

Parents' Support Group (PSG)

United World College Maastricht (UWCM) the Netherlands

1. The name of the organisation shall be "Parents' Support Group" (PSG) of the "United World College Maastricht" (UWCM).
2. All parents/guardians of children at UWCM are automatically members of the PSG.

3. Functions and Tasks within the PSG Board:

The purpose of the PSG Board is to oversee the delivery of the PSG managed events and to oversee the mechanisms for introducing and welcoming new parents into the UWC community. PSG Board Members are expected to:

- Be available during the day.
 - Attend PSG/School meetings and events.
4. There are two formal groups which operate within the PSG; the Parent Support Group Board and the Division Council Parents' Section; the Parent Support Group Board deals with social event planning and delivery and the Division Council Parents Section deals with academic matters within a framework.
 5. The objectives of the formal groups operating within the PSG are:
 - a. To encourage social contact and enhance communication between the pupils, parents/guardians, teachers and the school. To encourage these parties to use the proper communication channels as described in the School's General Guide whenever necessary.
 - b. To encourage the community spirit in the school by strengthening the links between the parents/guardians, the school and the pupils.
 - c. To provide opportunities for the parents/guardians to collectively address a problem of general interest to the UWCM community using the proper channels and to engage in activities to support and improve the quality of life in the school.
 - d. To inform parents/guardians, the Division Council, and the school management of their activities and actions via newsletter, emails, the website and publication of minutes.
 6. The PSG shall be non-political and non-religious.
 7. **Membership:** All parents/guardians of pupils in the UWCM are automatically ordinary members of the PSG. They have the right to elect representatives who will serve on the Board of the PSG. Membership in the PSG will end once the child of the parent/guardian has left the school, or at the personal wish of the parent/guardian.
 8. **Structure:** Appendix A. gives an overview of the PSG organisation

- a. PSG Board: The Board members are a group of parents/guardians who are responsible for the organisation and management of the PSG business.
- b. Year Representatives
- c. Division Council Parents' Section

9. The following procedures have been agreed upon:

- a. PSG Board members shall be elected annually by parents/guardians within one month before the end of the academic year.
- b. Nominations for PSG Board members may be submitted by email to the Secretary of the PSG Board.
- c. The elections process will be overseen by the existing PSG Board members.
- d. Votes may be submitted directly to the ballot box limited to one (1) vote per family (placed in school reception).
- e. The PSG Board members will hold office for a period of one school year.
- f. If, in the course of the school year, a PSG Board member resigns, a replacement must be elected, following the same process as the original election (see a-f).
- g. A PSG Board member can remain in their elected post or change posts within the Board for up to 3 consecutive years.
- h. It is the duty of the PSG Board to inform the parents/guardians of any changes in board members.
- i. The PSG Board shall meet at least once a month during the school year. Three elected members of the board shall constitute a quorum.

10. Parents' Support Group (PSG) Board Composition and Formal Role Descriptions

The PSG Board will be comprised of the following members with the following responsibilities:

I. PSG Chairperson Role:

The Chairperson:

- Posts agendas for all meetings to Board members.
- Reports PSG issues/activities to management/DC where necessary.
- Chairs all meetings.
- Ensures he/she is aware of all activities of working groups /committees prior to meetings.

II. PSG Primary Vice-chairperson Role:

The Vice-chairperson:

- Supports and assists the Chairperson.
- Chairs all meetings in the absence of the Chairperson.
- Co-ordinates primary school workgroup committees/coordinators.

- Co-ordinates primary school year reps/communication/welcome committee.

III. **PSG (Secondary) Vice-chairperson Role:**

The Vice-chairperson:

- Support and assists the Chairperson.
- Chairs all meetings in the absence of the Chairperson.
- Co-ordinates secondary school workgroup committees/coordinators.
- Co-ordinates secondary school year reps/ communication/welcome committee.
- Communicates with the CAS Student Coordinators.

IV. **PSG Secretary Role:**

The Secretary:

- Keeps a record of each PSG meeting by writing Minutes in clear, concise English.
- Distributes Minutes to all Board members, Heads of School and School web site.
- Compiles PSG Newsletters with input from the Board members - approx 2 per term. Liaises with all relevant parties to gain appropriate, accurate content.
- Distributes the PSG Newsletter to all families via:
 - EMAIL (digital copy to school administration)
 - Website: sending a digital copy to the School Web Site Manager to upload to the website and have the responsibility to check that it is posted.
- Monitors the school calendar to ensure complete, accurate data and report on any anomalies and make adjustments.
- Updates any PSG documents, distributing these as necessary.

V. **PSG Treasurer Role:**

The Treasurer:

- Receives money from the school management and deposits it in the PSG bank account or petty cash.
- Pays expenses approved by the PSG Board.
- Attends meetings with third parties relating to financial transactions.
- Presents financial interim reports at PSG Board meetings.
- Makes annual financial statements.
- Co-ordinates with fund-raising and social committees.
- Provides full financial records for independent audit.

Year Representatives

In order to keep consistency throughout, the following is a summary of Year Rep responsibilities, although these may differ between primary and secondary school. Please be aware that the PSG is here to support Year Representatives.

What does it mean to be a Year Rep?

1. Philosophy

Year Reps will work together with school team and PSG board to present and promote UWC Maastricht and the UWC values. Year Reps have an important role in that they are often the first point of contact for parents. **Therefore, they will concentrate on stimulating active participation in the community as well as encouraging constructive criticism and solutions for any issues that may arise.**

2. Help the parents

- Welcome new parents to the class and **coordinate** with the Ambassador Program.
- Direct parent enquiry to appropriate individuals (first the teacher **(Primary)** or tutor **(Secondary)**).
- Keep parents informed of any important Class News or Activities. **(Primary)**
- Organise coffee mornings or get-togethers for parents of the class. This is a nice way for everyone to meet informally and can help new parents to settle in. **(Please be sure to include Primary/Secondary Vice Chair in your invitation).**

3. Work with the school

- Meet with Head of Primary/Secondary on a mutually arranged schedule, to exchange, promote good communications and facilitate the relationship between parents and school team. In Secondary this may extend to meetings with Heads of Year (Group) or other, as necessary.
- Year Reps will not bring personal or issues relating to individual students/parents to these or other meetings. They will direct parents to bring concerns to the class teacher (Primary) or tutor (Secondary), as per school communication tree.
- Attend a yearly training to understand how to best work with the school.
- Co-ordinate parent volunteers for the class (together with teacher). **(Primary)**
- Discuss specific responsibilities with class teacher. **(Primary)**

4. Be part of the school community

- Work with/Report relevant information to the Vice Chair.
- Inform the PSG Board of any problems, concerns or great ideas relating to events and fundraising.
- Keep in touch with PC reps.
- Help to recruit parents to the Year Book Team to collect art material/pictures from the class **(Primary)**.
- Organise end of year party/thank you present for teacher(s) **(Primary)**.

Appendix A - UWCM Parents' Support Group (PSG) Structure

UWCM Parents' Support Group

Parents' Support Group Board:

- Chair
- Vice-chair Primary School
- Vice-chair Secondary School
- Treasurer
- Secretary

Year Representatives