

PAG Terms of Reference

The Parent Advisory Groups report to the Parents and Citizens Association and act as a forum for discussion of issues within each school which have broad application to the majority of parents.

The Parent Advisory Groups

1. Coordinate fund-raising activities conducted within each school, where relevant.
2. Coordinate and promote social events in order to facilitate a sense of community within the school.
3. Undertake tasks delegated to them by the P&C from time to time in order to further the goals of the P&C.
4. Make recommendations to, or seek advice from, the P&C on matters which require action beyond the ambit of these terms of reference.
5. The Parent Advisory Groups should not discuss individual concerns or issues which do not have broad relevance across the parent groups.

Membership and Attendance

One of the elected Vice-Presidents of the P&C is Coordinator of each PAG *ex officio* and chairs PAG meetings. Coordinators may choose to nominate a Secretary and/or a Treasurer in order to assist with the workload of the PAG where these roles are deemed to be necessary. Coordinators may also delegate tasks to PAG members, as appropriate.

Any parent or carer of a student of the Kelvin Grove State College is eligible to attend PAG meetings. The Coordinator (or Secretary) maintains a list of members for each PAG. Attendance at PAG meetings does not automatically entitle parents or carers to membership of the P&C, which is the subject of a separate process.

The Principal of the relevant School is invited to attend PAG meetings.

Meeting procedures

Agendas are set by the PAG Coordinator. PAG members may place items on the agenda by advising the Coordinator one week in advance of meetings.

Items can be raised in committee, but there is no guarantee that matters not placed on the agenda will be discussed at that meeting. Items already listed on the agenda will take precedence. If a member wishes to raise an item in committee, the Coordinator may seek the endorsement of the majority of members before the item is discussed.

Tenure and Frequency of Meeting

Parent Advisory Groups meet monthly. Meeting dates will be advertised on the KGSC website and through the College Chronicle.

Vice-Presidents of the P&C are elected at the P&C Annual General Meeting (AGM) and serve a one year term.

PAG members maintain their membership status for the calendar year in which they join. All P&C memberships lapse at the start of the annual AGM.

Reporting

Each PAG Vice-President submits a written summary report of proceedings to the monthly P&C general meeting. Where formal meeting notes or minutes are kept, these may be used to constitute the written report to the P&C. However, the keeping of formal meeting notes is at the discretion of each PAG Coordinator.