






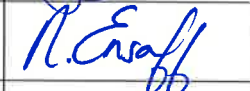



**POLICY
30**

Parents' Committee Constitution Policy

For Ta'allum Group

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	7/2/19
Reviewed by	Alison McDonald		Principal- AMAG	6/2/19
Reviewed by	Shuja Uddin		Principal-AMAB	4/2/19
Reviewed by	Najoud Ensaff		EYFS and Primary SIC	17/2/19
Reviewed by	Peter Kubicki	Peter Kubicki	Secondary SIC	17.2.19.
Reviewed by	Mohammed Abu Qadah		Arabic SIC	17.2.19
Approved by	Dr. Mohammed Saefan		Education Director	17.2.19
Approved by	Ahmed Al Mannai		CEO	18-2-2019

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
6 & 9 Throughout	Reviewed to include clearer outline of process for call for Expression of Interest Amendments to wording		January 2019

Table of Contents

Ta'allum Vision, Mission and Motto.....	3
Ta'allum Schools Learner Outcomes.....	4
Parents' Committee Constitution.....	5
Introduction.....	5
Purpose.....	5
Aims of the Parent Committee.....	5
Role of the Parents' Committee.....	5
The Work of the Parents' Committee	6
Membership of the Parents' Committee	6
Officers of the Parents' Committee	6
Definition of Roles.....	8
Chairperson:.....	8
Deputy Chairperson:	8
Secretary:	8
Treasurer:.....	8
Sub-Committee Coordinator & PRO:	8
Supporting Officers:	9
The AGM:	9
Fundraising and Finances:.....	9
APPENDIX 1: Sample letter for parents inviting Parents' Committee Officer Expressions of Interest.	10
APPENDIX 2: Parents' Committee Officer 'Expression of Interest' Form	11

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"

Ta'allum Schools Learner Outcomes

Academic Achievement and Leadership with Islamic Values are the characteristic hallmarks of our students. At Ta'allum schools we believe that in order to ensure all our students achieve at the highest level we need to actively support them through curriculum and enrichment in developing the right characteristics. This is what distinguishes our students from other.

Learner Outcome 1

Strand 1:1

Strand 1:2

Strand 1:3

Strand 1:4

Strand 1:5

Strand 1:6

Our students are Academic

They are lifelong learners

They are creative thinkers

They are bilingual

They are confident

They are innovative

They are independent

Learner Outcome 2

Strand 2:1

Strand 2:2

Strand 2:3

Strand 2:4

Strand 2:5

Our students are Leaders

They have strength of character

They are organised

They are confident

They are responsible

They are future leaders

Learner Outcome 3

Strand 3:1

Strand 3:2

Strand 3:3

Strand 3:4

Our students practice and exemplify Islamic values

They adhere to the Five Pillars of Islam

They have good morals

They are polite

They are considerate

Parents' Committee Constitution

Introduction

Ta'allum Academies are fully committed to working positively with parents and ensuring that parents are valued partners in learning and all aspects of their child's education. It is critical that the education we provide reflects and represents the wishes and aspirations of our parents. The Parents' Committee serves an important function in building a constructive partnership of parents and Academy.

Purpose

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 develop an extended and supportive learning community within the academy.
- (d) To strengthen links between the academy and the wider community.
- (e) To communicate parents' views on such issues.
- (f) To be part of the wider Ta'allum Group Parents' Committee, from time to time working on joint initiatives with other Ta'allum Academies Parents' Committees.
- (g) 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 Academies' Parents Committee Senior Leader (PCSL) who will be the 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 academy.

Work Mechanism

- The PC meets once every month on regular bases.

- The PC may meet 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 academy website at the beginning of the academic year.
- The PC is responsible for seeing that activities are run efficiently and effectively.
- The PC maintains effective communication with the academy 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 academy's complaints procedure.

Membership of the Parents' Committee

All parents or guardians of students attending a Ta'allum Group academy 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 academy management and to report the views of the academy management as appropriate, at PB meetings, initiate and organize activities, hold meetings with the PB body to which the PCSL and the wider academy 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.

Parent volunteers serve as representatives for each class in Early Years and Primary. Expressions of interest for these positions are made and, if appropriate, elections are held as detailed below.

Expressions of interest for the officer positions should be sought from each section of the academy's PB (Early Years, Primary and Secondary) prior to the first meeting at the start of the academic year.

The process for inviting Expressions of interest should be organised in such a way as to ensure all parents/ guardians are informed (for example via SMS or through a letter from the Principal/ the weekly newsletter from the Head of School). A sample letter is provided in Appendix 1.

Parents/ guardians should receive information about:

- the positions available
- the duration of positions
- roles and responsibilities
- where to locate the Expression of Interest form
- how the form can be completed
- where the form should be submitted
- deadlines for 'Expressions of Interest'

Sufficient notice should be given to allow for all interested parents/guardians to come forward. In the event of more than one Expression 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. Where elections for members are necessary, the PCSL should ensure that all 3 phases of the Academy, Early Years, Primary and Secondary, are represented on the committee.

Expressions of interest are welcome from parents who wish to positively support the academy, 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, though officers can be re-elected.

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.

It is incumbent on all Committee members who are officers to ensure that they represent the values of the Ta'allum Mission and Vision. Cooperation and integrity are essential qualities. The Chair and PCSL will ensure that all meetings are conducted in a constructive spirit of openness. In any case where they deem the conduct of a member to be contrary to these principles they will first discuss the concern. In the unlikely event that the business of meetings is compromised by routine, unacceptable or negative contributions that member of the committee can be asked to leave the committee by the Chair and the PCSL.

Regular attendance is a prerequisite of PC membership. In the event that a member misses 3 consecutive meetings it will be possible for their position to be opened to another member either co-opted or by election if required where there is more than one 'Expression of Interest.'

For meetings to be quorate in the case of decision making or votes, half the Officer membership of the PC must be present.

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 and where appropriate develops an action plan.
- 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 academy 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 academic year.

Sub-Committee Coordinator & PRO:

- Acts as a link between the PC and many sub-committees and groups working in the academy

- 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 academy in the media
- Highlights the activities of the PC on the academy 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 academy. 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 and Finances:

Fundraising for the academy is done only with prior agreement of the Academy Management to ensure that we are operating within the Ministry of Education's 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 academy. Confidentiality is very important as the effectiveness and reputation of the association would be compromised by a breach of trust. Whilst it is important that there is open and honest discussion at all meetings and that matters are shared and disseminated to the wider parent group as much as possible, on occasions some information or matters of a more sensitive nature may be discussed. This will require appropriate confidentiality. It is the responsibility of the Chair and/or the Principal as the PCSL to indicate if there is a sensitive item which should not be discussed outside the bounds of the meeting. PC Officers will be required to sign a Confidentiality Agreement as part of their enrolment process.

APPENDIX 1: Sample letter for parents inviting Parents' Committee Officer Expressions of Interest

Dear Parents

As we begin this second semester in Ta'allum Academies, we wish to invite Expressions of Interest for the following roles on Al Maha Academy for Boys' Parent Committee:

- Chairperson
- Deputy Chairperson
- Secretary
- Treasurer
- Sub-Committee
- Co-ordinator
- Public Relations Officer
- Up to 4 Supporting Officers

The Committee meets on a monthly basis. Officer positions may be held for one year. Individual representatives may not hold different positions for two years. 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 years in the interest of continuity.

For an outline of what the roles involve please see the *Parents Committee Constitution Policy*, located on the academy website.

In order to express interest, you are required to complete the **Parents' Committee Officer 'Expressions of Interest' Form**, a copy of which can be collected from the Principal's/ Head's PA. The date for submission of the completed form is February 1st 2019.

Your faithfully

Academy Principal

APPENDIX 2: Parents' Committee Officer 'Expression of Interest' Form

Name		
Year group of child(ren)		
Post interested in	List of Posts	Please tick
	Chairperson	
	Deputy Chairperson	
	Secretary	
	Treasurer	
	Sub-Committee	
	Co-ordinator	
	Public Relations Officer	
	Supporting Officers	
A short statement outlining what you think you can bring to this role (Maximum 150 words)		