

## Policy: Parents Committee Structure & Functions

### PURPOSE

The purpose of this policy is to outline the structure and function of the parents committee, as well as its responsibilities and role within the school community.

### OBJECTIVES

The Parents Committee is a cabinet from the parents' body that serves as voice for the parent body and strives to support the school administration in achieving its mission through the following:

1. Participating in the development of the school by representing the views of parents on school policies and procedures.
2. Organizing and engaging in school events and activities to promote welfare of the students, taking into consideration adherence to the values, morals, norms and traditions of UAE society, and compliance with policies through appropriate and effective oversight.
3. Promoting a collegial school environment and school spirit amongst parents.
4. Creating links and partnerships between the School and the wider community.
5. Representing the parents in official school events, inspection visits, and other official meetings or activities as required by the school administration.

### REPRESENTATION

The Parent Committee members should consist of dedicated parents who are ready to promote student welfare, the school mission, and the school spirit as a whole. The Parents Committee is established at the beginning of every academic year. Parents who wish to take part will contact the school and express their interest to join.

- An effective Parents Committee shall consist of members of good moral character and standing and with skills and initiatives to promote the school and student welfare.
- The Committee shall consist of a Chair, Vice Chair, Secretary and Treasurer. Members can nominate themselves to the positions. In the initial meeting, members vote for the nominees and appointments are accordingly made.
- The Parents Committee shall comprise a number of members, being not less than five and not more than nine members, including the Chair.

- Members of the Parents Committee should not use their presence on the Committee to defend their personal interest or the interests of their children, but rather to contribute their thoughts and insights to serve all students and achieve the School's objectives.

## **MEETINGS**

- The Committee shall meet at least once every month or as requested by the Committee's Chair. Meeting Minutes should be recorded for every meeting.
- Decisions of the Parents Committee shall be made by a majority of those members attending. In case of equal votes, the side of the Chair shall prevail. All decisions will require the final approval of the Principal, and in some cases, the Board of Trustees.
- All meeting minutes of the Parents Committee shall be recorded and made available for the administration when required or requested.
- The School Principal, as well as other members of the administration, will attend the Parent Committee meetings, when required, in order to support in planning for events, activities and initiative, in decisions to be taken, and provide approvals for actions and steps to be taken.