

Parent Community Association and Class Representatives System

PCA

Purpose:

This organisation is to support students, parents and staff and school or parent community service partners. This is achieved through independently, jointly with school staff or assisting school in the running of social events for the community. This organisation has primarily a social function and is about bringing our community closer together.

Structure:

The PCA should have a chair, secretary and treasurer (vice chair is optional) and a committee made up of elected members and co-opted school staff (principal, vice principal and head of administration) with other co-opted members specific to certain events.

All members of the school community (parents and staff) are automatically members and can stand for elected positions or vote for them.

The PCA has an agreed constitution.

The PCA committee should meet every 6 weeks.

The PCA should have an annual AGM.

Class Representatives system

Purpose:

This body acts as a two-way communication system between school (classteachers/mentors and administration) and parents of a particular class. The Class Reps are a conduit for school messages to the parents to be sent in additional ways. Parents can also approach the Class Reps with issues they have that they might want to discuss with the school - in this case the Class Rep should use their discretion and inform the parent(s) of the correct person at school to approach or, if this is a generic issue amongst sufficient parents within the class, discuss this with school administration on their behalf. The Class Rep system should work for all stakeholders including the parents and school.

Structure:

There should be a maximum of 2 class reps per class. The class reps will meet as a group approximately every 6 weeks. A Lead Class Rep will be selected by the class reps and school to assist in coordinating Class Rep activities and work alongside the school's Class Rep Coordinator.