

Role of Parent Delegates

Introduction

The International School of Toulouse recognises the vital role that parents play in their children's education and that it is important to obtain an objective opinion from parents on school matters as valued partners in the work of the school.

The fundamental purpose of the Parent Delegates is to provide a structure for ongoing, consistent and open communication between parents and the school.

Parent Delegates are responsible for representing the views of the parents in their respective year groups.

A spirit of co-operation, of working together for the benefit of all the children of IST, together with mutual respect is essential for the success of the organisation.

Elections

- Prior to the end of the school year elections will take place for Parent Delegates for the upcoming academic year.
- Where possible there should be one Delegate elected for each class across the school.
- Where possible there should be at least two experienced delegates amongst the Primary Parent Delegate group and at least two experienced delegates amongst the Secondary Parent Delegate group.
- The School will manage the election process for Parent Delegates ensuring clear lines of communication with the current Delegates.
- All parents are eligible to stand for election as a Parent Delegate.
- The name, contact details photo and brief 'pen portrait' of the elected Parent Delegate for each Year Group will be available on the website.
- The initial term of office is for one school year, but existing Parent Delegates may stand for election in subsequent years.
- Following elections the Parent Delegates for Primary and Secondary should meet to elect a Chairperson who will act as the liaison point with the respective Head of School re the agenda and minutes of meetings.
- If the current chairperson of the Delegates leaves the school before the end of the school year the Delegates can provide a replacement nominated by the current Parent Delegates.
- If a delegate has to relinquish their position for personal reasons the Delegates of that year group can propose a replacement to their year group, when agreed, a replacement can stand without the full re-election process taking place.
- A parent delegate may be re-elected and will usually serve for a maximum of 3 years as a Primary Delegate and/or a maximum of 3 years as a delegate in Secondary (a total of 6 years across Primary and Secondary). An exception can be made if no alternative parent wishes to stand.

Organisation of Meetings

- Parent Delegates of each School will meet with their respective Head of School at least once each half term. Should the need arise an exceptional meeting may be held at the request of the delegates or the school.
- The Principal and the President of the Board of Directors can be invited or may attend any of the meetings. The Principal should attend at least one Parent Delegate/School meeting each year.
- The Head of School will set the dates for meetings and the dates of the meetings for the year in advance will be posted on the School Calendar.
- Parents should forward agenda items that they would like to be put on the meeting agenda to their Parent Delegate at least three weeks in advance of a meeting with a brief explanation of why they want the particular point raised

- Delegates should forward agenda items to the Chairperson at least ten days in advance of the meeting.
- The chairperson will ensure agenda items are appropriate and will forward these to the Head of School at least five working days in advance of the meeting.
- The Head of School may add items to the agenda.
- The final agenda will be agreed, in advance, between the Chairperson and Head of School. Once agreed, no additional items may be added to the agenda. In exceptional circumstances an additional item may be included on the agenda after this date with the agreement of the Head of School.
- Where appropriate, to enhance the discussion, a member of staff or parent may be invited to a meeting with the prior agreement of the Head of School and the delegates
- Publication of the minutes of meetings with School Heads is the main vehicle for dissemination of information from the Parent Delegates to parents and as such minutes will be produced and forwarded to the appropriate Head of School for approval before being posted on the School website.
- The Parent Delegates will meet with the School Leadership Group and the Board of Directors twice per year in November and April.
- At the end of June there will be an informal meeting at school for the Parent Delegates along with Heads of School and Principal.

Responsibilities of a Parent Delegate

The Parent Delegate has the following responsibilities:

- Serves from June one year to June the following year and may be re-elected up to a maximum of three years.
- Represents the views of parents at meetings with Heads of School.
- Must endeavour to represent the collective view of the Year Group parents not his/her own individual viewpoint.
- Works with confidentiality and impartiality - and in a spirit of co-operation.
- Ensures that he/she declares any conflict of interest before topics are raised, discussed and agreed upon.
- Communicates with Parents of the Year Group outcomes of matters discussed in meetings with the Heads of School, subject to confidentiality.
- Ensures that information and decisions of meetings are formally and promptly reported back to parents via the minutes.
- Assists Senior Leadership Group in gathering information from Parents on specific topics as requested.
- Assists with organising elections and subsequent hand-over to incoming Parent Delegates before the start of the new academic year.
- Endeavours to be present on the induction day for new students in September and at other School events as requested
- Acts as the first point of contact for parents who are new to the community for all questions and assistance that is not directly related to School matters.
- Please note that where a concern is specific to an individual child, the parent of that child should speak directly to the teacher or Head of School and ultimately the Principal. Should the parents request the support or advice of a parent delegate then they may exceptionally ask the Parent Delegate to accompany them to a meeting.
- The Parent Delegates will not reveal personal e-mail addresses to other parents when sending out information, blind copy will be used.
- The school will help the Parent Delegates keep an up-dated list of all students in their year group. When possible the school will also help in gathering relevant information to allow the Parent Delegates to contact their year group parents.

Responsibility:	School Leadership Group
Audience	Board, Parents, Staff
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