



**Procedures
for Parent Representatives
and the Parent Representative Council**

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Acronyms

PR - Parent Representative

PRC - Parent Representative Council

The Board - The Board of the school Association

PRC Leadership - PRC Chair, PRC Deputy Chair, PRC Treasurer, Secretary and Deputy Secretary

1. Relationship to Policy

- 1.1. These Procedures operate within the principles documented in the Parent Representative and Parent Representative Council Policy (the Policy). Nothing in these Procedures should be taken to over-ride anything in the Policy and in any areas of conflict the Policy is the governing document.

2. Parent Representatives and Parent & Teacher meetings

- 2.1. A Parents & Teacher meeting is convened and managed by the class teacher at the commencement of the first term and must be held within the first 3 weeks of the term. At least one week prior to the nominated date, and within two weeks of the term commencement, invitations will be sent by the class teacher to the Parents 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 "Procedures for Parent Representatives and the Parent Representative Council" document (ie this document) to be made available by the parent representative;
- the "Parent Representative and Parent Representative Council Policy" document; (to be made available by the parent representative);
- the date of the first PRC Meeting, as advised by the Principal to the class teacher.
- the agenda of the Parent & Teacher meeting which includes the election of Parent Representatives.

- 2.2. If the Parents vote on an issue other than the election of the PRs 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.

- 2.3. Additional Parents and Teacher meetings:

- At the request of a quarter of the Parents or the Principal or the teacher, an additional meeting must be convened within two weeks. This meeting will be convened and chaired by the Class Teacher, in consultation with the PRs.
- If a PR position is vacant at the start of any term the class teacher will convene a class meeting within two weeks of the start of the term. At one week 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 Parents of that class to attend the Parents & Teacher meeting. Included with the invitations will be an agenda which includes the election of a replacement Parent Representative.
- Parents may request a meeting for a discussion regarding 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.

3. Role of the Parent Representatives;

- 3.1. Following on from the responsibilities of the Parent Representatives as outlined in the PRC Policy document the PRs role include

- 3.2. Participating in the meetings and activities of the PRC as a representative of the class. This can involve:

- bringing school-wide issues forward for discussion at the PRC meetings by requesting that they be included in meeting agendas
- attending meetings and actively participating in the discussion and planning for PRC activities and events and representing the interests of the students and parents of their class in an objective manner

- coordinating the efforts of the class Parents in PRC and/or school events and activities
- sharing information provided by the Principal, Head of School or PRC leadership with the class parents including circulating Minutes of meetings and copies of presentations made at PRC meetings
- assuming a role, coordinating and/or supporting school-wide initiatives on behalf of the PRC.
- ensuring the distribution of the PRC Procedures and Documents to all class parents and class teacher as outlined in 2.1.

3.3. Facilitating active parent engagement, a sense of school community and social integration by:

- arranging additional class parent / teacher meetings (as per clause 2.3)
- promoting parent participation in school life and activities
- familiarising class parents with the values, policies and procedures of the School
- organising class functions such as picnics, barbecues, parent's dinners, morning teas etc. If there is more than one class per year group it is encouraged to extend social events to the whole year group.
- welcoming new families and updating them with information
- managing a class kitty if the class decides to have one
- arranging any thank you and farewell gifts on behalf of the class parents
- facilitating communication between parents and relevant people within the school (in line with the Communication Policy).

4. Election Procedure for the Parent Representatives

- 4.1. The Parents of each class elect two parents or guardian to be their PRs. The Preschool elects three parents of guardians to be their PRs.
- 4.2. Voting is valid when more than half of the students of the class are represented by a Parent at the meeting. If this is not the case, another meeting is held within two weeks, at which voting is valid regardless of numbers present.
- 4.3. The duration of the term of the PR is one year; that is, until the elections are held in the first term of the following school year.
- 4.4. The parents choose one of the class parents present to act as the returning officer (i.e. to count the votes and record the result). Teachers or other employees of the school or members of the Board may not be elected as PRs.
- 4.5. Volunteers and/or nominations are taken for the positions; these can include previous PRs. Once the nominations have been accepted, the voting takes place in writing or by show of hands.
- 4.6. One child means one vote regardless of whether one or both parents/guardians are present.
- 4.7. The two candidates who receive the most votes are elected. In the case of a tie, a second ballot is held. Re-election is permitted.
- 4.8. The election result is immediately advised to the Parents and Class Teacher by the returning officer and notified to the school secretary the following day by the class teacher.
- 4.9. When a child leaves the class then the parents are no longer considered part of the Parent body and therefore are no longer PRs.

4.10. To resign from the position of PR the member must resign in writing to the PRC Leadership.

4.11. An election of a new PR must take place within the first 2 weeks of the following term as outlined in Item 2.3.

5. Parent Representative Council meetings

5.1. A call for Agenda items will be sent to all PRC members at least 3 weeks prior to the nominated meeting date. The selection of items for inclusion on the Agenda will be at the discretion of the PRC Leadership. If requested items are not included on the Agenda the requestor will be provided with a reason and/or an alternative way to address the issue in advance of the meeting. The length of the time of discussion for each agenda item is at the discretion of the PRC Leadership.

5.2. Invitations to attend the next PRC meeting are sent out by the PRC Leadership to all members of the PRC at least one week prior to the nominated date.

5.3. Included with the invitations are:

- the date, time and place of the PRC meeting;
- the Minutes of the previous PRC meeting in German and English;
- the Agenda of the meeting.

6. Role of the PRC Office Holders

6.1. The PRC Leadership team is responsible for several tasks. The allocation of those can be agreed upon by the office holders if deemed useful. The PRC Leadership is expected to collaborate extensively. Below is a recommendation of the distribution of tasks.

6.2. The PRC Chairperson is the public representative of the Committee to the school community. This role includes:

- Attending meetings and taking on the role of Chairperson at meetings. In the absence of the Chairperson, the Deputy Chairperson takes on this role.
- Representing the PRC at Board level and in discussions with the Principal in accordance with decisions and proposals of the PRC.
- Calling for topics, questions or issues to be raised or resolved within the PRC and ensuring the agenda for meetings is prepared.
- Being a member of the School Council.
- Informing the school administrator upon receipt of a resignation letter from a PR. The remaining PR for that class is to ensure that a new PR is elected within three months.
- Ensuring that the current PR members have all relevant PRC policy and procedures available for distribution at the beginning of a new school year. These need to be distributed to all Parents and class teachers in preparation for the first Parents & Teacher evenings where elections occur as outlined in 2.1.

6.3. The PRC Deputy Chairperson role includes:

- Attending meetings and taking on the role of the Chairperson when they are unable to attend meetings and fulfil their obligations.
- Assisting the Chairperson in carrying out their role.
- Processing the Minutes of the Meeting within two weeks of that meetings date by:
 - reviewing the Secretary's Minutes;
 - forwarding both sets of Minutes for publication via PRs to parents and directly to principal, heads of school and board representative in advance of the following meeting.
- Monitoring progress of action points resulting from the meeting.

- Working with the Chairperson to ensure the agenda for meetings is prepared.
- Coordinating the guidelines for recurring PRC events and activities.

6.4. The Secretary and Deputy Secretary's role include:

- Attending meetings and taking the Minutes of Meeting including action points.
- Completing the Minutes within a week and sending them to the Deputy Chairperson for review.
- Organising the translation of the Minutes so they are available in English and German within another week.

6.5. The Treasurer's role includes:

- Attending meetings.
- Maintaining adequate and accurate accounting records of financial transactions, with full details of all receipts and expenditure.
- Liaising with the school in relation to any transactions made by the school on behalf of the PRC.
- Presenting a brief report on the financial position of the PRC at the first meeting of each semester.
- Attending to banking as necessary and making all authorised payments.
- Ensuring this position is transferrable by writing down any notes or guidelines. and submitting it to the PRC Deputy Chairperson before re-elections.

7. Election Procedure for the Parent Representative Council Office Holders

7.1. The members of the PRC elect the PRC Leadership team. This election is held in the third meeting of the year to enable PRs the opportunity to become familiar with the nominees. The PRC votes for the following office holders:

- PRC Chairperson;
- PRC Deputy Chairperson;
- PRC Secretary;
- PRC Deputy Secretary;
- PRC Treasurer.

- 7.2. Voting is valid when more than half of the classes from Preschool to Year 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 PRs present.
- 7.3. The duration of the term of the PRC is one year and extends until the new elections are held the following school year.
- 7.4. A returning officer is chosen from and by the members of the PRC.
- 7.5. Nominations are taken for the positions. Candidates shall have the opportunity to introduce themselves to the PRC before voting takes place. Once the nominations have been accepted, the voting takes place in written form. Upon the request of 3 or more PRs, voting can take place without members of the Board or school management present. If there is only one nominee for a position they are considered to be elected unopposed and no vote is required.
- 7.6. 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.
- 7.7. 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.
- 7.8. To resign from an office within the PRC the member must resign in writing to the PRC Chairperson or PRC Deputy Chairperson.
- 7.9. 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.

8. School Council

- 8.1. The PRC Chairperson and one further parent from the school community represent parents in the School Council, and provide a communication conduit between these two groups.

9. PRC Working groups

- 9.1. The PRC may form sub-groups made up of PRs (and invite other parents and/or school staff to work with them if desired) to focus on priority areas as determined by the whole PRC.
- 9.2. These Working groups meet between PRC meetings to discuss and develop proposals for projects, activities or initiatives that might be undertaken by the PRC and/or Parents.
- 9.3. Participation by PRs in the Working groups is encouraged to facilitate collaboration and enable the PRC to make greater progress and constructive impact at the school than would otherwise be possible.

10. PRC Projects and Initiatives – proposals and reporting

- 10.1. In light of issues, ideas or suggestions raised, the PRC may request a brief written proposal outlining a potential project, event or initiative from a working group. This will usually be the case when action is deemed to be required and it involves a number of PRC members and/or the investment of significant time, effort or funds. An example format for this proposal is attached.
- 10.2. The PRC and school management have to review and approve proposals for projects, events, or initiatives according to PRC Policy. The members involved will provide a brief written report on the progress of the initiative (including any issues or risks) at each PRC meeting during the timeframe of the project or initiative, or until an event has been run and reviewed.

11. Recurring Events and Activities

11.1. There are a number of annual activities aimed at building a stronger community and, in some cases, to raise funds for school projects and resources. Below is a list of events involving the PRC.

- **Welcome to new Families** – coordinated by PRC members.
Typically on the first day of term 1 and 3 the school welcomes new parents with an information session followed by a morning tea attended and organised by PRs.
This event is intended to help new families meet and initiate relationships with existing school families and learn more about the school community and culture.
- **Bunnings Sausage Sizzle** – coordinated by Kindy and Year 2
This is a PRC fund-raising and public-relations event selling sausage sandwiches, pretzels and cold drinks outside Bunnings Belrose.
- **Christmas/Winter Market** – supported by all years and coordinated by School staff.
This is the major school community event and fundraiser each year. It brings the spirit of a German / Austrian Christmas market to Sydney at the time of year that we can best appreciate the atmosphere.
- **Flea Market** – coordinated by preschool and year 4
This is an annual (or bi-annual) market held on school grounds that rents stalls/space to people who want to sell merchandise. Used goods, home-made/grown products, plants and collectibles are often sold. The event includes a “cake stall” offering sweet and savoury snacks donated and supplied by the school community.
- **National Families Day** - coordinated by year 6 and 8
National Families Day is held every year between 15-21st May. To celebrate this, a low key event or activity can be organised to recognise the importance of Family and Community in our children’s lives (instead of separate Mother’s and Father’s Day events). The scope or details of the event/activity is determined by the organising year groups. For ideas please see National Families Week’s website under nfw.org.au/

There may be further events throughout the year (recurring or one-off) coordinated by specific volunteers from the parent community.

12. PRC Funds and Fundraising

12.1. The PRC raises funds to support the facilities and resources of the school. The PRC is free to create fundraising events with the approval of school management.

12.2. Fundraising events should be linked to specific fundraising projects which can be determined either by the PRC or the organising PRs

12.3. School management and/or Student Representatives may request funds. Requests should be made using the Funding Request Wish List form, sample attached.

12.4. The PRC will consider funding / fund-raising priorities at least once per year. Requests must be sent to the PRC Chairperson and PRC Treasurer at least 2 weeks prior to the meeting at which Fund-raising priorities are to be considered. Any single request should include details of valid price comparisons and be circulated to all PRs at least one week prior to the meeting at which funding priorities will be considered.

13. Future Amendments

13.1. These Procedures may be amended with a majority agreement of the PRC at any PRC meeting.

14. Document History

14.1. These Procedures were re-worked November 2016 by PRC working group (Jennifer Gilmore, Elisabetta Carvanna-Hartleb, Toni Cassisi, Pam Paton, Sandra Razzaghipour)