

THE BRITISH SCHOOL OF BAHRAIN



Parental Engagement Groups

DOCUMENT CONTROL	
Policy Reference	BSB - Parental Engagement - 014
Date Adapted	June 2020
Review Date	August 2023
Next Scheduled Revision (yearly)	August 2024

Table of Contents

1. The British School of Bahrain Parent Community Ambassadors (PCA) Constitution
2. The British School of Bahrain Parent Advisory Group (PAG) Constitution

The British School of Bahrain’s Parental Engagement Groups

The British School of Bahrain has two different parental engagement groups through which it seeks to maintain excellent parental relationships, whilst also enhancing the support and gathering the input from these stakeholders.

1.0 The Parent Community Ambassadors (PCA)

2.0 The Parent Advisory Group (PAG)

1.0 The Parent Community Ambassadors (PCA)

1.1 The Parent Community Ambassadors is a group of current volunteer parents with child/children enrolled in the British School of Bahrain that assists the school through the focus on the charity and community engagement of the school.

1.2 The PCA has three key functions within the British School of Bahrain:

1.2.1 To act as an initial point of contact for parents new to the school, providing them with a support network to enable them to be quickly integrated within both the school and the wider community.

1.2.2 To propose, organise and facilitate community and charitable events for the school.

1.2.3 To enrich the spirit of the school community for parents, teachers and students through annual events such as the International Family Fair, Festive Night Market and other seasonal school events.

1.2.3.1 PCA members meet informally with the Parental Relations Executive as is required to maintain their function.

1.2.3.2 A PCA Blog is maintained through the School in order to provide information to the wider school community about future events and initiatives.

1.2.3.3 The School maintains an account on behalf of the PCA.

2.0 The Parent Advisory Group (PAG)

2.1 The British School of Bahrain maintains an advisory group of current parents who provide experience and professional skills which aid the strategic development of the school.

2.2 The PAG allows the school to benefit from the experience, knowledge and professional qualifications of parents. Members of the PAG are selected, through a voting system, by the wider parental body, from a shortlist assembled based upon identified strategic needs within the school.

2.3 Each elected member of the PAG serves a minimum of two years. Replacement individuals are elected as vacancies arise.

2.4 The aim of the PAG is to support the school by providing parental advice regarding medium- and long-term developments and strategy. This group does not focus on the day-to-day operations of the school.

2.5 The PAG has five key functions within the British School of Bahrain:

2.5.1 To provide professional and parental advice regarding the longer-term development of the school to meet the needs of all stakeholders in a changing environment. This may include contributions to periodic analyses as appropriate.

2.5.2 To meet termly and review sections of the Schools Strategic Development Plan, providing parental advice regarding the strategic development of the school.

2.5.3 To authorise strategic changes to income, including changes to fees, in order to support the development of the school as outlined in the School’s development planning.

2.5.4 To provide medium term parental advice regarding specific projects undertaken by the school.

2.5.5 To act as parental representatives on all matters relating to inspection.

2.6 The PAG will meet formally every term and as smaller sub-sets of this group as needed in order to fulfil its function.

2.7 The contents of discussions within all PAG meetings are highly confidential due to the sensitive nature of items. For this reason, formal minutes and agendas are not published.

THE BRITISH SCHOOL OF BAHRAIN



Parent Community Ambassadors (PCA) Constitution

1.0 The British School of Bahrain Parent Community Ambassadors (PCA) constitution

This constitution has been written with due consideration to decree no.21 of 1989 in accordance with the Law of Social and Cultural Societies and Clubs.

1.1 Name

The Parent Community Ambassadors (PCA)

The group shall be known as the Parent Community Ambassadors (hereinafter referred to as PCA).

1.2 Nature and Purpose

1.2.1 The Parent Community Ambassadors is a group of current volunteer parents with child/children enrolled in the British School of Bahrain that assists the school through the focus on the charity and community engagement of the school.

1.2.2 The School has ultimate responsibility for the PCA and its members.

1.2.3 The PCA has three key functions within the British School of Bahrain:

1.2.3.1 To act as an initial point of contact for parents new to the school, providing them with a support network to enable them to be quickly integrated within both the school and the wider community.

1.2.3.2 To propose, organise and facilitate community and charitable events for the school.

1.2.3.3 To enrich the spirit of the school community for parents, teachers and students through annual events such as the International Family Fair, Festive Night Market and other seasonal school events.

1.2.4 The PCA must ensure that their activities and their representations always align with these three key functions.

1.2.5 The PCA respects the fact that the Executive Head, Heads of School and School staff have entire responsibility and jurisdiction for the organisation of discipline, curriculum and pedagogy in the School and that the PCA will not be concerned with individual pupils or with individual members of staff, or with the design of the school’s curriculum, as these areas are best addressed through clearly defined channels of communication and an open-door school leadership policy.

1.2.6 The PCA is not a school policy decision-making body.

1.2.7 The PCA members should positively and constructively represent the views of both the school to the wider parental body and the views of the parent body to the School.

1.3 Aims and objectives

The PCA strives to support and enhance the functioning of specific areas of the School community:

1.3.1 Assist with the positive engagement of new parents and students through integration into support networks and on-boarding activities of the school (Coffee Mornings, New Parent Orientation).

1.3.2 Propose to the school, organise and promote specified fund-raising activities to promote the values of charity within the pupils and wider school community

1.3.3 Assist with Community Service and positively develop the outreach of the School within the wider community.

1.3.4 Assist in raising funds that can contribute to the improvement of school provisions as required by the school.

1.3.5 For members of the PCA to always represent the School positively in the wider community.

1.4 Composition

1.4.1 The PCA is spearheaded by the Parent Relations Executive of the British School of Bahrain. The Parent Relations Executive is supported by the Head of Business Development and the Head of Admissions.

1.4.2 Members of the PCA shall be the parents and/or legal guardians of current students at the British School of Bahrain.

1.4.3 The Executive Headmaster and the Heads of School shall be ex-officio members of the PCA.

1.4.4 The PCA’s membership (excluding ex-officio members) will be composed of volunteer members from different year groups.

1.4.5 The term of a PCA member is for one academic year commencing in September every year, provided that the parent remains a current parent of a student at BSB. Any PCA member who ceases to have a child at BSB shall be deemed to have resigned from the PCA.

1.4.6 The Executive Headmaster reserves the right to ask any PCA member to step down, should they deem that the parent is not fulfilling the aims and objectives of the PCA.

1.5 Proceedings

1.5.1 The PCA will be chaired by the Parent Relations Executives, who will steer the workings of the PCA on charity and community engagement.

1.5.2 All meetings of the PCA are informal and as such no agendas or minutes will be circulated.

1.5.3 The PCA (including ex-officio members) may meet periodically in order to fulfill the functions of the group, especially regarding the organisation of events within the School community.

1.5.4 The PCA will write its own entries for the School Blog, which will be assessed by the School prior to publication in the wider domain.

1.6 Volunteering of PCA members

1.6.1 The parent members of the PCA shall at all times be volunteers and give of their time freely.

1.7 Finance

1.7.1 The School Finance office shall maintain one account in the name of the PCA which will retain all payments and funds received by the PCA.

1.7.2 All financial transactions associated with the PCA must be conducted through this account.

1.7.3 All cheques, promissory notes, and other account instruments, requiring signature or authorisation on behalf of the PCA, shall be signed or authorised, as the case may be, in such a manner as the School shall determine; provided that signature or authorisation shall involve at least two (2) authorised persons, one of whom shall be a parent member of the PCA and the other a nominee appointed by the Executive Headmaster.

1.7.4 The School has the right to spend funds retained in the PCA account in the matter they know will benefit the school.

1.8 Amendment

1.8.1 The PCA remains a School authorised group, and therefore any matter pertaining to the PCA cannot be varied or changed in any way other than by the Executive Headmaster.

1.9 Dissolution

1.9.1 As a School group, the PCA may be dissolved at any time by the Executive Headmaster or by the Directors of the School Board.

THE BRITISH SCHOOL OF BAHRAIN



Parent Advisory Group (PAG) Constitution

2.0 The British School of Bahrain Parent Advisory Group (PAG) Constitution



This constitution has been written with due consideration to decree no.21 of 1989 in accordance with the Law of Social and Cultural Societies and Clubs.

2.1 Name The BSB Parent Advisory Group (PAG)

The group shall be known as the Parent Group (hereinafter referred to as PAG).

2.2 Nature and Purpose

2.2.1 The British School of Bahrain maintains an advisory group of current parents who provide experience and professional skills which aid the strategic development of the school.

2.2.2 The PAG allows the school to benefit from the experience, knowledge and professional qualifications of parents. Members of the PAG are selected, through a voting system, by the wider parental body, from a shortlist assembled based upon identified strategic needs within the school.

2.2.3 The aim of the PAG is to support the school by providing parental advice regarding medium- and long-term developments and strategy. This group does not focus on the day-to-day operations of the school.

2.2.4 The PAG has five key functions within the British School of Bahrain:

2.2.4.1 To provide professional and parental advice regarding the longer-term development of the school to meet the needs of all stakeholders in a changing environment. This may include contributions to periodic analyses as appropriate.

2.2.4.2 To meet termly and review sections of the Schools Strategic Development Plan, providing parental advice regarding the strategic development of the school.

2.2.4.3 To authorise strategic changes to income, including changes to fees, in order to support the development of the school as outlined in the School’s development planning.

2.2.4.4 To provide medium-term parental advice regarding specific projects undertaken by the school.

2.2.4.5 To act as parental representatives on all matters relating to inspection.

2.3 Aims and objectives

The PAG strives to support and enhance the overall functioning of the School through advising medium to long term strategic planning:

2.3.1 The PAG are a parent advisory group that contribute a parental perspective towards the medium and long-term strategic planning of the School.

2.3.2 The PAG, because of their professional qualifications and experience in related fields of work, may provide constructive advice towards the School’s policies and procedures.

2.3.3 The PAG represents the parents in the sense of representative democracy. A shortlist of suitable candidates that are invited based upon the identified needs of the School are assembled, out of which elections or representation take place, should numbers suffice.

2.3.4 PAG members through elections, are permitted to make decisions on agenda items by a mandate of the voters and are not required to poll or otherwise obtain the views of the parents for any agenda items.

2.3.5 The sensitive nature of agenda items will frequently mean that these items must remain confidential, and it is not appropriate to publish them more widely.

2.3.6 The decisions of the PAG on agenda items are not subject to ratification or to appear to the wider parental body.

2.3.7 PAG members do not make final decisions regarding school policy or practice; however, where parent body approval is required under Ministry of Education regulations, the PAG decisions meet such approval requirements but do not bind the school to enact the matters approved.

2.3.8 PAG sub-committees and personal opinions may be sourced separately from full PAG meetings as appropriate in order to support school development and strategic planning.

2.3.9 During an external inspection, the PAG will be called upon to represent the views of the parents to inspectors, as required.

2.4 Composition

2.4.1 Members of the PAG shall be the parents and legal guardians of current students at the School.

2.4.2 One member of the PAG may be a staff parent.

2.4.3 The business of the PAG shall be conducted by a PAG of current parents and the Executive Headmaster.

2.4.4 The PAG’s number shall be a minimum of five (5) elected parent members plus the Executive Headmaster who acts as the Chair of the PAG.

2.4.5 The term of a parent member of the PAG is for a minimum of two academic years from the start of an academic year (September 1st). All members may continue to serve after two years, should they so wish, and are still current parents of children at BSB.

2.4.6 Any parent member who ceases to have a child at BSB shall be deemed to have resigned from the PAG.

2.4.7 In the event of any position not being filled, or should a vacancy occur, for any reason whatsoever, the Chair of the PAG may appoint a member to fill that vacancy.

2.5 Proceedings

2.5.1 The Chair of the PAG shall typically call a termly meeting of the PAG, or more frequently as necessary.

2.5.2 Agenda items plus accompanying papers shall be circulated in advance.

2.5.3 The PAG typically holds at least three meetings per year, one per term. Additional meetings may be convened by the Chair as and when necessary.

2.5.4 The PAG:

2.5.4.1 Shall regulate its meetings as it deems fit.

2.5.4.2 Shall determine the method of giving notice of meetings.

2.5.5 Meetings of the PAG shall be chaired by the Executive Headmaster.

2.5.6 PAG meetings are formal meetings and therefore minutes will be taken and approved by members of the PAG group.

2.5.7 The School will appoint an appropriate person to produce minutes of all full PAG meetings. Minutes are not required for any sub-group meetings or for individual meetings between PAG members.

2.5.7.1 Due to the sensitive nature of these minutes, they are not available for wider publication outside of the PAG.

2.5.7.2 There is no requirement for PAG meeting minutes to be shared with parents or staff.

2.5.7.3 PAG minutes will be agreed and signed at the next meeting and appear on the next agenda as an item.

2.6 Election of PAG members

2.6.1 A shortlist of potential new PAG members will be created based upon the identified strategic needs of the School.

2.6.2 A minimum of five (5) PAG members will be elected to serve a minimum of two years as a PAG member.

2.6.3 Should a vacancy arise; all parents will be sent a letter asking them if they would like to be considered as a member of the PAG.

2.6.4 From the parental volunteers, a shortlist will be identified based upon identified strategic requirements within the school.

2.6.5 Parents who are willing to put themselves forward for election must agree to provide information which will be circulated to all parents:

2.6.5.1 Their full name.

2.6.5.2 The occupation/experience and relevant qualifications.

2.6.6 The School will facilitate the voting of new PAG members from the identified shortlist.

2.7 Quorum

2.7.1 30% of members being present shall constitute a quorum of PAG meetings.

2.8 Finance:

2.8.1 The PAG will not be involved in dealing with school or PCA funds; therefore, there is no requirement to produce an annual financial report.

2.9 Amendment

2.9.1 The PAG remains a School authorised group, and therefore any matter pertaining to the PAG cannot be varied or changed in any way other than by the Executive Headmaster.

2.10 Dissolution

2.10.1 As a School group, the PAG may be dissolved at any time by the Executive Headmaster or by the Directors of the School Board.