

The KAUST School (TKS) Parent Advisory Committee (PAC) Charter



1. Definitions

- a. “TKS” refers to The KAUST School.
- b. The “TKS Leadership Team”, collectively, refers to the TKS Director and principals of the Divisions.
- c. “Divisions” refer to each of the TKS schools: Kindergarten, Elementary School, and Secondary School.
- d. The “PAC” refers to the Parent Advisory Committee made up of three (3) sub-committees (representing the Divisions).
- e. The “TKS School Year” refers to the academic year approved by the TKS Leadership Team.

2. Responsibilities

The PAC gives parents a voice in matters affecting the day-to-day life of TKS and the overall well-being of TKS students. Together, PAC members and the TKS Leadership Team shall:

- A. Listen: The PAC members shall listen to the reasoning and rationale behind decisions and actions taken by TKS. The TKS Leadership Team shall listen to PAC members’ ideas and perspectives regarding the school.
- B. Engage: The PAC members shall communicate and engage with the TKS parent community to better represent their perspectives. The TKS Leadership Team shall communicate with the PAC to inform them about the TKS educational philosophy and developments.
- C. Support: The PAC members shall support TKS in partnering with parents to develop an understanding of the school philosophy, procedures, and day-to-day operations of the school. The TKS Leadership Team shall support the PAC members by considering their ideas and perspectives, and taking action when appropriate.

3. Membership, Appointments and Governance

The PAC shall be comprised of three (3) sub-committees representing the following Divisions:

- a. Kindergarten;
- b. Elementary School; and
- c. Secondary School.

Each sub-committee shall be comprised of a maximum of eight (8) members, as follows:

- a. Seven (7) parents of TKS students attending the Division relating to the sub-committee who represent a demographically-diverse parent community; and
- b. The principal of the Division represented by the sub-committee.

PAC members shall serve on the sub-committees during the TKS School Year. At the start of each TKS School Year parents shall be invited to apply for PAC membership, with selections made by the TKS Leadership Team.

Upon the resignation or removal (at the TKS Leadership Team's sole discretion) of any PAC member throughout the TKS School Year, the TKS Leadership team will invite parents to apply for the vacant seat.

4. Meetings and Roles

The PAC shall convene in plenary sessions three (3) times during the TKS School Year. Each meeting shall be chaired by the TKS Director.

Each PAC sub-committee shall meet six (6) times during the TKS School Year. Each sub-committee meeting shall be chaired by the principal of each Division. Where the principal is unavailable the assistant principal will chair such meetings.

There is no quorum requirement for any meeting.

The TKS Director will appoint administrative support to record meeting minutes and these minutes will be distributed appropriately.

Each sub-committee shall appoint one (1) Parent-Liaison member who shall be responsible for communicating directly with the principal whose Division is represented by the sub-committee.

Approved by:

Patricia Hughes
VP – Community Life

Patricia Hughes

Date: 28 August 2017