

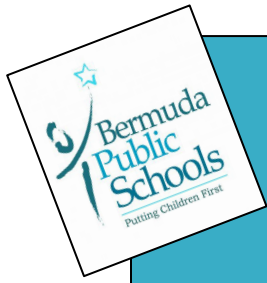


HOW TO SET UP *a Parent Council*

This is a step-by-step guide for parents who want to set up a parent council for their children’s maintained primary or middle school. The deadline for setting up a parent council is October 1st.

Step 1	Create a working group¹ <ul style="list-style-type: none"> • At least 3 parents of children attending the school must form a working group with the intention of setting up a parent council. • The working group should consider particular interests or skills that should be represented and how many members they think should sit on the parent council. • These ideas can be discussed with other parents before a vote is taken to set up a parent council.
Step 2	Selecting a chairperson of the working group <ul style="list-style-type: none"> • A member of the working group acts as a chairperson and notifies the principal of the school that a working group to set up a parent council has been created.
Step 3	Calling a meeting to vote on a parent council <ul style="list-style-type: none"> • The chairperson calls a meeting for parents to discuss, deliberate and decide by majority vote if they would like to set-up a parent council. • The chairperson can work with the principal to ensure parents are notified of the meeting and its purpose.
Step 4	Voting on a parent council <ul style="list-style-type: none"> • A vote of parents is held at the meeting.² • If a majority vote for a parent council, then one can be set up. • If a majority vote against a parent council, then a parent council won’t be set up. • The working group must notify the principal and parents of the result of the vote. • If parents vote against a parent council, once the principals and parents are notified, then no further action is necessary.
Step 5	Voting on the chairperson and other members <ul style="list-style-type: none"> • If parents vote for a parent council, the chairperson of the working group should explain to parents the nomination procedure for membership. • Parents determine by a majority vote the members of the parent council, including the chairperson of the parent council, who must be a parent. • Membership must include: a parent chairperson, two other parents, a teacher or counsellor, a community member and the principal (ex-officio).³ • Once the parent council is in place, the working group is dissolved.
Step 6	Notification of parent council establishment and membership <ul style="list-style-type: none"> • The chairperson of the parent council should ensure that the parents, principal and Commissioner of Education are notified that a parent council has been established, the name of the chairperson and the other members of the parent council.

¹ The “working group” is referred to as a “provisional parent council” in the Education (Parent Council) Rules 2015.
² If there is a tie vote on the setting up of the parent council and/or on the chairperson and other members, the chairperson of the working group will cast an additional vote to break the tie.
³ The parent council may have additional members, as long as more than half of the total membership is made up of parents.



HOW TO SET UP *a Parent Council* CHECKLIST

Checklist of Requirements to Set Up a Parent Council		Yes	No
1.	A minimum of 3 parents form a working group to set up a parent council.		
2.	One of the parents on the working group acts as its chairperson.		
3.	The chairperson notifies the principal that a working group has been established.		
4.	The chairperson of the working group works with the principal to call a meeting of the parents of the school to vote on setting up a parent council.		
5.	Parents are made aware that the purpose of the meeting is to discuss, deliberate and vote on whether or not to set up a parent council.		
6.	A vote is held by parents at the meeting on whether or not to set up a parent council. The vote is by a majority of parents present at the meeting.		
7.	If parents vote against setting up a parent council, the parents of the school and principal should be informed and the working group is automatically dissolved. No further action is necessary.		
8.	If parents vote to set up a parent council, the chairperson of the working group explains to parents the nomination procedure for membership on the parent council and nominations are made.		
9.	Parents vote on the chairperson and the other members of the parent council. The provisional parent council is dissolved.		
10.	The chairperson of the parent council notifies the Commissioner of Education, principal and parents that a parent council has been established and the names of the chairperson and the members.		