



CSFY
YEU
APEY

Guideline: Parents' Committees

Category: School management

PREAMBLE

To give parents of children attending CSFY schools the chance to take an interest and play an active role in their children's education, the CSFY wants to establish parent advisory groups.

STATEMENT OF THE DIRECTIVE

The CSFY establishes a Parents' Committee for each school under its authority and establishes the rules governing the election of officers and the operation of these committees. The language of communication for these committees is French. However, in order to meet the needs of multilingual families, a Parents' Committee may hold two meetings a year in English and offer oral and written services to parents who do not speak French, depending on the resources at its disposal.

TERMS AND CONDITIONS

1. The Executive Director of the CSFY is responsible for implementing this directive.
2. The operating rules of the parents' committees will be determined by the CSFY.

Rules for running a Parents' Committee

Note: School parents' committees are created by the CSFY in accordance with section 116 paragraph p) of the Education Act.

1. The role of the Parents' Committee is as follows:
 - a. The committee was set up to take positive action within the school.
 - b. The committee strives to promote parental involvement as a key factor in improving children's performance and well-being. To achieve this goal, each committee works with management to create a welcoming environment and give parents more opportunities to be heard.
 - c. The committee advises the school management and, where appropriate, the SFYC on matters affecting the education programs and operations of their respective schools.

- d. The committee can support projects and activities in collaboration with school staff, for example organising an end-of-year celebration or fundraising for an activity.
2. The Parents' Committee cannot receive complaints from parents and cannot formulate complaints concerning the staff of the CSFY and its establishments. Parents wishing to file a complaint must do so in accordance with the procedures described in directive *ADM-03- Conflict Resolution*.
3. The management of each school will convene a minimum of four meetings per school year. The meetings will be advertised at least one week in advance. The principal will identify the topics for discussion at these meetings, but the principal or a parent may also submit a topic for discussion to the principal.
4. The school principal or its delegate attends all Parents' Committee meetings as an ex-officio member (without voting rights).
5. CSFY Trustees and the Executive Director of the CSFY may attend meetings of the Parents' Committee. Their role is:
 - a. To present a project or program to the Parents' Committee following a mandate from the Trustees in Council;
 - b. To listen to and receive comments or opinions from the Parents' Committee;
 - c. To provide an update on the activities of the CSFY. Updates should be limited to the minutes of public meetings of the CSFY.
6. The Parents' Committee may invite a staff member or a Trustee of the CSFY to attend one of its meetings.
7. The principal must prepare a summary of the discussion at each committee meeting, a copy of which must be sent to the Executive Director of the CSFY, who will then ensure that it is available on the school's website.