

Get Involved – Support Skagerak Parent Council

The role of the Parent Council is to: support the school in its work with our students, represent the views of all parents, encourage links between the school, parents, students, SFO group and the wider community.

What Does the Parent Council Do?

The role of the Parent Council is to:

- support the school in its work with students
- represent the views of all parents
- encourage links between the school, parents, students, SFO groups and the wider community
- report back to all the parents in the school
- play a role in school administration and curriculum by providing a voice to stakeholders and the Board
- support the school and students during school events

Support our school

As parents we have a key supportive role to play in assisting the Director, Principals and school staff in their aims to raise standards of education and to secure improvements in the quality of education provided by the school. The education provided must take account of the whole needs of the student in respect to developing a child's personality, talents and mental and physical abilities to their fullest potential. School education is about more than the curriculum and includes the school's provision for social, cultural and recreational activities and for physical education and training.

The Parent Council supports the work of the school in a variety of ways. We can:

- become more involved in helping develop a strategy for our future and to consider how parents might support its implementation
- determine different ways parents can be involved in improving our kid's learning
- help build positive relationships between parents and staff
- be the voice of the parents on important school policy decisions and other matters
- network within our own formal and informal channels to help promote school events and the work we do in our community
- help raise funds to provide more and better programs and resources for our kids and the school
- help facilitate school events and work with the teachers and staff to create events which are enjoyable, encourage parental participation and that suit the needs of parents and fit into their own busy schedules

We Represent the views of all parents

The Parent Council is the voice of the parents. The PC can make representations to the school Director, Principals, and Board. This allows parents to be more involved in their own child's education and promotes a team atmosphere.

Promote better relationships

The Parent Council plays a key role in supporting the work of the school within the community which we live, in addition to the school community. A main function is to promote contact between all those with an interest in the work of the school. This includes parents, parents of prospective students, the students themselves, SFO educators, alumni and even community partners.

The Parent Council will focus on the interests of our students who may, themselves, have views on what is being discussed. This is promoted through our active Student Council members. We are open to ways of engaging with our student leaders in a way that involves them in decisions that affect their learning and social situations. The Student Council Rep is invited to the monthly meetings to represent the views from the school's Student Council.

Parent Council School Fund Raising – Did You Know?

- The school relies heavily on Parent Council raised funds to pay for “extras” that their budget will not stretch to.
- Parent Council Finance Committee is active in seeking out grants and support within the community to help fund programs and activities of students of all classes.
- Parent Council aims to raise funds every school year to support the school in providing as varied and exciting a learning experience as possible for our children.
- Any parent can be part of the fund-raising group - you don't have to be a parent council member. Be a part of larger funding projects through the Finance Committee or assist with more social events that help raise funds for class projects by participating on the Event Committee.
- If everyone does a little, we can do A LOT, together. Whether it's donating a raffle prize, helping plan an event, or serving cakes and coffees at class events - no one has to do a lot. Every little bit helps, is good fun and very rewarding all around. To see what our efforts can do, please visit our website and become a member of our Facebook groups.
- Example of Some Funds raised by the Parent Council:
 - 500,000NOK PC Grant for extracurricular and wellness activities
 - 225,000NOK Grant for Playmakers
 - 18,000NOK Fund Raiser for Skagerak Rowing Team
 - 60,000NOK Grant for the Green Oasis Project
 - 50,000NOK Grant for Playground Equipment

<https://www.skagerak.org/index.cfm>

<https://www.facebook.com/groups/132211457413966/>

<https://www.facebook.com/High.School.Skagerak.International.School/>

Find out more about elected positions and committees below...

Skagerak Parent Council Composition

	Minimum	Maximum
Parent Representatives		
Executive Officers		
Chair	1	1
Deputy Chair	1	1
Treasurer	1	1
Secretary	1	1
Parent Rep to Board	1	1
Deputy Parent Rep to Board	1	1
Class Parent Representatives		
2 Parent Reps for each class	15	30
<u>Voting Members</u>	21	36
School Staff Representative	2	2
Principals or Designee		
Student Representative (SAC)	1	1
Primary School Student Representative	1	1
Middle School Student Representative	1	1
<u>Non-Voting Members</u>	5	5

All parents with children attending Skagerak International School are welcome to be members of the Parent Council. All parents are welcome to attend all Parent Council Meetings and are welcome to express their opinions, provide input and to ask questions of the Parent Council.

Roles and Responsibilities of Council Members

CHAIR	
Role	The Chair's role is to oversee operations of the Parent Council; to liaise with the Principals and Vice Principals on a regular basis, to schedule and chair parent council meetings, to oversee and assist where necessary for all Parent Council committees and to advocate on behalf of and support all parents with respect to questions, issues and ideas.
Tasks	<ul style="list-style-type: none"> • Must be available to answer emails from the Principals/Vice Principals, administration, school Council members, parents and community members daily • Should attend all, and must attend at least 75% of the school Council meetings • Must arrange for replacement to prepare agenda and chair meetings, if not available • Prepare the meeting agenda in consultation with the Principals and Council Members • Chair Council meetings • Support the work of committees • Regularly consult with the Principals • Oversee and lead Council initiatives and activities • Assist with volunteer recruitment and parent/guardian communication • Complete all annual reports, community requests and Board documentation, in cooperation with other members of the Executive Committee • Be responsible for overseeing the activities of the Executive Committee and assume Executive roles that have not been filled, or roles which have been vacated • Attend and participate in information and training programs and consult with School and Board staff and as required • Facilitate the resolution of conflict • Enforce observation of the constitution and bylaws and Rules of Order
Dedicated Time	Approximately 3 hours per week, available for meetings
Position	Elected, maximum 2 consecutive years
Experience	Should have 1-year previous Parent Council experience; preferably a former Deputy Chair
Executive Committee	Yes

DEPUTY CHAIR	
Role	Deputy Chair assists the Chair and assumes the Chair role in their absence. Also acts as a source of reference for the Executive Committee.
Tasks	<ul style="list-style-type: none"> • Must be available to answer emails from the Principals/Vice Principals, school council Executive Committee daily • Regularly communicate with Chair and remain up to date with live issues • Assume the duties of the Chair in his/her absence • Assist the Chair in executing responsibilities
Dedicated Time	3-6 hours per month, available for meetings
Position	Elected, maximum 2 years
Experience	Should have 1-year previous Parent Council experience.
Executive Committee	Yes

TREASURER	
Role	The Treasurer's role is to work with the Parent Council Executive Committee to draft an annual budget and to perform the bookkeeping required by the Parent Council, such as depositing checks, writing checks and keeping track of the cash balances. The Treasurer provides a monthly financial report for presentation at the Parent Council meetings. The Treasurer is responsible for preparing the annual report for the Principal, Board and School Community as well as a preliminary budget for the following year.
Tasks	<p>Working under the direction of the Chair</p> <ul style="list-style-type: none"> • Be guided by the Board's fiscal policies • Must be available to answer emails from the Principals/Vice Principals, school Council Executive Committee • Collect, count and deposit all money made through fundraising • Pay all bills and invoices and balance the bank statements • Be responsible for providing post-project revenue results to the Council and to the Secretary • Prepare monthly requisition statements to share with school Council at meetings • Prepare the annual report for the Principal, Board and school community • Prepare a preliminary budget for the following year, to present at the last school Council meeting of the year, with input from the Executive Committee and the Principals • Support signing officer responsibilities: All financial transactions will require two (2) signing officers <p>The following is a more detailed breakdown of activities:</p> <ul style="list-style-type: none"> • Banking – make all deposits, prepare, co-sign and distribute checks (reimbursement, vendors and school staff), conduct monthly reconciliation of bank account(s) • Accounting and Financial Reporting – All activities are done electronically, and ledgers managed electronically. Reports include: monthly reconciliation report, monthly cash flow report, end of year report to PC, Beginning of year report to PC and annual report to the Board • Any ad-hoc reports requested by Council such as detailed breakdown of finances for a specific event or program. Maintenance of books and records including breakdown of where monies are spent and where revenues are generated • Budgeting – work with Chair to determine annual budget including fundraising expectations, expenditures for PC related activities and

	<p>expenditures for school support</p> <ul style="list-style-type: none"> • Works with Parent Council, teachers and staff to develop donation and fund-raising campaigns, which is shared with Finance Committee and the parent body
Dedicated Time	The Treasurer's duties typically require 3-5 hours per month on average. Most months are lower than that, but preparation for the monthly PC meeting will typically require a small amount of time. Banking and reporting relating to major events may also require larger than average requirements. Available for meetings
Position	Elected
Experience	Ideally, previous experience as Treasurer on another parent council or Board. Preferred, 1-year previous Parent Council experience.
Executive Committee	Yes

SECRETARY	
Role	The Secretary is responsible for taking the minutes at the monthly meeting and finalizing these minutes, once approved by the Council, for distribution to Council and Parent Representatives and for publishing on the Skagerrak International School website. The Secretary keeps all records, documents and other property of the Parent Council except those kept by the Treasurer.
Tasks	<ul style="list-style-type: none"> • Record minutes at the Council meetings and distribute these to all Council members for approval within a reasonable time of meetings (one week preferred) • Send email copies of “Approved Minutes” to the Council and Parent Representatives after minutes are approved • Prepare monthly action plans based on action agreed at school Council meetings • Follow up with individual members and persons required to take action, to ensure such action is taken • Must be available to answer emails from the Principals/Vice Principals, school Council Executive Committee • He/she shall arrange for an Executive Committee Member to record minutes in his/her absence • Collaborate with the Executive Committee and Council committees to prepare information releases, information to be posted to the Facebook page, information or press releases
Dedicated Time	3-5 hours per month, available for meetings
Position	Elected
Experience	None
Executive Committee	Yes

PARENT REPRESENTATIVE TO THE BOARD	
Role	The Parent Rep to the Board serves as the link between the Board and the parent community. The Rep will bring forth any questions, issues or concerns to the Board on behalf of the Parent Council. The Rep will serve as a liaison to strengthen communication and relationships of all parties.
Tasks	<ul style="list-style-type: none"> • Attend the scheduled Board meetings as a representative of the Parent Council. • Send email copies of Board Minutes to the Parent Council Chair for review and distribution • Prepare briefing to the Parent Council on necessary Board business that affects the PC and the community • May participate as part of the Board Electoral Committee • Must be available to answer emails from the Principals/Vice Principals, school Council Executive Committee • He/she shall arrange for the Deputy Parent Rep to attend the Board Meetings in his/her absence • Collaborate with the Executive Committee and Council committees to discuss necessary actions by PC to submit to the Board
Dedicated Time	6-8 hours per quarter, available for meetings. 6 meeting annually.
Position	Elected
Experience	None
Executive Committee	Yes

CLASS PARENT REPRESENTATIVE	
Role	The Class Parent Representative will attend Parent Council meetings, participate in discussions regarding relevant issues and will vote with respect to issues for which a vote is necessary. The Parent Representative serves as liaison for the parents and the teacher of the class they represent. He/she will serve as the point person that parents or the teacher may come to with questions, issues or concerns regarding the students, teacher or class environment.
Tasks	<ul style="list-style-type: none"> • Attend all Parent Council meetings when possible • Communicate with other parents of the class to keep them informed of any issues or concerns, and to serve as a liaison to the teacher and staff • Guide the parents to the correct contacts and maintain an updated list of class parent contact information • Assist in organizing class/parent events • Maintain a consistent dialogue with the homeroom teacher • Manage the class kitty, if applicable • Serve on and contribute to the discussions of the school Council that take place in meetings or online • Provide input and voice in school matters and discussions and will represent concerns brought forward by other parents or teachers of the class • Must be available to answer emails from the Principals. Vice Principals, teachers, parents and school Council Executives
Dedicated Time	2-5 hours per month, available for meetings
Position	Nominated/Volunteered
Experience	None
Executive Committee	No, unless serving as an Elected Officer

VOTING MEMBERS	
Role	The Voting Members will attend Parent Council meetings, participate in discussions regarding relevant issues and will vote with respect to issues for which a vote is necessary. Committee Chairs and those who participate in meetings regularly are strongly encouraged in this position, as these members will need to have good knowledge of how Parent Council works, as well as a good up to date knowledge of current issues.
Tasks	<ul style="list-style-type: none"> • Attend all Parent Council meetings when possible • Communicate with other members of the Executive Committee to remain up to date with current issues in the school • Serve on and contribute to the discussions of the school Council that take place in meetings or online • Provide input and voice in school matters and discussions and will represent concerns brought forward by others • Must be available to answer emails from the Principals. Vice Principals and school Council Executives
Dedicated Time	2-5 hours per month, available for meetings
Position	Nominated/Volunteered
Experience	None
Executive Committee	Elected Officers

NON-VOTING MEMBERS	
Role	The Non-Voting Members will attend Parent Council meetings, participate in discussions regarding relevant issues but do not have voting rights with respect to issues for which a vote is necessary.
Tasks	<ul style="list-style-type: none"> • Attend all Parent Council meetings when possible • Provide monthly reports to the Parent Council with pertinent information regarding the department(s) they represent • Communicate with other members of the Executive Committee to remain up to date with current issues in the school • Serve on and contribute to the discussions of the school Council that take place in meetings or online • Provide input and voice in school matters and discussions and will represent concerns brought forward by the department(s) they represent • Must be available to answer emails from the Principals. Vice Principals and school Council Executives
Dedicated Time	2-4 hours per month, available for meetings
Position	Exoficio
Experience	As required by position
Executive Committee	No

Established Committees

Finance Committee	
Role	Committee members secure financial and in-kind support needed to maintain current programs or develop new programs, from local businesses and individual donors. Focus is on larger donations from community partners and fund raisers. The committee works in coordination with multiple committees and counts on support from both Board Members and the PC Committee Chairs for fundraising strategy development.
Tasks	<ul style="list-style-type: none"> • Acquire sponsors, partners and capital funding • Negotiate purchases for the PC • Handle monetary accounts for the PC • Responsible for a cash box for events and activities • Responsible for the donations granted by PC
Dedicated Time	1-3 hours per month; time may increase if working toward specific events, grants or fund raisers
Position	Volunteer
Experience	None

Events Committee	
Role	Committee members generate additional financial support for the school and our programs by bringing together parents, teachers, staff, Parent Council and the Board to participate in events for the school and local community. Focus is on promoting stronger links between parents, teachers and staff in a communal way, including gatherings outside of the school.
Tasks	<ul style="list-style-type: none"> • Purchase necessary decorations and stock for events • Decorate for events • Develop and Manage Invitations • Organize events arranged by the PC • Helping at events arranged by the school • Helping at various events • Provide technical equipment as needed • Overview of any props borrowed
Dedicated Time	1-3 hours per month; time may increase if working toward specific events
Position	Volunteer
Experience	None

Environmental Committee	
Role	Committee members shall inform/update the PC and coordinate with the school administration on matters related to the School Environment. A school environment is broadly characterized by its facilities, classrooms, school-based health supports, and disciplinary policies and practices. It sets the stage for the external factors that affect students. Examples include: safety and sustainability; aesthetics of our physical space indoor and outdoor; actions of students within the school and events; community interactions;
Tasks	<ul style="list-style-type: none"> • Information dissemination to PC members on trends in Primary, Middle and High School education • Curriculum development (IB in general) • Providing inputs to the PC chair for presentation/discussion in the SU (SamarbeidsUtvalget) meetings • Provide plans and ideas for improving the school environment: Facilities, Academics, Community, etc. • Specific achievements or challenges that have been reported by parents/students in relation to the school environment.
Dedicated Time	1-3 hours per month
Position	Volunteer