

PBS/EISP Joint Parent Committee – 2017/18

Scope

- The Joint Parent Committee (JPC) provides feedback to the school management, specifically the incoming Principal of the Prague British International School (PBIS), on the merging of PBS and EISP from September 2018.
- Although the JPC does not have any decision making powers, it is a strong voice and the school does take their opinions seriously.
- The JPC will be established in November 2017 and will function as a body until the end of June 2018.
- The JPC provides an additional channel between parents and school by collecting information related to the merge of PBS and EISP from parents at their campus.
- The JPC recognises that other channels are open to all PBS and EISP parents to communicate with the school management regarding PBS and EISP joining, including; parental surveys / polls, open door policy, townhall meetings and direct written communication.

Structure

- Vlastina: Two parents from Vlastina are JPC members.
- Kamyk: Two parents from Kamyk site are JPC members.
- Libus: Three parents from Libus site are JPC members. One of the three Libus members chairs the JPC

Selection

- Vlastina: The two JPC members will be selected from the existing Vlastina Year Group Reps. At least one member has a child in Primary and at least one member has a child in senior. If the Vlastina Year Group Reps are unable to reach consensus on who the two JPS members will be this will be determined by the Head of Vlastina.
- Kamyk: The two JPC members will be selected from the existing Kamyk Year Group Reps. At least one member has a child in Primary and at least one member has a child in senior. If the Kamyk Year Group Reps are unable to reach consensus on who the two JPS members will be this will be determined by the Heads of Kamyk Primary and Senior.
- Libus: The selection of Libus JPC members will be made as follows: one Rep member be a current office holder from the EISP PSP, one member will be an EISP Primary class rep and the third member will be nominated by the EISP Principal.
- The Principal of PBIS attends JPC meetings on behalf of the school.
- All JPC members must speak a reasonable level of English so they can communicate with other parents in the community and take an active part in the meetings.
- In all cases, members should exercise discretion as well as confidentiality when asked to do so.

Relationship between Year Group / Class reps and the JPC

- Year Group / Class rep meetings are held once per calendar month or more often if deemed necessary.
- The Chair of each meeting is The Head of School.
- The meetings are attended by the relevant future Head of Campus (HoC)
- The agenda of the Year Group / Class rep meeting takes the form of:
 1. Items raised from the last minutes
 2. Items still pending from the last meeting
 3. PBIS items for discussion
 4. Current school year items for discussion
 5. Any Other Business (AOB)
- Items raised under point 3 above can be brought by the JPC members to the JPC meeting.

JPC Meetings

- The JPC meets once per calendar month or more often if deemed necessary.
- The JPC meets as soon as practical following the Yeargroup / Class rep meetings
- Meetings are held on a rotating basis at Kamyk, Vlastina and Libus
- The agenda of the meeting takes the form of:
 - Items raised from the last minutes
 - Items still pending from the last meeting
 - Items for discussion
 - Any Other Business (AOB)
- Minutes of the meeting are taken on rotation with each JPC member taking the minutes of the meeting in turn. The draft minutes of the meeting should be sent to all in attendance as soon as possible after the meeting is finished, usually within 3 days. Comments are sent to the person taking the minutes before the final minutes are sent to the Principal of PBIS for agreement.

Communication

- A note will go out in two newsletters - two weeks and one week before the meeting is due to take place – asking parents to inform their Year Group / Class Reps of any issues they have for the meeting. The fact that the Yeargroup / Class Reps meetings feed into the JPC will be actively promoted at all sites.
- Minutes of JPC meetings are sent to all parents through the school newsletter.