



# GUIDELINES FOR CLASS PARENTS AND CLASS PARENTS' MEETINGS

March 2009

## 1. FOREWORD

- 1.1 These guidelines came into force on 1 March 2009 and will remain in force for an undetermined period.
- 1.2 Words which take the singular form should be understood as also including the plural and vice versa; and words which refer to the masculine gender should also be understood as referring to the feminine gender.
- 1.3 The headings of the paragraphs of these guidelines serve only as a point of reference and should not in any way influence the interpretation of any of the guidelines they relate to.
- 1.4 These guidelines can only be changed if an absolute majority of the PRC is in favour of such a change and if the School Management and School Board agree to it.

## 2 ELECTORAL REGULATIONS GOVERNING CLASS PARENTS' MEETINGS/ ELECTION OF CLASS PARENTS' REPRESENTATIVES

### 2.1 Right to vote

- 2.1.1 The enfranchised members of a class elect from among themselves two class parents' representatives in the course of a class parents' meeting called by the principal or class teacher within the first school term
- 2.1.2 The elected class parents' representative term of office is twelve months.
- 2.1.3 Should one of the two class parents' representatives elected by the general class parents' meeting stand down from office in the course of the year, the class teacher calls another class parents' meeting in the course of which a new class parents' representative is elected.
- 2.1.4 Only one spouse per class may stand for election.
- 2.1.5 The members who are entrusted with the education and care of the learners are enfranchised and eligible for election.
- 2.1.6 Each enfranchised member has one vote for each election. The enfranchised members may only cast their votes personally.
- 2.1.7 Absent enfranchised members are eligible for election if their written permission to be candidates has been submitted to the electoral officer. Teachers, School Board



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members, administrative staff and class parents' representatives already elected in other classes are not eligible for election.

**2.2 Voting procedure**

2.2.1 The class teacher or someone he has appointed as his representative is the electoral officer. Enfranchised members enter their first names and surnames in an attendance list. The scribe is elected from among the members by a show of hands. He/she remains enfranchised and eligible.

2.2.2 Class parents' representatives are elected in one round..

2.2.3 The electoral officer establishes how many enfranchised members are present and explains the voting procedure. He receives the nominations, checks the eligibility of the nominees and announces their names. Present nominees declare their acceptance of candidature.

2.2.4 The elections are basically secret. In the case of a secret ballot the enfranchised members receive a ballot paper for each round. The maximum number of candidates to be entered on the ballot paper is the same as the number of persons to be elected. If a candidate's name has been entered more than once on a ballot paper, he/she is regarded as having been entered once only. Ballot papers which do not clearly indicate the intention of the voter are invalid.

2.2.5 A public election may only be conducted if an enfranchised member has proposed it and if all enfranchised members present agree to it. A public election is conducted by a show of hands. Every candidate has to be elected individually.

2.2.6 The electoral officer determines the number of votes returned, and the valid and invalid papers returned for every candidate. The twelve candidates who have drawn the highest number of votes are the elected candidates.

2.2.7 In the event of a tied vote a final ballot is conducted. If no decision is reached, the electoral officer tosses a coin.

2.2.8 The electoral officer announces the results, which he has established to the present enfranchised members. If the successful candidate is present, he/she announces his acceptance. If he/she is not present, the electoral officer has to inform him/her as soon as possible. He/she must declare within a week of having received the notice that he/she accepts office.



**2.3 Minutes**

2.3.1 Minutes have to be kept of the election. They should reflect:

2.3.1.1 the venue and time of the election

2.3.1.2 the reason of the election

2.3.1.3 the names of the electoral officer and the scribe

2.3.1.4 the number of enfranchised members present

2.3.1.5 the names of the candidates proposed (nominations)

2.3.1.6 the method of voting

2.3.1.7 in the case of a ballot: number of ballot papers returned; valid and invalid votes cast; number of valid votes cast for each candidate.

2.3.1.8 in the case of voting by show of hands: the number of votes returned for each candidate.

2.3.1.9 the election results

2.3.1.10 a remark about unusual occurrences.

2.3.2 The electoral officer and the scribe must sign the minutes.

2.3.3 The electoral officer must hand in the minutes at the school reception where they must remain in safekeeping for the duration of the term of office of the persons elected.

**3. OBJECTIVES AND SPHERE OF INFLUENCE OF CLASS PARENTS AND CLASS PARENTS' MEETINGS**

**3.1 Fundamental principles and implementation**

3.1.1 Parents have the right and the duty to participate in the school education of their children.

3.1.2 According to these fundamental principles "parents" mean the custodians of the child.



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- 3.1.3 The rights of custodians in the context of parents' representation may be exercised by representatives in charge of the education and care of children, as long as the custodians do not themselves exercise these rights or negate them.
- 3.1.4 The rights of the School Committee are in no way affected by these regulations.
- 3.2 Parents' representation**
- 3.2.1 Through parents' representation parents take part in shaping education and teaching at the school. Parents' representatives should protect the interests of the parents with regard to the education of their children and should strengthen and deepen the relationship of trust between school and home.
- 3.2.2 Class parents' meetings and the Parents' Representative Council are instances of parents' representation.
- 3.3 Class parents' meetings**
- 3.3.1 Class parents' meetings promote the cooperation between parents and teachers of the class. They advise the class about and support it with essential questions regarding education and teaching, which might arise from the work done in the particular class.
- 3.3.2 The class teacher informs the class parents' meeting of all matters of general interest to the class and imparts necessary information.
- 3.3.3 Parents of learners in a class constitute the class parents' meeting. At the start of the school year they elect from among themselves two class parents' representatives for a term of twelve months. Re-election is possible. The voting regulations contain particulars of voting procedure.
- 3.3.4 The class parents' representatives represent the class parents' meeting vis-a-vis the class teacher, the other teachers of the class, the Parents' Representative Council and the principal.
- 3.4 Rights and duties of Class Parents' Representatives**
- 3.4.1 The class parents' representative represents all class parents vis-a-vis the class teacher, all other subject teachers, the Parents' Representative Council and School Management.
- 3.4.2 The class parents' representative has to strengthen the relationship of trust between guardians and teachers, and thus discuss the guardians' desires, suggestions and proposals with the respective teachers or the class teacher.



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- 3.4.3 At the wish of the respective guardians the class parents' representatives have to mediate between guardians and teachers if there are problems where attention has to be given especially to the personal needs of those involved.
- 3.4.4 The class parents' representatives may not without the permission of the persons involved receive any information about personal matters concerning the teacher and his learners, and about the level of performance, behaviour, etc. of the persons involved.
- 3.4.5 The class parents' representatives are sworn to secrecy about issues that came to their attention, also after the termination of their office.
- 3.4.6 The class parents' representatives organise class get-togethers (with or without children) to strengthen team spirit and improve communication. It is desirable to have at least one such class get-together per schoolyear.
- 3.4.7 If the class decides to introduce a class kitty, the class parents' representatives have to manage it. It will be their duty to ensure proper bookkeeping. The class will have to be regularly informed of expenditure and income relating to the class kitty.
- 3.4.8 The class teacher informs the class parents' representatives of measures taken within the class, time-table planning, substitution or change of teachers, class events, class trips and excursions, the planned introduction of teaching aids i.a. at a given time and they pass this information on to their class.
- 3.4.9 The class parents' representative is the link between the PRC and the guardians. Thus the class parents' representatives forward all (non-confidential) information, which they received from the PRC to the guardians of their classes.

### **4 GUIDELINES FOR PROCEDURE OF CLASS PARENTS' MEETINGS**

#### **4.1 Number of meetings**

- 4.1.1 In principle the class teacher calls class parents' meetings.
- 4.1.2 At the request of at least five members of the class parents' meeting or of the class teacher a class parents' meeting must be called. The meeting has to be called within three weeks.
- 4.1.3 At least one class parents' meeting has to be held annually.

#### **4.2 Calling meetings**



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- 4.2.1 The class teacher sets the dates of the meetings.
- 4.2.2 In principle the venue is the DSJ. The class parents' meeting may, by arrangement with the class teacher, determine a different venue.
- 4.2.3 The class teacher discusses the date and the choice of a different venue with the class parents' representatives, in so far as they have already been elected. Der Klassenleiter bespricht die Terminierung und die Wahl eines anderen Sitzungsortes mit den Klassenelternsprechern, soweit diese bereits gewählt sind.

### **4.3 Invitations**

- 4.3.1 The class teacher invites all parents in writing via the school.
- 4.3.2 By arrangement with the class teacher and the class parents' representatives invitations to a meeting may also be extended through the class parents' representatives.
- 4.3.3 The time allowed for invitations is one week, starting from the date it is issued.
- 4.3.4 In cases of emergency the invitation can be oral and the time allowed for invitations may be disregarded.

### **4.4 Agenda**

- 4.4.1 An agenda of the class parents' meeting should be attached to the invitation.
- 4.4.2 If possible the agenda should also be made public in advance in cases of emergency.
- 4.4.3 The class parents' meeting may add further items to the agenda at the start of the meeting.

### **4.5 Participation in meetings**

- 4.5.1 The class teacher and the parents participate in the sessions of the class parents' meeting. Teachers of the school, representatives of School Management and other expert persons may be invited to attend discussions of all or some items.
- 4.5.2 When invited, the teachers of the class have to participate.
- 4.5.3 Persons who act as guardians e.g. host parents are fully enfranchised members at the sittings of the class parents' meeting.



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### 4.6 Passing of resolutions

- 4.6.1 Before the start of a meeting the class parents' representative or the chairperson of the PRC has to determine whether the meeting has the power to pass resolutions.
- 4.6.2 A class parents' meeting has this competence when five parents are present.
- 4.6.3 Voting is by a show of hands unless a decision has been made to have a secret ballot. A secret ballot is conducted by means of ballot papers.
- 4.6.4 Decisions are taken on the basis of the votes of the majority of members present. Every enfranchised member present has one vote.
- 4.6.5 In the case of a tied vote, the first class parents' representative's vote is decisive.

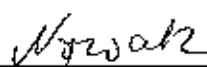
### 4.7 Minutes

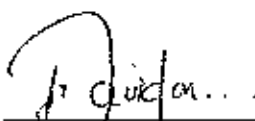
- 4.7.1 Minutes have to be kept of the first class parents' meeting, on which class parents' representatives are elected. formal and informal PRC meetings. See the election regulations for more information.
- 4.7.2 In the case of further class parents' meetings the class teacher can decide whether minutes are needed. If necessary the class teacher decides who is the scribe.
- 4.7.3 Should it be decided to keep minutes of the class parents' meeting, the regulations governing minutes in the election regulations (paragraph 2 of these guidelines) are applicable.

### 4.8 Public participation

- 4.8.1 PRC meetings are not open to the public. The class teacher or the class parents' representative may nevertheless invite guests.
- 4.8.2 The class parents' meeting may decide to treat certain advisory issues as confidential.

The Parents' Representative Council  
Johannesburg, March 2009

  
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Hanne Nowak, Chairperson

  
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