

## **AHES Parent Council Guidelines**

Al Huda Elementary School's Parent Council is an annually elected parent body whose mandate is to support and further AHES' vision and mission.

### **Goals and Objectives**

- a) Support initiatives to encourage the improvement of student achievement and school performance.
- b) Engage the parent body to create a strong school community.
- c) Provide constructive feedback to the Principal and School staff on matters of importance to the school community

### **Membership**

The Council will be composed of:

- a) Up to Six parents/guardians of children in the school who are elected to the Council.
- b) One teacher employed in the school, to be elected by the teaching staff of the school.
- c) The Principal and/or his/her designate.
- d) One Al Huda Institute Representative (as appointed by the Institute).
- e) One student representative, where feasible.

### **Elections**

Elections will be held at the start of every school year.

Parents/Guardians can nominate others, or themselves by completing a Parent Council Nomination form (available on the website) and handing it in by the announced deadline.

After the nomination period has ended, sufficient notice will be given before the election date. Parents may vote at anytime during the election day. All voting must be done in person, no proxies will be allowed.

The results of the election will be promptly communicated with the parent body.

### **Specific Roles**

Specific Roles within the Parent Council are designated as follows. These roles will be elected by the council at the first meeting of the year.

#### Chairperson (must be a parent)

- Arrange for Council meetings;
- Prepare agendas for Council meetings;
- Chair Council meetings;
- Ensure that minutes of Council meetings are recorded and maintained;
- Facilitate conflict resolution within the Council;
- Communicate with the Principal on behalf of the Council;

#### Secretary (must be a parent)

- Complete records of all meetings in a timely manner;
- Assist the Chair in the distribution of minutes to all Council Members, ensures minutes, (once approved) are available to the parent body;
- Coordinates Council communications to the parent body via the school administration

#### Treasurer (must be a staff member)

- Handle receipt and disbursement of Council monies;
- Keep proper records of all financial transactions;
- Arrange for verification of the Council's financial records in June of each year;

#### Principal

- Provide guidance to Council;
- Facilitate and support its operation;
- Provide such information and advice as would enable members to function effectively in their respective roles.
- Must sign off on final council decisions

### **Meetings**

Meetings will be held once a month at mutually agreed time. Meetings cannot take place without the Principal or representative present. Additional meetings can be called with the approval of the Principal or representative. Parent Council members will not enter school for any parent council related activities without prior approval of Principal or his/her representative.

### **Finances**

- All parent council funds are the property of Al Huda Elementary School.
- Funds collected will be remitted to the AHES office, and a ledger will be maintained and available to the Council at all times.
- Expenses incurred by the council will be remitted to the school administration for reimbursement from the Council Fund.
- In the case of fundraising for a particular initiative, the money raised will be deposited into the council fund, and from there, moved towards the specific initiative.

## **Conflict of Interest**

A conflict of interest may be actual, perceived or potential. Members of Council should declare any conflict of interest in matters that they, members of their families, or business entities in which they may have an interest, stand to benefit either directly or indirectly by decisions of Council.

Members should exclude herself/himself from discussions which:

- A conflict of interest is likely to result.
- The Member's ability to carry out his/her duties and responsibilities as a Member of Parent Council may be jeopardized.
- The Council Member, his/her relatives, or a business entity in which the Member may have an interest, may gain or benefit either directly or indirectly as a result of actions that may be taken by the Principal or board in response to advice that the Council provides to the Principal or board.
- A Member shall not accept favours or economic benefits from any individual organizations, or entities known to be seeking business contracts with the school.

## **Social Media/on-line communication**

Social media for the Council is to be managed by school administration on behalf of the council and the council secretary.

All social media and on-line communication will:

- Adhere to all Anti-spam legislation and AHES on-line Code of Conduct;
- Not compromise privacy of any parent/guardian of council or the school; and
- Be shut down at the discretion of council or school administration.

## **Limitations**

While the council is encouraged to provide constructive feedback to the school administration, the parent council does not have a role in mediation of specific parent complaints. For complaints and concerns all parents and guardians are encouraged to use the established AHES Complaints Process. Additionally, recommendations from the Parent council help to inform school administration decisions where and when appropriate, however, the parent council cannot independently develop or enforce policy. The school administration reserves the right to modify or amend these policies at any time.

## **Code of Ethics**

In addition to the guidelines above, all Parent Council members shall:

- be guided by the mission statement of the school and Islamic values,
- act in accordance with school policies,
- practice the highest standards of honesty, accuracy, integrity and truth,
- be inclusive,
- recognize and respect the personal integrity of each member of the school community,
- encourage a positive atmosphere in which individual contributions are encouraged and valued,
- consider the best interests of all students,
- respect and maintain the confidential nature of the meetings, school business and respect limitations this may place on the operation of the school,
- not disclose confidential information,
- limit discussions at parent council meetings to matters of concern to the school community as a whole,
- use the appropriate communication channels when questions or concerns arise,
- promote high standards of ethical practice within the school community,
- accept accountability for decisions,
- not accept payment for parent council activities.