

**Charter for the
Parents' Council Working Committee
of the
International School of Bergen (Grades 1 – 10)**



Article 1: NAME

The official name is The Parents' Council Working Committee of the International School of Bergen (Grades 1 – 10).

Article 2: PURPOSE AND OBJECTIVES

In accordance with the Norwegian Education Act §11-4, the purpose of the Parents' Council Working Committee is to act as an advisory body, represent all parents at the school and contribute to ensuring a beneficial and productive partnership between home and school. The Parents' Council shall promote the shared interests of all parents/guardians and help to ensure that students and parents take an active part in working to create a satisfactory school environment.

The tasks of the Parents' Council Working Committee include:

- Working to ensure a safe and secure learning environment recognizing that student well-being is important in children's learning.
- Involvement in school evaluation and assessment processes.
- Working to ensure a school environment that is free from bullying.
- Improvement of social initiatives for the students.
- Holding courses for parent contacts.
- Holding meetings for parents and teachers.
- Act as an information channel for all parents.

Article 3: MEMBERSHIP

The Parents' Council shall comprise all the parents/guardians of all the children. The Parents' Council elects a Working Committee from the elected parent contacts.

Parent Contacts

Parent contacts are the point of contact between parents in each group/class and the Parents' Council Working Committee, and also the link between the parent and the school.

The tasks of the Parent Contacts may include:

- Planning parent meetings together with the contact teacher.
- Reviewing plans with the teacher and identifying parents' needs for information.
- Maintaining good contact with the students and assessing what the parents can do to develop a good environment within the group and involving students as much as possible in the contact between home and school.
- Safeguarding the interests of students and parents when issues arise that concern the entire group.
- Maintaining good contact with all parents in the group and mediating their ideas and views to the correct parties.
- Presenting matters on which the Working Committee would like to hear the parents' views - either in writing or verbally - at parents' meetings.
- Arranging for new parent contacts to be elected and ensuring that they are informed about their tasks.

Article 4: ELECTIONS

The parent contacts will be elected for one year at a time at the Parent Information Evening held annually within the first three weeks of the school year. Classes/Groups with fewer than sixteen students will elect one parent contact. Classes/groups with more than sixteen students will elect two parent contacts. Together, the elected parent contacts form the Parents' Council Working Committee.

Within two weeks of the election of parent contacts, a meeting of the Parents' Council Working Committee will be held at which an Executive Committee is elected. Every effort should be made in the election of the Executive Committee to ensure representation of parents from both Lower and Upper School, and continuity in the work of the Working Committee. The Executive Committee will consist of the following officers:

- 1 Chair Person
- 1 Vice Chair Person
- 1 Secretary
- 3 members without portfolio

The duties of the three executive members are as follows:-

Chair Person:

- Presides over all meetings of the Parents' Council Working Committee and Executive Committee
- Coordinates the work of the Parents' Council Working Committee and Executive Committee
- Informs the school administration of the time, place and agenda of meetings
- Draws up an agenda of upcoming meetings

- Serve as a representative on the School Coordinating/Environment Committee

Vice Chair Person:

- Performs the duties of the Chair in his/her absence

Secretary:

- Records all minutes of regular meetings of the Parents' Council Working and Executive Committees
- Posts agenda of the upcoming meetings at least one week in advance

Article 5: CHANGES TO THE CHARTER

Any parent may propose changes to the Parents' Council Working Committee Charter. Any changes must be in accordance with current legislation and be approved by a two-thirds majority of the Parents' Council Working Committee.