



مدرسة نور الديار الخاصة
NOOR AL DIYAR
PRIVATE SCHOOL

PARENTS COUNCIL POLICY

1.0 POLICY PURPOSE

The purpose of the Parent Council Policy is to develop parent empowerment and serve as a communication channel between the School and the families.

The primary activities of the Council shall be directed towards improving and expanding services to children and their families.

2.0 GENERAL STATEMENT OF THE POLICY

This policy consists of the procedures required to ensure effective participation of parents in developing school's educational services, and build up strong channels of communication between the school, and the parents.

3.0 POLICY PROCEDURES

3.1 Council's Activities

The Council activities includes, but not limited to the following:

- Provide a voice for parents, in school's activities, especially on issues that are important to their children educational life.
- Effectively involve parents in their children's learning and in the life of the school.
- Support the school in improving its services.
- Promoting student's skills, interests, knowledge and experiences.

3.2 Meetings

- The Council meetings schedule shall be reviewed and determined annually, dependent on the needs of the Council members.
- Regularly Scheduled meeting times shall be voted and shared within the Council at its first meeting.
- Special meetings may be called by the Chairperson to make necessary, immediate decisions.
- All meetings shall be conducted if the quorum is 60%. All issues requiring a vote shall be determined by a majority of those present. In the event quorum is not achieved such meeting will be postponed for one week whereby the quorum at the postponed meeting shall be met by those present only. Absent members will be informed in writing of such postponed meeting.
- Three parent members can raise a meeting request at any time to the Chairperson where he will call for a meeting based on their request – number of meetings called by parent members should not exceed 4 per an academic year, maximum overall meeting allowed to be conducted by the Council should not exceed 8.

3.3 Roles & Responsibilities

The roles and responsibilities of the Council's members are as follows:

3.3.1 Chairperson:

- Chair the council meetings and in case of his absence for any reason the Deputy Chairperson shall perform the duties of the Chairperson.
- Arrange for meetings whether online or offline, minimum of four (4) per School year.
- Prepare next meeting agenda in consultation with the Council members.
- Regularly keep up-to-date with information and share at Council meetings.
- Ensure that minutes of Council meetings are recorded, signed and kept at the administration office.
- Regularly report on the status of Council recommendations.
- Communicate with Council members.
- Facilitate the resolution of conflict.
- Communicate with School Board of Directors on behalf of the Council.
- Appoint special committees to perform specific tasks. Duties and functions of the specific committees shall be specific, and shall cease upon completion of the assignment.

3.3.2 Parents Representatives Member:

- Participate in any committees established by the School Parent Council.
- Contribute to the discussions of the Council.
- Collect the views of other parents and members of the community to share with the Council.
- Communicate information back to other parents.

3.3.3 Staff Representatives:

- Contribute to the discussions of the Council.
- Collect the views from their staff groups to share with the Council.
- May participate in any committees established by the Council.
- Communicate information back to their staff groups.

3.3.4 The Minute's Recorder:

- Responsible for sending meeting agenda and meeting invitations.
- Responsible for recording minutes in every meeting, and distributing the minutes after approval.
- Responsible for all correspondence, as approved by the Council and the Chairperson.
- Use of technology effectively, e.g. establish e-mail distribution list etc. to stay connected with Council members.

3.4 Council's Agenda Items

- Students' welfare.
- Students' activities and competitions.

- Academic issues.
- Development aspects.
- Health and Safety procedures at School.
- Communication strategy.
- Other relevant issues that might be raised by parents with the acceptance of the Chairperson.