

Parent Representative and Parent Representative Council Policy

1. Scope and Definitions

- 1.1. All parents and guardians of a student in a class from Preschool to Class 12 at the German International School Sydney (**GISS**) are considered to be the Class Parents of that class.
- 1.2. Each class elects Parent Representatives (**PRs**). All Parent Representatives together form the Parent Representative Council (**PRC**).
- 1.3. The authority of the Board of the GISS and the School Management remains unaffected by this document.

2. Responsibilities of Parent Representatives

- 2.1. To identify and serve the requirements of the Class Parents in order to produce a positive school atmosphere.
- 2.2. To represent the interests of the students and Class Parents and 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 from Class Parents to the attention of the teacher, the Principal, the PRC or the Board as appropriate.
- 2.5. To receive and forward any class information from the Principal or class teacher or the PRC office bearers to the Class Parents.
- 2.6. To distribute minutes of the parents and teacher meetings to the Class Parents and teacher of the class.
- 2.7. To participate in PRC meetings, including
 - a. representing the interests of the students and parents in an objective manner;
 - b. contributing constructive ideas, suggestions and opportunities for improvement.
- 2.8. To take responsibility for tasks or roles within the PRC.
- 2.9. To familiarise themselves and their respective Class Parents with the values, policies and procedures of the school.
- 2.10. To facilitate an active parent body, a greater sense of class community and social integration.

3. Election of Parent Representatives

- 3.1. At the beginning of each school year and prior to the first parents and teacher meeting, the PRC Chairperson ensures that this policy and related documents are distributed to all parents. Aim is to ensure that Class Parents understand the role of Parent Representatives (PRs) and the role of the Parent Representative Council (PRC) prior to the elections.
- 3.2. At the first parents and teacher meeting of the school year the Class Parents of each class elect two Parent Representatives (PRs). The preschool can elect three PRs.
 - a. Nominations are taken for the positions (re-election is permitted; employees or members of the Board cannot be elected as PRs).
 - b. Voting takes place in written form to elect the two PR.
 - There is a maximum of one vote per child.
 - The two nominees with the most votes get elected.
 - In the case of a tie between three or more nominees the ballot is to be repeated.
 - c. Voting is valid when more than half of the students of the class are represented by one or more Parent. If this is not the case, another meeting is held within two weeks, at which voting is valid regardless of numbers present.
- 3.3. The election result is communicated at the meeting to the Parents and the Class Teacher and to the School Administration the following day by the Class Teacher.
- 3.4. The PR role continues until elections are held the following school year unless the PR resigns from the position, the child leaves the class, the PR becomes a GISS employee or the PR is elected as a member of the Board. In the case a PR role is ended early the Class Parents elect a replacement at the next parents and teacher meeting.

4. The Parent Representative Council

- 4.1. The PRs form the Parent Representative Council (**PRC**). Regular PRC meetings enable PRs to be kept informed, to exchange opinions and to contribute to projects in order to improve the community of our school.
- 4.2. PRC Meetings are held roughly every 6 weeks (aim of 2 meetings per term).
 - a. PRC meetings are coordinated and chaired by the PRC Chairperson.
 - b. Besides the PRs and the PRC office bearers, additional meeting attendees include:
 - Representative/s of the Board
 - Principal and other school employees invited by the Principal
 - Other participants (e.g., Class Parents) by invitation of the PRC Chairperson

- c. A quorum for a PRC meeting to proceed requires at least half the classes in the school to be present (with one or more PRs).
- 4.3. Extraordinary PRC meetings may be convened as necessary by the PRC Chairperson. The PRC must meet within 14 days when a quarter of its members, the Board or the Principal request it in writing to the PRC Chairperson.
- 4.4. In the first PRC meeting of term 2 (the 3rd meeting of the year) the PRC elects the following office bearers:
- a PRC Chairperson
 - a PRC Deputy Chairperson
 - a PRC Treasurer
 - a PRC Secretary
 - a PRC Deputy Secretary
- 4.5. Nominations are taken for each position (re-election is permitted; PRs can be nominated for multiple positions but only elected for one¹) and voting takes place in written form.
- a. 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.
 - b. Each class has one vote, irrespective of the number of PRs present.
 - c. Each position is voted for separately (starting with the PRC Chairperson in the order as per 4.4). The candidate who receives the most votes is elected. In the case of a tie the ballot is repeated.
 - d. The election result is immediately advised to the PRC and notified to the Principal the following day by the PRC Chairperson.
- 4.6. The roles are held until the next elections in the next academic year unless an office bearer resigns from the PRC position or is no longer a PR, in which case a replacement is elected in the next PRC meeting.

5. Parent Representative Council Responsibilities

- 5.1. The PRC Chairperson is the representative of the PRC to the school community and coordinates discussions and requests between the PRC, GISS Management and the Board.
- 5.2. The PRC can give an opinion, make suggestions and provide support in areas affecting the school, including
- a. school governance documents;
 - b. school service;
 - c. use of space by the school;
 - d. furnishing of the school and teaching materials and books;
 - e. safety and student transportation;

¹ In the order of 4.4 (once a person is elected the nominations for the following elections for that person are cancelled). PRs can take back their nomination before the election of a position.

- f. events including fund-raising events;
- g. teaching and internal development issues.

5.3. The PRC can, for the welfare of GISS, undertake events as per the Events Policy.

- a. Any funds raised by the PRC should be linked to a specific goal² and approved by simple majority of the PRC members and school management.

5.4. The PRC manages its financials in alignment with the GISS values, ensuring compliance with legal and other requirements.

5.5. 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. The PRC can also seek advice from external sources in alignment with school leadership where there has been prior notification at a PRC meeting.

5.6. The Board and the Principal can approve projects proposed by the PRC and put questions and topics to the PRC to discuss when these affect the school as a whole and/or request co-operation of the PRC for specific projects.

5.7. The PRC must be punctually informed in the following cases:

- a. a change in the School or its teaching methods;
- b. a change in teaching hours;
- c. introduction of new or removal of existing subjects.
- d. a substantial alteration of buildings, indoor/outdoor areas and their function.

5.8. The PRC informs the Board and the Principal of its activities.

6. PRC Procedures

6.1. The PRC can develop its own procedures as in the document 'Procedures for Parent Representatives and the Parent Representative Council' (**PRC Procedures**).

6.2. PRC procedures have to be adopted in a PRC meeting by a majority agreement of PRC members present.

6.3. PRC procedures must be consistent with the requirements set out in this policy and the overall GISS governance system. In case of differences this policy and the GISS governance system are the governing documents.

7. Future Policy Amendments

7.1. This policy may be amended with a two-thirds majority agreement of all PRC members present and the PRC Chairperson at any PRC meeting.

² Implementation of the goal (spending of the funds) has to occur in alignment with the GISS Delegations of Authority and the GISS governance system.

7.2. The amended document needs to be approved by the Board and School Management as per the GISS Delegations of Authority, to be formally adopted and become part of the GISS governance system.

Document Management

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