

# GUIDELINES

## Parent Consultative Group

Responsibility of:	School Operations	DoE File:	FILE2017/1933
Effective Date:	February 2017	EDOC	2017/72912
Next Review Date:	February 2019	Version Number:	1.0
Target Audience:	School and department staff/Parents/Community		

This document should be read in conjunction with the [School Representative Bodies policy](#).

### 1. INTRODUCTION

Where a school representative body does not exist and it is not reasonably practicable to establish one, a principal, or principals of two or more government schools, may seek to establish a parent consultative group.

The purpose of a parent consultative group is to provide an avenue for parents and community members to contribute to student learning and outcomes. It can be established where there are not enough people to form a school representative body, for example where student numbers are low in a very remote community.

Members of a parent consultative group must carry out their role in good faith, in the best interests of the students, the school and in accordance with the [School Representative Bodies policy](#).

As a parent consultative group is **not** incorporated under the [Education Act](#) (the Act) it does not have financial powers or responsibilities. A school management council must exist, alongside a parent consultative group, to carry out the financial functions of the school.

### 2. DEFINITIONS

**Parent consultative group** is a group established by the principal of a government school, or principals of government schools, consisting of parents and/or community members, to act as an advisory group to the school principal(s).

**School management council** is a structure established for a government school which consists of one or more members appointed by the Minister. It is an incorporated body that undertakes the financial responsibilities for the school, usually established when a school does not have a school representative body.

### 3. ROLES AND RESPONSIBILITIES

**The Principal** may:

- where a school representative body does not exist and it is not reasonably practicable for one to be established, establish a parent consultative group
- abolish a parent consultative group when a school representative body is established or where there are no longer parents available to form a group.

#### **4. ESTABLISH AND ABOLISH**

Parents of students enrolled in the school/s, or members of the community who are interested in promoting the welfare of the school/s, may be appointed by the principal as members of a parent consultative group. The principal may abolish the parent consultative group by notifying the members.

#### **5. COMPOSITION**

The principal determines the number of members in the group as necessary; however where there are sufficient parent members to form a school representative body, an appropriate body must be established.

#### **6. FUNCTIONS**

##### **Parent consultative groups will:**

- promote the interests of the school or schools for which the group is established
- develop and maintain community interest in educational matters
- where requested by the principal(s), provide advice and recommendations about:
  - any issue relating to students enrolled in the school; or
  - the general operation and management of the school.

##### **Parent consultative groups will not:**

- control or manage the relevant school(s)
- intervene in the educational instruction of students
- exercise authority over teachers and staff of the relevant school(s)
- deal with school financial matters
- perform any function of a school representative body.