

#116311

KMA

### **School Advisory Committees**

#### **1. Initiating a School Advisory Committee**

In the event there is insufficient attendance at the annual meeting to elect an Executive, there is no basis for a Parent Advisory Council, and the Principal shall therefore initiate the next level of parent organization, a School Advisory Committee.

#### **2. Purpose of School Advisory Committees**

School advisory committees are advisory in nature rather than legislative, and supportive to the educational process of the school. This form of organization would not fundraise, and there would be no cash flow.

The Board approves of the formation of School Advisory Committees, in cases where there is not enough parent interest to establish a Parent Advisory Council, to provide for more effective communication between the parents and/or guardian, the students and administration on matters of common interest; to advise the school administration on school policies, programs and activities; and to work toward effective school-community relations.

The Terms of Reference of School Advisory Committees shall be:

- a) to provide a regular forum for communication, liaison and exchange of ideas among the members:
- b) to receive reports from the principal on the school programs, general policies and organization and to advise the principal on future directions;
- c) to receive reports and recommendations from the students and advise on student activities;
- d) to give the principal valuable feedback on school and community related matters;
- e) to meet at least two (2) times during each school year;
- f) to keep Minutes of each meeting and forward copies to the

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Superintendent/CEO.

**3. Membership of School Advisory Committees:**

The School Advisory Committee shall consist of an appointed group of parents which, together with student representatives, shall act in an advisory capacity to the principal of the school. Meetings of the School Advisory Committee shall be held a minimum of twice during the school year and shall be open to all parents and/or guardians of the school. Such meetings are meant to promote the exchange of ideas among the principal, students, and parents and/or guardians. There shall be a process at the school level to ensure that student voice data is brought forward to the committee. Meeting dates shall be published in school newsletters and posted in the schools.

The members of the School Advisory Committee shall be appointed by the principal prior to the end of October of each year. Any parent or guardian with a student at a school is eligible for that school's School Advisory Committee. The committee shall be as representative as possible of all parents and/or guardians of the school.

Ideally, some of the members who comprise the School Advisory Committee should change each year. New members are important and should be encouraged to express their interest.

If possible, the School Advisory Committee should be composed of at least eight (8) members, including the school principal. There may be two (2) students on the committee. The principal of the school shall serve as chair of the committee. Members of the committee will be appointed by the principal for a one-year term.

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