



Staff Representative, Parent Forum Member and Parliament Member Guide

Purpose

Staff Representatives, Parent Forum Members and Parliament Members all serve similar functions within the school. This document serves as guidelines on what is expected.

Representative s/election and meetings

Staff Representative – an annually elected non-managerial staff member. Each of the following constituencies will have a representative on the Staff Representative Committee.

- Polokwane College
- Polokwane Prep and ECD
- Polokwane Support
- Ga-Ledwaba Prep
- Ga-Ledwaba Prep and Support
- Mokopane Support
- Mokopane Prep and ECD

Staff Representatives are expected to attend a meeting with the HR Manager and Executive Head once a quarter.

The organisation of these meetings and the minutes of these meetings are the responsibility of the HR Manager.

Parent Forum Representative – an annually selected parent/guardian/caregiver from each class. Every class does not have to present a Parent Forum Representative.

Parent Forum Representatives are expected to attend a meeting with the Head of School and another staff member once a quarter.

Parent Forum Meetings are held by:

- Polokwane College
- Polokwane Prep
- Polokwane ECD
- Ga-Ledwaba Prep
- Ga-Ledwaba ECD
- Mokopane

The organisation of these meetings and the minutes of these meetings are the responsibility of the Head of each School.

Parliament Representative – bi-annually elected pupil from each class from Grade 4-12. Each class will elect two Parliament Representatives

Parliament Representatives are expected to attend a meeting with the Parliament Co-ordinator once a term and at an assembly once a term.

- Parliament Meetings are held by:
- Polokwane College
- Polokwane Prep
- Ga-Ledwaba Prep
- Mokopane Prep

The organisation of these meetings and the minutes of these meetings are the responsibility of the Parliament Co-ordinator in each school.

Expectations

Staff Representatives, Parent Forum Members and Parliament Members are expected to canvas their constituency and bring compliments and concerns to the attention of the Head.

These compliments and concerns should be of a general nature and should be raised in a constructive manner that feeds into a positive future for the school.

Personal concerns and issues should not be raised in these meetings and matters which pertain to one or two pupils or staff members must be dealt with through the appropriate hierarchical channels and in necessary via the grievance procedures in place.

The tone of the meetings is somewhat formal and is intended to highlight positive and negative areas of interest in a manner that seeks solutions rather than just presenting problems. A good rule of thumb is for members/representatives to raise at least one compliment for every concern raised. It is reasonably presumed that people who choose to attend PEPPS, send their children to PEPPS or work at PEPPS, see value in the organisation and are on balance more satisfied than dissatisfied.

Members/representatives may organise ad-hoc meetings about once or twice a term with Heads/Co-ordinators if there are interim matters, that affect many constituents, which need to be addressed. Again these meetings should not address personal issues, but rather consider matters that have an overarching impact on the constituency being represented.

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