



CLASS REPRESENTATIVES AND SECTION REPRESENTATIVES

INFORMATION SHEET

During parent/teacher meetings organised by the school every September, the class representatives are elected (representative, deputy and treasurer) with a mandate of one year.

At the end of September, the Management Committee of the AMPA (AMPA MC) together with the members of the School Management, organises an information session for all class representatives. During this meeting, the following representatives will be elected:

- 5 representatives to participate in the preparation of the Educational Council (EC) of Nursery and Primary**
 - One representative for Nursery
 - Four representatives for Primary, one for each language section

- 4 representatives to participate in the preparation of the Educational Council (EC) of Secondary**
 - Four representatives for Secondary, one for each language section

Responsibilities of class representatives:

- Represent parents before the school and to be the communication link between parents, school and AMPA.
- During the parent/teacher meetings in September: make a list of contacts (phone numbers and / or email addresses) of all the parents in the class who have given their approval (according to the General Data Protection Regulation) and **agree on common communication channel - WhatsApp or email** - (in order to share all types of information among parents in the same class. This facilitates communication within the class and helps make the flow of information more fluid.
- Participate in meetings organised by section representatives and those organised for representatives by the AMPA MC.
- To forward all information they receive from school and from AMPA to the parents of their class.
- Deal with the problems occurring in the class and organise parent meetings or meetings with the school, if necessary.
- Request, if necessary, help and support from the AMPA MC.

Responsibilities of the class treasurer:

- Open a bank account for class fund;
- Manage the payments agreed with the class teacher and parents;
- Other duties as defined by the class teacher.

Responsibilities of section representatives:

- The section representatives should **propose topics collected from the parents to be discussed in the Education Council (EC)**. Once the school suggests a date for the next EC, the class and linguistic section representatives should contact the parents in order to request proposals/issues to be discussed. Together, with the AMPA MC delegate, these proposals are discussed until a final list of proposals is agreed upon and which must be sent by email to the school one week before the Education Council takes place.

Responsibilities of the AMPA MC delegate to the EC (will be elected in the AMPA MC meeting in October):

- Be the link between the AMPA MC and section/class representatives.
- Inform and train the new class representatives who will be attending the EC.
- Supervise and manage the gathering of information from all section representatives prior to the EC including coordinating with the class representatives. The agreed agenda items must then be forwarded to the school administration.
- Organising section representatives' meetings before and after EC in order to discuss the issues raised.

The Educational Councils (EC) in the European School of Alicante

There are three ECs for Primary and three ECs for Secondary every school year. In addition, the Joint Educational Council meetings may be called by the Director.

Nursery and Primary cycle EC is attended by:

- The Director
- The Deputy Director
- Two parent representatives (one of the representatives of the linguistic sections, one member of AMPA MC).
- Two teachers' representatives

Secondary cycle EC is attended by:

- The Director
- The Deputy Director
- Two parent representatives (one of the representatives of the linguistic sections + one member of the AMPA MC).
- Two teachers' representatives.
- Two students' representatives.

Joint EC is attended by:

- The Director
- The Deputy Director of Nursery and Primary cycle
- The Deputy Director of Secondary cycle
- Two parent representatives (one primary cycle parent + one secondary cycle parent).
- Two teachers' representatives (one primary teacher + one secondary teacher).
- Two students' representatives (secondary cycle).

IMPORTANT! Linguistic section representatives will attend the EC on a rotational basis. If, for some reason, the representative of the linguistic section, who's turn it is, cannot attend, it is important to delegate this task to a representative of another linguistic section.

The EC objectives:

- Find the optimal conditions for effective teaching.
- Promote positive and stimulating human relationships.
- Strengthen the European character of the school.
- Propose pedagogical improvements.
- Approve initiatives such as school trips or educational programmes and activities.
- Share ideas, suggestions and complaints among teachers, parents, and (in Secondary cycle) students.
- Deliver ideas, suggestions and complaints of the parents with collaboration of AMPA Management Committee, to the school.
- Make proposals to the Administrative Board of the European School of Alicante.

The EC Timeline (suggestion)

15 days before the EC: AMPA MC delegate calls section representatives' attention to send a reminder to the class representatives asking parents for issues to be raised at the EC.

10 days before EC: the section representatives meet and agree on the proposals that will be presented. AMPA MC delegate sends the proposals to the School.

Follow-up: After the draft minutes have been circulated, the participants agree on minutes which will be sent to the director for approval.

NB! The minutes of the EC are taken on rotational basis by school, parents, teachers and pupils - so the parent representatives will have to take notes and draft the minutes once in the school year. The **minutes of the previous EC** must be approved, so it is important to contact the representative(s) who attended the previous EC. Please take time to read the last minutes so as to know what points have been discussed and what decisions have been made previously.

The minutes of the meeting are made by the secretary designated by the (Deputy) Director at the beginning of each meeting, rotating between different stakeholders. The minutes must first be approved by the (Deputy) Director and then by the Council before being sent to all parents.

Final minutes will be circulated by the Director to all parents via SMS.

Article 21 of General Rules of the European Schools

<https://www.eurasc.eu/BasicTexts/2014-03-D-14-en-6.pdf> states:

Education Councils

1. In each school two Education Councils shall be formed, one for the primary and nursery cycles, the other for the secondary cycle. Each of the Education Councils shall normally meet twice per term. The two Education Councils may hold joint meetings on issues affecting the whole school.
2. The task of the Education Councils shall be to seek optimum conditions for effective teaching and to promote positive and stimulating human relations. In particular, they shall seek to introduce all measures likely to highlight the school's European character. They may set up working groups. They may adopt resolutions for submission to the competent authorities of the European Schools. If the Director takes a decision which does not conform to a proposal made by the Education Council, he/she shall give his/her grounds for doing so. Discussions of individual cases must be excluded.
3. Composition:
 - a) The Education Council for the nursery and primary cycles shall be composed of the Director and Deputy Director, of elected representatives of the teaching staff and of elected representatives of the Parents' Association. The Director may invite other persons whose presence he/she deems necessary.
 - b) The Education Council for the secondary cycle shall be composed of the Director and Deputy Director, of elected representatives of the teaching staff, of elected representatives of the Parents' Association and of elected representatives of the pupils. The Director may invite other persons whose presence he/she deems necessary.
 - c) The school's Administrative Board shall determine the number of representatives in each school; this number must be the same for each of the groups represented.
4. Organisation:
 - a) The Education Councils shall draw up their own rules of procedure.
 - b) The secretary, designated by the Director, shall produce a summary report of Council meetings. The text shall be approved by the Director. The report shall be submitted to the Council for approval at the next meeting.
5. The members of the Education Councils shall be authorised and invited to communicate the content of the reports of meetings to their constituents.