



BISS Preschool FAU Mandate

Created 19.08.2020

Contents

Purpose	2
What is FAU and SU?	2
Why does the preschool have a FAU & SU?	3
Roles and Responsibilities of FAU & SU	3
Annual Cycle	5

Purpose

This mandate has been created to give FAU and SU members a guide on roles and responsibilities for the BISS preschool FAU and SU committees. The purpose is to describe how the cooperation between parents/guardians and BISS Preschool is managed, as described in "Barnehageløven", BISS Preschool Framework Plan, and how it is practiced.

What is FAU and SU?

FAU is an abbreviation for Foreldrerådets arbeidsutvalg (the Parents' Council's working committee). All parents / guardians who have children at the preschool are members of the Parents' Council. The Parents' Council elects a working committee (FAU) and FAU acts as a board for the Parents' Council.

FAU's members are elected every year, but for continuity it is preferable that not all members are replaced at the same time and therefore elections usually happen with the natural movements of parents from the preschool. Elections generally take place at the beginning of each school year. Ideally the FAU shall be made up of 2 representatives from each class and as a minimum there should be 1 representative from each class. The existing FAU representatives shall present the FAU group at the Parents evening at the beginning of term. Nominees should present their interest to the FAU representatives and depending on vacant spaces, will hold a vote for new members.

SU is an abbreviation for Samarbeidsutvalget (Co-operation Committee). The SU consists of an equal number of representatives from the parent group and the staff group, as well as the preschool owners (or nominated representative). SU shall be an advisory and coordinating body. Matters of importance to the preschool shall be dealt with in the SU. Examples can be: budget, annual plan, organisation etc.

Why does the preschool have a FAU & SU?

FAU and SU will be the Voice of the Parents' Council. They shall be consulted on matters that are important to the parents / guardians, be involved in determining the annual plan for the establishment and be involved in arranging various social events. FAU and SU representatives get to know the establishment as a business and therefore will have a more in-depth view of the establishment and its workings.

Parental involvement in school is based on the fact that it is the parents who have the main responsibility for children's development and education. Parents / guardians have the right to participate in the school. FAU help to ensure real participation from parents / guardians and have co-responsibility for ensuring that the students' learning environment is safe and good.

Roles and Responsibilities of FAU & SU

FAU organises itself at the first FAU meeting held in the autumn. At this meeting, people are chosen for the following roles;

- FAU leader
- Deputy Chairman
- Representatives to SU (max 2 and they may be in other roles in FAU as well)
- Secretary
- Treasurer

As a member of FAU, you can have the opportunity to get to know the school's activities, management and other parents / guardians, the opportunity to contribute to the quality development of the school and contribute to a better school day for the students.

FAU shall:

- Take up cases that parents/guardians report. In cases that only individual children are affected, FAU shall always refer the parents/guardians directly to the class teacher or the preschool management team. **FAU shall not be involved in individual cases;**
- Prior to FAU meetings, send an agenda to the parents' council, as well as inquiries and comments on the agenda;
- Shall keep the parents' council informed of ongoing matters in the form of the minutes being sent out by email / hung up in the hallway at each department;
- contribute with constructive proposals in relation to the daily operation of the preschool;
- In collaboration with the preschool, FAU will arrange volunteer work twice a year;
- FAU can arrange 1-2 social events during the year, e.g.: Christmas event, Easter Event etc.;
- Provide updated lists for the parent's council with telephone numbers and email addresses of who they may contact if they have cases for FAU;
- Promote the common interests of parents / guardians
- Contribute to parents / guardians taking an active part in the work to create a good school environment
- Contribute to a good collaboration between home and school
- Facilitate positive development in the students

The FAU Leader shall:

- Register matters to be raised in FAU meetings;
- Call for FAU meetings;
- Be a chair of the meeting;

- Ensure that minutes are written from the meetings, and that these are distributed to the parents' council;
- Store and ensure that the FAU documentation is up to date;
- Keep in touch with the preschool management team

The FAU leader can distribute these tasks among the FAU members.

FAU representatives have a duty of confidentiality and must be careful when handling personal information. All personal information that FAU members are privy to must be treated with the utmost confidentiality, and not reported to the parent council unless it is desired by the third party. Personnel matters are not subjects that are relevant to address to FAU, these cases must be referred on to the class teacher or the preschool management team.

All FAU members must sign a duty of confidentiality form which is kept in the preschool.

The FAU members elect the SU members to represent the parents' council at the FAU meeting held in Autumn. The management team of the preschool shall attend this meeting and have the right to express statements and make suggestions.

The SU shall:

- Discuss, coordinate and decide cases that have been reported by FAU, parents, staff and owner
- Participate in discussions in relation to the preschool's planning work, and approve the annual plan
- Be kept informed by the general manager about the preschool's financial framework, budget and staff situation

The SU representatives' responsibilities are;

- Represent the parent council, FAU, the staff and the owner, respectively
- Discuss matters with FAU / staff in advance
- Inform FAU / staff afterwards

Decisions are made through discussions and voting. When voting, each representative has one vote, and ordinary majority decisions apply. In the event of a tie, the leader has a double vote.

In the event that a FAU or SU member chooses to resign their position before the yearly elections have expired, the FAU members shall immediately ensure a new candidate is appointed. A FAU meeting will be called to identify a successor.

Annual Cycle

Month	Activity	Responsibility
August	- Plan Welcome Coffee Morning	- FAU
September	- Call in for parents meeting - Presentation of FAU/SU at the parents meeting - Call in for 1 st FAU meeting - Call in for 1 st SU meeting - Plan volunteer day - Welcome Coffee morning	- Preschool Management Team - 1 of the FAU/SU members - Preschool Management Team - Owners representative or their deputy - FAU Leader and Preschool Management Team - FAU
October	- Carry out Volunteer Day - Plan Christmas Arrangement	- FAU & Staff - FAU
November		
December	- Carry out Christmas Arrangement	- FAU
January		
February		
March	- Input for annual planning from the parents' council	- FAU & Preschool Management Team
April	- Plan volunteer day	- FAU Leader and Preschool Management Team
May	- Carry out Volunteer Day - 17th May Arrangement	- FAU & Staff - Preschool Management Team, Staff & FAU
June		
July	- Summer closure	