) Quality Control and Quality Assurance on SLIP
- e) Reviews and report on SLIP

5 Elaboration of roles/responsibilities of the Committee

(The roles and responsibilities of SLIP is elaborated for the Committees easy understanding and compliance)

5.1 Procedures of SLIP Meetings – core function

- a) Decisions are made according to immediate requirements of SLIP
- b) Minutes of meetings are published for public information
- c) Meetings be held at school where SLIP implementation is in progress
- d) SLIP supporters and partners may attend meetings as observers only
- e) Formal prayers are said before and after the meetings
- f) Before other agendas are deliberated, the current SLIP status report be presented

5.2 Plan and Implement SLIP – Process

- a) All aspects planning is done collaboratively by all relevant stakeholders
- b) Allocation of resources are made through need base analysis and prioritization
- c) Implementation is done according to schedules on the “Annual Action Plans”
- d) Provide leadership at school during SLIP work days and meetings
- e) Changes in the plan can only be made from thorough assessments
- f) Derivative plans as spin off benefits can be made after the internal reviews are done

5.3 Coordinate and monitor SLIP – Integral

- a) All resources allocated are available and easily accessible
- b) Progressive results are gathered and analyzed for follow up activities
- c) The committee reports to BOM on SLIP progress at the end of each term
- d) Replace resources including humans that are incapacitated for better SLIP results
- e) Provide necessary leadership to sustain SLIP progression in the school.
- f) Ensure that SLIP records and results are updated and kept safely

5.4 Quality Control and Quality Assurance of SLIP – Formative

- a) Conduct bi-annual (mid-year) assessment report on SLIP
- b) Assess the progress on each of the seven focus areas of SLIP
- c) Routine checks are instituted to ensure quality assurance is maintained
- d) Conduct interviews with people who are assigned with specified outcomes
- e) Evaluate the results and remedy the weak areas identified
- f) Meet and discuss on the success and failures detected for follow up plans
- g) Use checklists to indicate the achievements of intended outcomes

5.5 Review and Report on SLIP – Systematic

- a) Internal Review is done annually at a specified date and time.
- b) Support External Review team with relevant information in its third year
- c) Reports of work done is presented to the BOM for information and acknowledgements
- d) Ensure that SLIP records and results are updated and kept safely

- d) All documents about SLIP are kept neat and safely for future references
- e) Every report produced on SLIP is documented and circulated for public information
- f) Appropriate recommendations for improvements are provided for the proceeding SLIP

6. Options/Suggestions for Bigger SLIP schools with over 20 teachers)

(The following suggestions are provided for bigger schools with over 20 teachers implement in order to compliment SLIP activities).

- a) Student representatives can come from both genders with Upper and Lower grades
- b) Number of committee members may increase, depending on the school sizes
- c) Each focus area is assigned to a committee member to lead and assist others
- d) Student Representative Council (SRC) system be engaged with SLIP activities
- e) Teacher's curricular/delegated duties can involve SLIP focus areas to perform.

7. Expansion of Activities in SLIP ownership Schools

(The following list of activities are provided for advanced SLIP schools to adapt whichever is applicable to their school settings)

- a) Introduce Self-reliance projects to generate revenues that will sustain SLIP activities
- b) Schools can declare a special 'SLIP Day' annually to showcase their products/achievements
- c) Schools to produce termly 'SLIP Newsletter' for public information
- d) A separate SLIP entry is provided on CCB while using the same account.
- e) Rewards of shield, trophy, medals and concessions are awarded to SLIP achievers
- f) Schools to have billboards or banners of SLIP for public information
- g) Incorporate practical lessons on PD and MAL with SLIP activities
- h) Encourage Oral Presentations and Essay Competitions on SLIP related topics
- i) Involve parents to develop community curriculum during SLIP meetings.
- j) Organize SLIP forum for stakeholders to discuss on issues relating to implementation of SLIP
- k) Celebrations of SLIP can be determined only by successful achievement of the set outcomes

NB: *Provided as working document for discussions and modifications purposes.*