

Roles & Responsibilities of Elected Parent Representatives for Primary & Secondary School

Parent Representatives are elected at the AGM each year, and their involvement includes the following:

- Elected Parents must be present and represent the parent community at council meetings. Each council meets once per trimester, in total 3 times per year.

There are **5 Councils**:

1. Conseil d'école / French & International Primary
 2. Conseil d'établissement / French Primary & Secondary
 3. International Primary & Secondary
 4. Conseil du secondaire/ French & International Secondary
 5. Victor Segalen Council / all
- Each Elected Parent Representative (whether primary or secondary) will be expected to attend 9 meetings in total per school year. Council meetings generally take place between 4.45pm and 8pm during the week.
 - Elected Parents meet once a month with the team to discuss issues.
 - Elected Parents must get feedback from the parent community on a wide range of subjects including education, canteen, school bus, hygiene, health, school calendar. After receiving FIS's feedback, they shall then communicate the outcome back to the parent community in an objective and constructive manner. The Elected Parents' role is to help FIS's leadership team identify the important topics for the community.
 - Elected Parents need to manage incoming emails and be the interface between the parent community and the bus company, the canteen company or the school on a weekly basis
 - Elected Parents should be positive, supportive and offer constructive feedback where possible

Elected parents represent the parent community in various taskforces/committees:

1. **Canteen:** held once a term, 3 times per year for each campus site. For the Primary representatives, they will be expected to attend 9 meetings per year (3 primary sites per term), and for the Secondary representatives, they will be expected to attend 3 meetings per year. Meetings are generally held during the daytime. It is also expected that each member of the Primary/Secondary group must also go regularly to the canteen on each site to make sure that the service is running smoothly
2. **Menus for the canteen:** held once a term, 3 times per year at the campus site during the daytime
3. **Sustainable development:** held once a term, 3 times per year at the campus site during the daytime
4. **Calendar:** held once-twice a year during the evening

5. **Parent Relais/Class Representative meetings:** Once per term (total 3 times per year), FIS holds Parent Relais/ Class Representative Meetings for Primary and Secondary (held separately). For these meetings, at least one Elected Parent from the group of Primary/Secondary Elected Parents must be present in order to ensure that the group is made aware of the issues that are important to the Parent Relais/ Class Representatives.
6. **Other various meetings** with, for example the bus companies or to update the FAQ document for families...

After each meeting, it is highly recommended that a report is written by an elected parent to ensure that the whole team is aware of the topics discussed.

Elected Parents are also welcome to reach out to the FIS Leadership Team if a serious matter arises.

Primary School Elected Parents must keep the FAQ updated on a yearly basis in collaboration with the school. Secondary School Elected Parents will work towards the creation of an FAQ this year.

From the Primary & Secondary Elected Parents Representatives

6th November 2015