





POLICY 30

Parents' Committee Constitution Policy

For Ta'allum Schools







Approvals

The signatures below certify that this policy has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Reviewed by	Sheldon Smith		Principal- AJA	6/12/16
Reviewed by	Steven Middleton	Viel	Principal- AMAB	8/12/16
Reviewed by	Maha Teema	Malaz	Principal-AMAG	11/12/16
Reviewed by	Sheila Thompson	Single	Vice Principal - AJA	6/12/16
Reviewed by	Dr. Mohammed Saefan	Sack .	Education Director	11.12.16
Approved by	Ahmed Al Mannai	and a	CEO	11-12-16

Amendment Record

This Policy is reviewed to ensure its continuing relevance to the systems and processes that it describes. A record of contextual additions or omissions is given below.

Page no.	Context	Revision	Date







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Ta'allum Vision, Mission and Motto

Ta'allum Group's Vision

We aspire towards being a progressive institution of learning experiences by offering a quality education based on an Islamic ethos that aims to serve humanity.

Ta'allum Group's Mission

To establish premier educational institutions which are committed to a unique brand of holistic education.

Our goal is to help every child to learn and acquire Islamic knowledge alongside building a solid foundation in all academic subjects. This will help them develop and gain true Islamic values and thereby make a valuable, correct moral and social contribution to the community in which they live.

Ta'allum Group's Motto

"Creative learners today, our future leaders tomorrow"







Parents' Committee Constitution

The Ta'allum Group is a group of Premier Educational Institutions which stands for dedication to education. With a decade of commitment to its unique brand of holistic education, the members of its academic fraternity represent its motto of excellence and quality service. Ta'allum has created a brilliant future for its students in the educational and training sectors and has carved a niche for itself within the state of Qatar.

Under the auspices of the Emiri Decree and aligned with recognised international educational standards, the Ta'allum Group is dedicated to expanding the knowledge economy of its citizen in the 21st Century. Ta'allum operates under GSSG, Ghanim Bin Saad Al Saad & Sons Group and runs three academies in Doha, Qatar. These include Al Maha Academy for Boys, Al Maha Academy for Girls and Al Jazeera Academy.

Overview

The purpose of the Parents' Committee (PC) is to provide a structure through which parents/guardians of children attending Ta'allum Group schools, can work together to provide the best possible education and school environment for the students. It may advise the Principal and the Board of Management in matters relating to the school.

Aims of the Parent Committee

- (a) To assist in furthering the Mission, objectives and Learner Outcomes of the school
- (b) To provide a forum to inform and consult parents regarding school policy, plans and activities
- (c) To communicate parents' views on such issues
- (d) To be part of the wider Ta'allum Group Parents' Committee, from time to time working on joint initiatives with other Ta'allum Schools Parents' Committees
- (e) To promote the national vision of the country and in so doing prepare students for future leadership

Role of the Parents Committee

The PC promotes the involvement of parents by endeavoring to support students, teachers and parents on an ongoing basis. In planning its activities, the PC consults with the schools Parents Committee Senior Leader (PCSL) who is the Vice Principal/ Principal of the academy, and Bi-annually with representatives from the Board of Management. The Parents Committee will not be involved in matters relating to the internal administration of the school.

Work Mechanism

- The PC meets once every month on regular bases.
- The PC may meets as per the request of the PCSL or the chair to discuss urgent issues.







- The PCSL chooses the timing of the meeting in consultation with the chair of the committee.
- The PC agree on recommendations by a majority vote of the present members and in case of equal voting, the vote of the chairperson prevails.

The Work of the Parents' Committee

- Monthly meetings will be held by the PC where activities will be discussed and planned in consultation with the wider parents' group
- A schedule of meetings will be published on the school website at the beginning of the school year
- The PC is responsible for seeing that activities are run efficiently and effectively
- The PC maintains effective communication with the school through PCSL
- The PC reports on its work at the Annual General Meeting and by publishing meeting agendas and minutes to all parents
- The PC manages and accounts for any funds collected by its fundraising activities
- The PC may, at its discretion, establish sub committees for whatever specific purpose it deems necessary. Each sub-committee should provide a monthly update to the PC.

It is not the role of the PC or its officers to pursue a complaint on behalf of an individual or a group of parents. However, in the case of a parent approaching the PC with a concern, they may refer the parents to the school's complaints procedure.

Membership of the Parents' Committee

All parents or guardians of students attending a Ta'allum Group school are automatically deemed to be members of the Parent Body (PB). The PC represents the PB. Their brief is to reflect the opinions of all parents at meetings with school management and to report the views of the school management as appropriate, at PB meetings, initiate and organize activities, hold meetings with the PB body to which the PCSL and the wider school leadership team will be invited.

Officers of the Parents' Committee

While all parents are part of the PB, not all can, or wish to be involved in the day-to-day business of organizing work. It is for this reason that an officer team is delegated with responsibility for coordinating the programme for work on behalf of the PB. The officers work as a team in order to be effective and communicate with, consult and involve as many parents as possible in the activities of the association. A major focus of this team should be to involve parents who do not wish to/are unable to attend meetings.

Expressions of interest for the officer positions should be sought from the PB prior to the first meeting of the year. Sufficient notice should be given to allow for all interested parents/guardians to come forward. In the event of more than one Expressions of interest being received of any/all roles, an election will take place at a General Meeting of the PB. Voting will be by secret ballot and those wishing to vote must attend this meeting.







Expressions of interest are welcome from parents who wish to positively support the school, are able to commit to attending monthly meetings and are willing to take an active role in the PC.

(See Parents Committee Expressions of interest form)

The officer positions are Chairperson, Deputy Chairperson, Secretary, Treasurer, Sub-Committee Co-ordinator, Public Relations Officer, up to four Supporting Officers.

Officer positions may be held for a one year term.

Individual representatives may not hold different positions for two consecutive terms.

In the event that it is not possible to fill a vacancy, the Board of Management may sanction an individual officer holding a position for two consecutive terms in the interest of continuity.

Definition of Roles

Chairperson:

- Chairs meetings and liaises with the PCSL
- Represents the PB in meetings with new parents
- Co-ordinates the AGM
- Sets the agenda after consultation with the PCSL
- Liaises with the Secretary to ensure that all PC members are aware of the contents of the agenda prior to the meeting
- Ensures that the minutes are agreed and circulated to the PB by the Secretary
- Ensures that items outside the remit of the PB are not discussed at PC regular monthly meetings and are forwarded to the relevant person or group
- Can convene special PC meetings if necessary to discuss issues of serious significance

Deputy Chairperson:

Deputizes for the Chairperson

Secretary:

- Minutes the proceedings of each meeting and that of the AGM
- Ensures that the agenda for each meeting is circulated to members at least one week before each committee meeting via the parents' page on the school website
- Forwards the minutes to the PB within one week of the meeting

Treasurer:

- Keeps the accounts of the PA
- Provides each PC meeting with a monthly statement of account
- Details fundraising proceeds and the disbursement of funds on a monthly basis







• Provides a copy of accounts to the first meeting in September, outlining expenses incurred and not yet paid, and income received from the previous school year.

Sub-Committee Coordinator & PRO:

- Acts as a link between the PC and many sub-committees and groups working in the school
- Submits a written report on the activities of the sub-committees/groups each month (or as often as deemed appropriate)
- Publishes sub-committee written up-dates on the school website each month (or as often as deemed appropriate)
- Highlights the activities of the PC and the school in the media
- Highlights the activities of the PC on the school website

Supporting Officers:

- Fully supports the work of the committee
- Many also run sub-committees
- Brings ideas to the table

The AGM:

The Annual General Meeting is held at the end of October each year. At least three weeks' notice of the agenda shall be given in writing to all parents in the school. A statement of accounts for the year September 1st to August 31st shall be presented by the PC Treasurer on fundraising and dispersal of funds. The AGM agenda shall include a report on the progress of the PC and its sub-committees throughout the previous year and it shall canvass the views of parents on new initiatives.

Fundraising & Finances:

Fundraising for the school is done only with prior agreement of the School Management to ensure that we are operating within the Ministry of Educations guidelines. The PC will provide its agreed opinion to the Board on specific projects for which funds are to be raised and used for the benefit of the school.

A copy of the PC monthly financial report shall be submitted to the Board of Management once approved by the PA.

Confidentiality:

The PC represents the views and opinions of parents in the school. Confidentiality is very important as the effectiveness and reputation of the association would be compromised by a breach of trust.







Parents' Committee Officer Expression of Interest Form

Name		
Year group of child(ren)		47.
Post interested in	List of Posts	Please tick
	Chairperson	
	Deputy Chairperson	
	Secretary	
	Treasurer	
	Sub-Committee	
	Co-ordinator	
	Public Relations Officer	
	Supporting Officers	
words)	why you think you can bring to this role (Max	kimum 150
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