

Parent

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5. Membership

All parents of students attending the school are the ordinary members of the PEG.

6. Meetings

- a) The focus of the meeting group is to be on authentic community engagement and include an educative component that builds capacity amongst parents and carers.

The educative component is to be determine in collaboration with the Principal and may reflect goals or implementation strategies articulated in School Plans or the

- c) The group will allow the promotion and deeper understanding of policy and procedure within schools and offer an opportunity for collaboration and feedback regarding policy development and review as required.
- d) Meetings of the group should be held regularly. They may be held during the school term or . This decision should be made at the Inaugural PEG meeting and agreed to by the majority.
- e) The PEG operates using a structured meeting with a published agenda (see following agenda template).
- f) Note/Minute taking is to be managed by the Principal or a volunteer to be identified for this purpose. The Principal will maintain and store copies of Minutes.
- g) Notification of the meeting should be provided through the usual channels of school communication allowing a t least 7 days' notice of the meeting. A yearly calendar may be produced to identify dates for PEG meetings.
- h) Meetings may be held using technology in circumstances where a face-to-face meeting is not possible, or it is the preference of the Principal and community. Anyone using this technology to attend the meeting is taken to be present in person at the meeting.
- i) At the first or Inaugural meeting, the group should co-construct group operating norms to ensure empowerment of all.
- j) The group will maintain an ability to fundraise if desired by the community. Subgroups can be formed for this purpose and will report directly to the principal (or their delegate). A report will also be made available to the PEG.
- k) "Project groups" such as garden, craft, hospitality groups can be developed based on need and the interests of the school and parent body. These groups will report directly to the principal (or their delegate). A report will also be made available to the PEG.
- l) For the purpose of funds management for the PEG, the school Principal will maintain and report on the financial records for the PEG with these records to be made available at PEG meetings. Auditing of the funds will be included as part of the routine auditing process by the Cnfme.96 7G[)JT#TQq0.0595.3

Appendix: Parent Engagement Group (PEG) Agenda Template
