PARENT EDUCATION SUB-COMMITTEE

Members: YTBD (a range of parents/carers, one teacher representative as nominated by the school)

TERMS OF REFERENCE

In close consultation with the school, the Sub-Committee will:
• identify topics of interest relevant to the school community.
• focus on the educational needs of parents and families.
• identify suitable dates for the Parent Information Sessions.
• maintain a record of the recommendations and outcomes of Sub-Committee meetings.
• make recommendations and provide feedback at P&F meetings.
• prepare written notices for distribution to members of the school community in relation to information sessions giving a minimum of three (3) weeks notice.
• liaise with the Treasurer for any financial contributions required from the P&F.
• monitor and evaluate these sessions’ effectiveness and report back at the following P&F meeting.
• liaise with the members of the school community as required.

Role and Responsibilities of Members:
All members of a P&F Sub-Committee have a responsibility to ensure that the best possible outcome is achieved for the broader school community.

Sub-Committee members must:
• be prepared to attend periodic Sub-Committee meetings;
• send apologies if unable to attend;
• participate in discussions held and be open to suggestions at all times;
• agree that recommendations made to the P&F are shared by all Sub-Committee members;
• attend to business of particular Sub-committee to obtain a positive outcome; and
• ensure a representative is available to report activities/progress/recommendations to the P&F Meetings.

I agree to operate within the boundaries outlined above:

___________________________________  ______________________________
Name                                      Signature

Date: _____/_____/_______

___________________________________  ______________________________
Gerry de Ruyter, Principal                Signature

Date: _____/_____/_______