



Your chance to get positively involved...

The ABIS Parent Committee (PC) is your opportunity to become actively involved in helping ABIS achieve its Mission. At ABIS our goal is to create the very best learning environment for our students. We understand that parents play a critical part in our success and the PC is on way that you help.

If you are prepared to give some time, thought & energy to supporting us here at ABIS, then this may be a way that you can contribute. If you are interested, please read through this leaflet and see if it could be something for you.

If you would like to support us in our journey, then get in touch; we would love to hear from you.

Overview of committee's role

The role of the PC is to suggest, explore and help implement ways that the ABIS Community can support the school to achieve our Mission. PC discussions are forward focussed and communal in nature with the goal of further improving the our children's experience of learning here at ABIS.

The committee membership will reflect the composition of of our student body and will be expected to be positively engaged members of our community.

Committee Member Job Description

In order to give parents who are considering being involved a clear picture of the role we have put together a Job Description.

Overview

All committee members should be focussed around assisting the school to achieve its mission. In the end, it is all about what is best for our student learning. The members will be expected to attend a minimum of 4 meetings a year.

Personal Attributes

Committee Members should enjoy spending time at school and be supportive of the IB and the teaching methodologies that the school promotes. Committee Members should be happy to be role models in our community by providing active support for the main school events. Members should value interactions which are positive and collaborative in nature.

Time commitments

Committee Members should attend as many school events as possible from all sections of the school.

Responsibilities

PC members should be role models in our community. By joining the PC members are committing to:

- attend as many PC meetings as possible (Max. 5)
- to be punctual, respectful and focussed in meetings
- encourage parents to follow the appropriate channels for inquiry / discussion
- respect the different roles and responsibilities of the ABIS Board, Management and the Parent Committee

Confidentiality

Some discussions within the the PC may be confidential in nature. This confidentiality should be respected. Committee Members will never discuss specific individuals (students, parents or staff members) in a meeting.



Composition of the Parent Committee

The membership of the PC shall:

- Represent all sections of the school
- Include at least one male parent

The Chair of the PC will be a parent.

The Deputy Chair role will be filled by a senior member of the school's leadership team.

The Staff member of the PC will be selected by the school leadership team by mutual agreement with the staff member.

Parent Term - normally 1 year.

The composition will be as follows:

Position	Parent / Staff	Initial Term
Chair	Parent	1 year
Deputy Chair/Team Leaders	Staff	NA
Member 1	Parent	1 year
Member 2	Parent	1 year
Member 3	Parent	1 year
Member 4	Parent	1 year
Member 5	Teacher	1 year

Member selection and meeting timeline

Member Selection

By **November 4**, potential candidates for available positions will have made themselves known to the school's Leadership Team.

An online election process will take place with all parents being invited to vote. This vote will be anonymous. All parents who have registered their e-mail address with the school will be eligible to vote.

By **November 15**, results will be announced in the Broadcaster.

Meeting Timeline

1. **School Week 14**, Meeting 1 of the PC will be held.
2. **School Week 19**, Meeting 2 of the PC will be held.
School Week 20, Minutes of Meeting 1 of the PC will be published on the Broadcaster.
3. **School Week 24**, Meeting 3 of the PC will be held.
School Week 25, Minutes of Meeting 2 of the PC will be published on the Broadcaster.
4. **School Week 29**, Meeting 4 of the PC will be held.
School Week 30, Minutes of Meeting 3 of the PC will be published on the Broadcaster.
5. **School Week 35**, Minutes of Meeting 4 of the PC will be published on the Broadcaster.
School Week 36, Minutes of Meeting 4 of the PC will be published on the Broadcaster.

More information...

If you are interested in joining the PC or have any questions just get in touch with Ms Zuweina (z.alabdulsalam@abisoman.com) or Mr Dominic Robeau (d.robeau@abisoman.com). They will be happy to answer any questions that you may have in this regard.

Don't forget to visit:
www.abisoman.com/broadcaster