



## ST ANNE'S DIOCESAN COLLEGE

### PARENTS LIAISON COMMITTEE

PREAMBLE: Owing to the fact that many of the parents/guardians live considerable distances from the school, the Parent Liaison Committee becomes a useful tool in keeping in touch with the activities at the school, and is a medium through which general matters can be discussed and parental interaction can be optimised.

#### 1. NAME

The name of the Association shall be the St Anne's Diocesan College Liaison Committee.

#### 2. HEADQUARTERS

The Headquarters of the Association shall be at St Anne's Diocesan College, Hilton, KwaZulu-Natal.

#### 3. THE OBJECTIVES

The objectives of the Association shall be to:

- 3.1 Promote and maintain close and positive links between parents and/or guardians of the pupils of the College.
- 3.2 Provide an effective forum of communication between parents, the College executive and the Board in order to promote the best interests of the pupils.
- 3.3 To assist in ensuring that the public image of the College is a positive one.
- 3.4 To partner the staff in ensuring that the Mission of the College is successfully attained.
- 3.5 To act as a focus group when the College needs parents' perspective on a particular issue.

#### 4. MEMBERSHIP

All parents and guardians of pupils enrolled at the College shall be deemed to be members of the Association, unless notification, declining this membership is received, in writing, to the Chairperson of the Committee of the Association.

#### 5. MANAGEMENT

The Association shall be managed by a Committee consisting of:

A Chairperson, appointed annually in the 3<sup>rd</sup> term, is nominated and voted for by the representatives of the PLC.

A Secretary, the responsibility of the College Marketing & PR Coordinator.

Ideally six parents of pupils, two parents representing each Geographical Area, nominated by an existing committee member and seconded by another.

The Head, as representative from the College, or in his absence a suitable nominee.

#### 6. MEETINGS

The Committee shall hold meetings in Term 1, 2 & 3.

A minimum of 14 days' notice must be given before a Committee meeting.

#### 7. ACTIVITIES

The Association may advertise its events and activities through the School's communicator, website and email facilities. The Head or his designated representative should be closely involved.

#### 8. GUIDELINES

8.1 The committee should not be used to promote personal interests and or agenda.

8.2 A commitment should be made to problem solving.

8.3 The committee should bring problems to the attention of the College as soon as possible, rather than waiting for a meeting. This will allow the College to respond quickly.

8.4 The committee should encourage parents to approach the College directly when there is a personal problem rather than working through an intermediary.

8.5 The committee should provide the Chairman with agenda items prior to the meeting in order that the Chairman can collate the individual suggestions and can contact the Head in order that the College may provide informed responses.

## 9 POWERS OF THE BOARD OF GOVERNORS

The Parent's Association does not participate in the making of school policy, nor should it function as a lobbying group. The Board of Governors and/or the Head may invite participation by the Association at their discretion. No clause in the constitution shall be construed in any way that derogates from the authority of the Board of Governors.