



OUR LADY'S SCHOOL PARENTS ADVISORY BOARD (PAB)

Membership

Open to all parents/carers – representing families

Principal (representing Parish Priest and School Community – children, families and staff)

School Leaders as required

Community members as invited e.g. Family-School Partnership convenor

Child Safety

It is an expectation that all Members of the Parent's Advisory Board (PAB) adhere to the Our Lady's School Child Safety Policy and Standards and understand that Our Lady's is a Child Safe School that promotes the safety, wellbeing and inclusion of all children.

Structure

Chairperson

Deputy Chairperson

Secretary

Currently the Parents and Friends Committee meets and reports regularly to the Principal who will pass on relevant information to the Parents Advisory Board

Vision for Parent Advisory Board

- To represent and to be representative of all parents and families, being inclusive and committed
- To share and live out the vision and the values of the school
- To be a rich source of wisdom and insight as well as working to strengthen community partnerships
- To consult and seek to achieve better outcomes for all members of the school community
- To be role models for others – maintaining a professional and confidential approach
- To make everyone feel included and welcome
- To be active listeners committed to working collaboratively
- To work proactively and positively for the school
- To represent the parent voice and the whole school community in a loyal and proper way
- To establish boundaries and protocols to operate by
- To at all times maintain confidentiality

Current protocols/agreements include:

Maintain a positive and proper tone for all our communication – in meetings and in representing the school.

Speak for the needs of all children and not our personal concerns (individual matters are to be discussed with the school leaders and teachers).

Agenda is set by the Chairperson in consultation with the Principal. All parents attending are welcome to add items to the agenda. New agenda items are tabled and then placed on the agenda of the next meeting.

Meetings start at 7.00pm and end at 8.00pm.

The chairperson communicates matters to the school community via Parent Advisory Board Newsletter article. Please email to: jhill@olsunshine.catholic.edu.au

The principal follows up matters with the staff and the whole community.

The secretary records and distributes the notes of the meeting to all attendees and apologies.

Proposed agenda items must be emailed to the Chairperson / Deputy Chairperson / Secretary 1 week before the scheduled Board Meeting.



Role Descriptions

Chairperson

The Chairperson's position carries a task of trust and responsibility and requires skill and time. The Chairperson should exercise authority with tact, be impartial and open to other points of view.

The main role of the Chairperson is to:

- Be the main representative/spokesperson for the Parents Advisory Board
- Liaise with the Principal to finalise agenda items for the next meeting and advise the Secretary to distribute the agenda and required pre-reading at least 3 business days before the next meeting
- Be the main contact for agenda items
- Open the meetings punctually and ensure the agenda is followed
- Ensure those present at the meeting have the opportunity to discuss each item on the agenda prior to a decision being made
- Work towards a collaborative approach with other members of school community
- Be mindful of timelines, keep discussions on track and keep meetings moving

Deputy Chairperson

The responsibilities of this role will be to:

- Support the Chairperson in the coordination of the meetings (i.e. pre-reading / pre-work, etc.).
- Support the Chairperson in the running of the meeting by ensuring timelines are adhered to, and discussions are on track.
- Assume the responsibilities of the Chairperson or the Secretary in the event either one is unable to attend the meeting.

Secretary

The Secretary is very important to the efficient operation of the Parents Advisory Board.

Duties and responsibilities include:

- Taking minutes at Parents Advisory Board meetings
- Photocopying and distributing minutes to Committee members along with agenda prior to the next meeting
- Dealing with any incoming/outgoing correspondence

Committee Members

Committee members have a responsibility to:

- Attend Parents Advisory Board meetings as regularly as possible and send apologies if unable to attend
- Help organise Parents Advisory Board activities and projects
- Work towards the best possible outcomes being achieved
- Be mindful that discussions should be on topics which are relevant to the whole school community
- Facilitate and nurture positive home/school relationships within the parent community



Parents Advisory Board

Expression of Interest Form

Expressions of Interest are invited for the Our Lady's School Parents Advisory Board 2022.

I, (your name) _____

Parent of (name and grade of your eldest child):

Contact number: _____

Contact email: _____

Am interested in becoming a member of the Our Lady's School Parents Advisory Board in 2022.

Signed: _____

Date: _____

***ALL EXPRESSIONS OF INTEREST FORMS ARE TO BE HANDED TO
THE PRINCIPAL***