



**Parent Class Representative
and
Parent Representative Council
Policy**

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Acronyms

GISS – German International School Sydney

IB – International Baccalaureate

PCR – Parent Class Representative

PRC – Parents Representative Council

The Board – The Board of the School Association

GP – Gutenberg Post

1. The Parents and Parent Class Representatives

- 1.1. All parents and guardians of students in a class from Preschool to Class 12 are considered to be the Parent Body of that class.
- 1.2. A Parents & Teacher meeting is convened and managed by the class teacher at the commencement of the first term¹ and must be held within the first 4 weeks of the term. At least ten days prior to the nominated date, and within two weeks of the term commencement, invitations will be sent by the class teacher to the Parent Body of that class to attend the Parents & Teacher meeting. Included with the invitations will be:
 - the date, time and place of the Parents & Teacher meeting;
 - the “Rules of Procedure for Parent Class Representatives and the Parent Representative Council” document;
 - the “Parent Class Representative and Parent Representative Council Policy” document; ie this document
 - the date of the first PRC Meeting, as advised by the Principal to the class teacher.
 - the agenda of the Parent & Teacher meeting, with points including:
 - nomination of minute taker;
 - the election of Parent Class Representatives
 - ; an academic overview for the next semester
 - school camp information for classes 3-11;
 - upcoming school events e.g. parent teacher interviews;
 - collection of funds for the class kitty from all parents.
- 1.3. Second, third and fourth Parents & Teacher meetings will be convened and chaired by the Class Teacher, in consultation with the PCR if required, at the commencement of each following term. If a PCR position is vacant at start of any term the class teacher will convene a class meeting within two weeks of the start of the term., . At least ten days prior to the nominated date of any Parents & Teacher meetings, and within two weeks of the start of the term, invitations will be sent by the teacher to the Parent Body of that class to attend the Parents & Teacher meeting. Included with the invitations will be an agenda as in 1.2 above
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- 1.4. If the Parent Body is voting on an issue other than the election of the PCRs then the acceptance of a proposal is based on the majority of the votes being received. In the case of a tie, proposals are deemed rejected.

2. Responsibilities of the Parent Class Representatives

- 2.1 To identify and serve the requirements of the Parent Body in order to produce a positive school atmosphere.
- 2.2 To represent the interests of the students and parents of their class to ensure that these are adequately supported.
- 2.3 To liaise directly with the class teacher first before taking issues to broader forums if appropriate.
- 2.4 To forward suggestions to the attention of the class teacher, the Principal, the PRC or the Board as appropriate.
 - Additional Parents meeting. For a discussion on the class teacher himself/herself, in the absence of class teacher(s), if desired. The class teacher is informed of this meeting and the Principal or his/her nominee may attend;

- Requested meeting. At the request of a quarter of the parent body, the Principal or the class teacher, an additional meeting must be convened within two weeks.
- 2.5 To ensure that the minutes of the Parents & Teacher meetings are sent to the parent body and teacher of the class when the minutes are approved
 - 2.6 To receive and forward any class information as advised by the Principal or class teacher.
 - 2.7 To participate in PRC meetings, held twice per term including:
 - representing the interests of the students and parents in an objective manner;
 - contributing helpful ideas, suggestions and improvements;
 - assuming tasks within the PRC e.g. either volunteering as an office bearer or participating within the departments.
 - To familiarise themselves with the relevant policies of the school.
 - 2.8 To manage the class kitty.
 - 2.9 To facilitate a more active parent body, a greater sense of community and social integration by:
 - promoting parental participation in school life;
 - organising regular class functions, e.g. family barbecues, parents' dinners, morning teas, etc.;
 - welcoming new families and updating them with information e.g. class contact lists, previous meeting notes, etc.;
3. attending the welcome morning teas for new parents at the beginning of each semester or ensuring another class parent is available to attend, if possible

4. Election Procedure for the Parent Class Representatives

- 4.1 Parents elect, from their Parent Body, two parents or guardians to be their PCRs. The Preschool elects three parents or guardians to be their PCRs. To officiate, the parents choose a returning officer. Teachers of the school or members of the Board may not be elected as PCRs.
- 4.2 Voting is valid when more than half of the students of the class are represented by one or more parent at the meeting. If this is not the case, another meeting is held within two weeks, in which voting is valid regardless of numbers present.
- 4.3 The duration of the term of the PCR is one academic year; however, it is advisable and assists many facets of the PCR's position if:
 - only one new PCR commences each year. If each representative were to stay in the position for two years with only one new PCR commencing each year then there is the ability for the more experienced PCR to teach the new PCR, resulting in the PCR's position actually having a duration of two years where the first year is more a junior role and the second year means taking on a more senior position;
- 4.4 Nominations are taken for the positions; these can include previous PCRs. Once the nominations have been accepted, the voting takes place in written form.
- 4.5 One child means one vote no matter if one or both parents are in attendance.
- 4.6 The candidate who receives the most votes is elected. In the case of a tie, a second ballot is held. Re-election is permitted. This is then repeated for the election of the second representative.
- 4.7 The election result is immediately advised to the Parent Body by the returning officer and notified to the school secretary the following day by the class teacher.
- 4.8 A new election of a PCR must take place at the latest by the start of the following term as per Item 1.3. If a child leaves the class then the parents are no longer considered part of the Parent Body and therefore are no longer PCRs.

- 4.9 To resign from the position of PCR the member must resign in writing to the PRC Chairperson or PRC Deputy Chairperson.

5. The Parent Representative Council

- 5.1 The PCRs form the PRC. Regular PRC meetings enable PCRs to be kept informed, to exchange opinions and to contribute to several projects in order to improve the community of our school.

6. Election Procedure for the Parent Representative Council

- 6.1 The current Chairperson or if unable to do so, the current PRC Deputy Chairperson or if unable to do so the School Principal, convenes and manages the first meeting of the PRC in the election of the PRC officials. The PRC votes for the following office bearers by show of hands unless a written vote is requested::

- a Chairperson;
- a Deputy Chairperson;
- a Secretary;
- a Deputy Secretary;
- a Treasurer;
- Department Leaders.

- 6.2 Voting is valid when more than half of the classes from Preschool to Class 12 are represented. If this is not the case, another meeting is held within two weeks, in which voting is valid regardless of numbers present. Each class has one vote, irrespective of the number of PCRs present.

- 6.3 The duration of the term of the PRC is one academic year and extends until the new elections the following school year;

- 6.4 A returning officer is chosen from and by the members of the PRC.

- 6.5 Nominations are taken for the positions. Once the nominations have been accepted, the voting takes place by show of hands unless requested in written form.

- 6.6 Each position is voted for separately. The candidate who receives the most votes is elected. In the case of a tie, a second ballot is held. Re-election is permitted. This is then repeated for the election of the next office.

- 6.7 The election result is immediately advised to the PRC by the returning officer and notified to the school secretary the following day by the returning officer.

- 6.8 A new election of an office bearer must take place within three months if they leave their office during their term of office or if a quarter of the voters so request.

- 6.9 To resign from an office within the PRC the member must resign in writing to the PRC Chairperson or PRC Deputy Chairperson.

7. Parent Representative Council Responsibilities

- 7.1 The PRC can give an opinion, make suggestions and give encouragement in areas affecting the school, especially in the case of:

- establishment or change to school procedures;
- proper maintenance of an efficient school service;
- improvements to the use of space by the school;
- furnishing of the school with teaching materials and books available to students;

- matters relating to school safety and student transportation;
 - school events, e.g. school fete and funds thereby raised;
 - teaching and internal development issues.
- 7.2 The PRC can, for the welfare of the school, plan and undertake events independently after consultation with school management and the Board.
- 7.3 The PRC must be punctually informed in the following cases:
- a change in the type of school, or a part thereof, or other measures which result in a substantial change in the School or its teaching methods;
 - a change in teaching hours;
 - introduction of new subjects.
- 7.4 The Board and the Principal must advise the PRC of any necessary information relative to its responsibilities.

8. Parent Representative Council Meetings

- 8.1 Meeting minutes must always be taken at all PRC meetings. See the PRC Office Bearers' descriptions for further details. Minutes of the previous meeting will be passed at the next meeting
- 8.2 A PRC meeting may be convened as necessary by the Chairperson. The PRC must meet within 14 days when a quarter of its members, the Board or the Principal request it in writing.
- 8.3 The PRC independently advises on questions put forward either by the School or the parents and can liaise with Board representatives, the Principal or their nominee, and student representatives or their parents where necessary. It may also obtain further information or opinions from the PCRs. The PRC can also seek advice from external sources where there has been prior notification at a PRC meeting.
- 8.4 The PRC produces its own business procedures.

9. Cooperation with the Board and the Principal

- 9.1 The Board and the Principal can put questions and responsibilities to the PRC for discussion when these questions affect the school as a whole.
- 9.2 The PRC offers its support to the Board and the Principal, especially in the planning and organisation of school fetes, excursion days, discussion and implementation of school policies, etc.
- 9.3 The PRC will advise the Board and the Principal of its activities.

10. Limitations

- 10.1 The authority of the Board of the GISS and the School Management remains unaffected by these procedural rules.

11. Future Policy Amendments

- 11.1 This policy may be amended with a two-thirds majority agreement of the PRC at any given PRC meeting. Any amendments must be distributed at least seven days in advance of any PRC meeting where they are to be voted upon.
- 11.2 The amended document needs to be reviewed, agreed and signed to by the Principal and the Chairman of the Board, to ensure cooperation within the school.

12. Document History

12.1 Source Documents:

- “Procedure for Parental Involvement at the German International School Sydney”
 - Created by Udo Perenz and Jürgen Koch on 6 March 1996
 - Updated by R. Smirr-Klein and B. Jucker in May 2008
- “Guideline for Parent Representatives at the German International School Sydney”
 - Created by Renate Smirr-Klein and Analeena Krebs in June 2008

12.2 Current Document:

- “Parent Class Representatives and Parent Representative Council Policy”
 - Amendments by Gillian Shakespeare and Louise Haid in May 2012
 - Approved by the PRC on 7th June 2012.

Signed by:

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PRC Chairperson

Principal

Board Chairperson