



## **PARENT ADVISORY GROUP** **CONSTITUTION**

**Our Lady's School Advisory group is a representative body of the school community. In consultation with the Principal, it assists in several areas of decision making that impact our school community.**

### **MISSION**

Our Mission is to assist in the provision of quality education in an environment that is conducive to learning and to the development of truly Christian values with the support of parish, staff, students and parents/guardians.

### **SCOPE**

In a spirit of cooperation, the Group offers advice and assistance to the Principal on matters pertaining to education at Our Lady's School.

### **OBJECTIVES**

- To be actively involved in supporting the Catholic identity of the school community
- To support communication between parents, Principal, staff and students
- To develop school-community relations
- To encourage school / home liaison
- To support communication between parents, Principal, staff and students.
- To give advice around the formulation of policies and their development.

### **ROLE OF ADVISORY GROUP MEMBERS**

- Attend Advisory Group meetings
- Discuss agenda items and assist in the decision making process
- Help organise and coordinate any relevant activities and projects
- Discuss and ratify policies at Our Lady's School level
- Maintain the confidentiality and integrity of the group
- Be mindful that discussion should reflect the views of the whole school community and that decisions made should reflect its needs
- Parent members to represent the views of the parent body
- Liaise with the parent community
- Staff members to represent the views of school staff

### **MEMBERSHIP OF THE ADVISORY GROUP**

- Principal and Deputies
- Parents - open to all parents
- Teachers - on invitation from the principal

### **FORMATION OF SUB-COMMITTEES**

Sub committees may be established by the Group to undertake specific tasks when the need arises.

### **OPERATING GUIDELINES**

- The Principal sets the agenda. Items for the agenda, based on the minutes of the previous meeting, are asked to be submitted one week before the meeting. Other agenda matters must be put in writing and forwarded to the Principal a week before the meeting. Matters presented in less time will be agendaed at the discretion of the Principal.
- Minutes of meetings will be forwarded to the Principal at least a week before each meeting.
- Written reports are to be prepared and submitted one week before the next scheduled meeting.
- Agenda and any relevant documentation are to be sent out a week before the meeting

**Updated August 2020**

