



EDWIN PARR COMPOSITE COMMUNITY SCHOOL



PARENT ADVISORY COMMITTEE TERMS OF REFERENCE

NAME OF COMMITTEE	The committee shall be known as the “Edwin Parr Parent Advisory Committee.”
PURPOSE OF THE COMMITTEE	<p>To build collaborative relationships and build meaningful, two way communication between parents / students / administrative personnel.</p> <p>It is a structured group of parents, principals, trustees, teachers, and community representatives whose purpose is to advise the principal and the school board of respecting matters relating to the school.</p> <p>It is a means for parents and community members to work together, with the school, to support and enhance student learning, and their environment.</p> <p>It is designed to assist in increased engagement, to better support our students, and school personnel, and is a vehicle to support meaningful parental involvement in decisions that affect the school and it’s operations.</p> <p>School council provides the venue for parents to reflect the wishes of the broader community for the education of it’s students and to actively participate in giving advice and support to the principal in the operations of the school.</p> <p><i>*Please review the “School Council Resource Guide” developed by ASCA (Alberta School Council Association) for further information on Schools Council Do’s and Don’ts. *</i></p>
EXECUTIVE MEMBERS	<p>The committee shall be made up of:</p> <ol style="list-style-type: none">1) CHAIR2) VICE-CHAIR3) SECRETARY4) DESIGNATES / PARENTS / COMMUNITY MEMBERS / STUDENTS



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DUTIES OF EXECUTIVE MEMBERS

Chair

It is expected that the school council chairperson will be a parent of a student attending the school. The chair should be someone who can work collaboratively and knows how to organize both programs and people. The chair should actively encourage others to become engaged in meaningful ways.

Typical chairing duties include:

- chair all meetings of the school council
- coordinate with the principal to establish meeting agendas
- ensure that the operating procedures are current and followed
- be the official spokesperson of the school council
- ensure there is regular communication with the whole school community
- stay informed about school board policy that impacts school council
- comply with the *School Councils Regulation* by providing the school board with an annual report that summarizes the school council's activities for the previous school year.

Chair's Relationship with the Principal:

- The chair's role is key to the success of the school council. An important responsibility is regular and ongoing communication with the school principal. This relationship of mutual trust and respect must be nurtured and supportive of common goals for the school community.

Vice-Chair

The vice-chair's duties are, in the event of resignation, incapacity or leave of absence of the chair, to fulfill the chair's responsibilities, and in the absence of the chair, supervise the affairs and preside at meetings of the school council.

Secretary

The school council secretary typically acts as a recorder at each meeting and ensures that the minutes are prepared accurately to reflect the directions agreed to at the meeting.



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Designates/Parent Guardians/Students/Community Members

Parents of children enrolled at the school form the majority of the members of school council, and:

- encourage participation of parents and representatives from the school community
- share their professional knowledge, expertise and life experience
- encourage feedback and participation from community groups and individuals
- communicate information of interest to the school council and the school community
- share information from school council meetings with the community
- have a clear understanding of the school council objectives
- attend school council meetings and create an inviting environment
- identify possible topics for agendas and recommend training sessions on school council effectiveness

School councils are encouraged to have a community member attend meetings. The community representative can play a strong role in bringing the community perspective into the school. The member helps the school and school council build partnerships with the larger community and, in many instances, acts as a resource to promote cooperative ventures between community and school to enhance student learning. The student is the centre of the education system and, in high school, has an important role to play as a participant on school council. A student presents the student perspective on issues, helps with school policies, seeks other students' views to share with school council and communicates school council's information to fellow students

TERMS OF OFFICE

The executive has no set terms of office. Once elected, it would be expected that the committee member would complete that school year. If under certain circumstances that board member must step down, the board will attempt to fill with volunteers and hold official elections at upcoming AGM.

QUORUM/VOTING

The committee will vote if unable to unanimously come to resolution. This will be based on majority rules format.



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- CONFLICT RESOLUTION** If conflict should arise, the chair and Principal will discuss at separate meeting and then bring to committee for final resolution.
- RECORDS** The secretary of the committee will take accurate minutes and said minutes will be reviewed by the chair. The minutes will then be passed to school administrative personnel decided upon by the principal, to ensure accurate and reliable information sharing for school/community personnel. They will post on social media & the website.
- AGENDA** The agenda will be created by the Chair and reviewed by the principal at least 7-10 days prior to scheduled meeting. It will then be sent out to the board and parents for review. The administrative support designated to the committee, by the principal, will then assist with preparation for the upcoming scheduled meeting.
- MEETINGS** Meetings will be held every 2 months during the current school year in correlation with the fundraising committee. These meetings will occur at 7pm the 1st Monday of every month, unless there is no school due to holiday / PD Day. It will then be held the Monday afterward.
- The meetings will be kept to a 60 minute duration, or as close as possible, and will consist of Chair or Vice Chair, Secretary +/- or designates.
- There will be a school administrator representative (ex. Principal, Vice-principal), if possible at most, if not all meetings. Their contribution to the meeting may be done via email/hybrid as necessary.
- There will be a school board trustee at most, if not all meetings. Due to conflicts in scheduling their contribution to the meeting may be done via email/hybrid as necessary.
- There will be a Fundraising Committee representative at most, if not all meetings. Their contribution to the meeting may be done via email/hybrid as necessary.
- Parent and Student feedback will be added to the agenda for discussion / or to be tabled until the next scheduled meeting as necessary.

