

**ST THOMAS AQUINAS  
SCHOOL COMMUNITY COUNCIL**

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**COMMITTEE TERMS OF REFERENCE**

**Name:** Parent Support Committee

**Members:** Name of Co-Ordinator: Amelia Swinbourn  
Name of Parent Class Representatives [to be inserted]

**Goals:**

1. To facilitate communication and foster collaboration between the School Community Council (SCC) and the parent community and between the parents themselves.
2. To provide a forum for the pastoral care of parents.
3. To promote parents and carers as partners in education with the school, Parish and community.

**Deliverables:**

- Provide advice to the SCC where required (For example, the SCC would require input from this Committee on issues concerning uniform policy)
- Report to each SCC meeting on the activities of the Parent Support Committee

**Scope / Jurisdiction:**

The Parent Support Committee has been established to facilitate communication between the SCC, Parent Class Representatives and parents and carers and provide advice to the SCC where it is required. The aim of the Committee is to connect parents with parents, particularly new parents to the school.

The Committee is responsible for its own internal operations and is to establish its own processes. For example it may wish to have a monthly meeting with an agenda sent to the members of the Committee which sets out the issues that the Parent Class Representatives wish to discuss for that meeting.

The Committee may make decisions for its own purposes. For example it may decide it wishes to provide a member of the parent community with assistance but it cannot make decisions on behalf of the SCC.

The Committee will be required to provide a report to the SCC at its meetings.

## **Guidance from the Board / Lead Group:**

The Parent Support Committee is able to seek information or guidance from the SCC wherever necessary.

The Committee should meet as little or as often as members agree. Arrangements may also be made outside of meetings by phone and email, Facebook or whatever works for people.

However it is recommended that the Committee meet at least once a month to discuss any concerns or issues arising within the parent community and to prepare the report for the SCC. It is envisaged that the Committee itself may be able to resolve issues or concerns or in the alternative be in an informed position to report to the SCC on any issues or concerns.

Where any systemic and/or sensitive pastoral care issues concerning parents of the school come to the attention of the Committee it should seek advice and assistance from the Principal. Committee members should be discrete and aware of sensitivities concerning such issues.

The Co-ordinator of the Committee is invited to attend SCC meetings to seek input and present reports. The Committee must present a full written report at each advertised SCC Meeting. The report should include any expenditure. At least three (3) days prior to the SCC Meeting the report should be given to the Secretary of the SCC to enable the report to be given proper consideration.

### ***Role of Parent Support Committee Co-ordinator***

As the name suggests this role is a critical conduit role involving meeting with the Parent Class Representatives to ensure a forum is provided where those representatives can raise issues or concerns.

The Co-ordinator will be responsible for ensuring that all communications and information obtained from the SCC and also from other Parent Class Representatives is shared amongst Committee members and for reporting to the SCC about the outcomes of meetings.

The role will also require the collation and distribution of contact details for new families to the appropriate Parent Class Representative.

### ***Role of the Parent Class Representatives***

- Liaising with your class teacher and all parents or carers of children in your child's class, especially new parents to the school
- Communicate with other Parent Class Representatives via the Committee
- Communicate information from the Committee meetings to parents of your class.

### **Resources and Budget:**

The Parent Support Committee is to be given a budget of \$200 per term by the SCC. The money is to be used primarily for the purposes of pastoral care of the parents; however the Committee will have the discretion to use the funds as it sees fit. The Committee should approach the SCC if further money is required.

For any money expended receipts must be given to the Treasurer of the SCC at the end of each term.

Any remaining money should also be given to the Treasurer at the end of the school year.

### **Governance and Reporting:**

- Minutes should be taken at each meeting, distributed to all members of the Parent Support Committee, with a copy lodged in the Committee's Folder kept in the front office of the school
- Decisions of the Committee must be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice)
- A report must be provided to the SCC at each SCC meeting. The report to each SCC meeting should provide an overview of the activities of the Committee, outline any requests to or from the SCC and any issues that have arisen since the last report
- The Coordinator should maintain a folder of reports and activities to assist in the planning of future events.

### **Additional Notes:**

The Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the members of the Parent Support Committee and SCC.