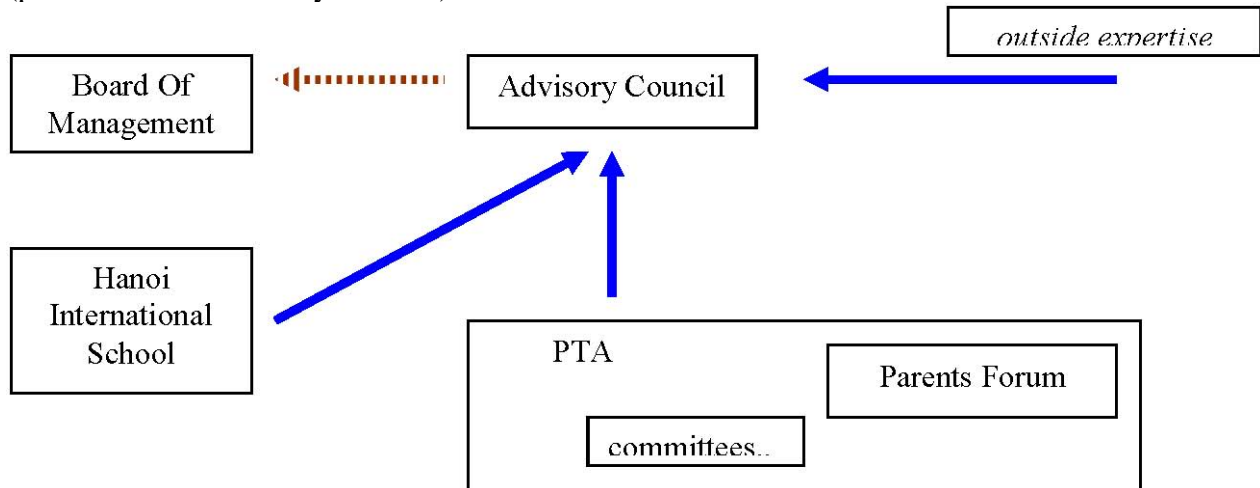


Hanoi International School **PARENT TEACHER ASSOCIATION (PTA) ADVISORY COUNCIL** [this working document has been endorsed by the PTA meeting of February 21 2008, after consultation of the BoM meeting in November 2007 and further elaboration with the Chairman of the BoM, Mr. Quan and the Principal Mr. Hamilton, Vice Principal Ms. Gordon December 2007]

Parents have multiple interests as a client of HIS due to the very nature of the product that is consumed/delivered: quality education for their children. Below is a first sketch on how their interests can be accommodated within the joint venture set up of Hanoi International School. (position of the Advisory Council)



Advisory Council ----- This is a new body in the organizational structure of Hanoi International School. The Advisory Council is an elected representative forum of the wider community, parents (PTA), administrative and service staff, and faculty. Its function is to serve as an advisory body to the Board of Management which exercise's legislative authority over the school in accordance with the Joint-Venture Charter and the investment licenses. The Advisory Council shall concern itself **primarily with broad questions of policy, with the appraisal of results and overall functioning of the school management.** It should avoid to deal with administrative details, as these will, can and should be dealt with by the school management. *The school management can seek the assistance of the PTA or its sub committees when deemed necessary.* The application of policies is an administrative task to be performed by the Principal and his/ her staff, who shall be held responsible for the effective administration and supervision of the entire school. When fulfilling its main function the Advisory Council shall pay explicit attention and follow up to:

- Examine school policies and procedures in a constructive and supportive manner to provide sound directions for the school;
- Recommend changes in policies and procedures to the Board of Management for their consideration;
- Ensure positive community relations by establishing and maintaining a forum for discussion of school related issues (PTA and committees);
- Assesses a proper/transparent use and reporting of financial means (e.g. development fund fee) towards the school community.

On Administration issues: All administrative matters and issues of school procedures to be submitted to the Advisory Council shall first be brought before the Principal for investigation. If these matters require Advisory Council attention and action, they shall be presented, in a written report format, to the Advisory Council by the Principal.

Advisory Council Constitution ===== *(the Advisory Council both provides and channels the different stakeholders' voices in participating and contributing to a conducive management environment for the HIS and its goal of providing outstanding quality education to the students)* Constitution

1. Function.

The Advisory Council's function is to serve as an advisory body to the Board of Management which exercise's legislative authority over the school in accordance with the Joint-Venture Charter and the investment licenses. The Advisory Council is an appointed representative forum of the wider community, parents, HIS administrative and service staff, and faculty.

The Advisory Council shall concern itself primarily with broad questions of policy, with the appraisal of results and overall functioning of the school management. The application of policies is an administrative task to be performed by the Principal and his/ her staff, who shall be held responsible for the effective administration and supervision of the entire school.

2. Working fields:

Examine school policies and procedures in a constructive and supportive manner to provide sound directions for the school;

Recommend changes in policies and procedures to the Board of Management for their consideration;

Ensure positive community relations by establishing and maintaining a forum for discussion of school related issues (PTA and committees);;

Assess a proper/transparent use and reporting of financial means (e.g. development fund fee) towards the school community.

3. Membership.

The Advisory Council of 10 persons shall be constituted with the following membership.

- 1 member appointed by the Board of Management.
- 3 elected or co-opted parent representatives.
- 3 the Principal and vice Principals.
- 2 Teachers
- 1 non-HIS

4. Term of Appointment.

The term of membership on the Advisory Council is two calendar year(s) from August to July. (After the initial two years the member can be reelected).

In the interest of continuity candidates for appointment and election shall be encouraged to serve more than one term.

No elected candidates may serve more than three terms.

5. Election and/ or Appointment of Members.

Persons appointed, elected or co-opted to the Advisory Council will be with a view to ensuring that the interests of the school community at large are represented. If possible, the elected parents shall be representatives of the PTA and represent the cross-cultural and multi-ethnic nature of the school so that the Council may better understand the needs of the wider school community.

The (s)election of parent representatives is prepared for by the PTA who recommends/endorsees new members to the Advisory Council when a vacancy arises.

Whenever possible members shall have prior knowledge and experience of the council, have relevant experience and and be committed to ensuring the provision of quality education in line with the philosophy of the school..

The (s)election of the different members of the AC (faculty representatives (teacher), parents and the like will be done in a transparent way representing the stakeholders' group best interests.

6. Election of Officers.

The Council shall elect from its membership a Chair and Secretary.

The Chair of the Council is elected from the membership. The Principal and BOM representative cannot hold this position.

7. Responsibility of the Chair.

The Chair shall be responsible for chairing all regular meetings. In the absence of the Chair at a meeting the Council shall elect a Chair for that particular meeting.

The Chair is responsible for presenting a written report to the Board of Management on the operations of the Council during the course of the academic year.

The Chair shall be informed by the BOM on the outcomes of the BOM meetings relevant to its function and together with the Principal inform the school community where and when applicable.

The Chair shall ensure that the Advisory Council meets at least 4 times in the course of one calendar year.

8. Meetings.

Unless otherwise specified, all meetings of the Advisory Council shall be held at the school.

The quorum for a meeting of the Council shall be seven (out of 10)

All questions regarding the conduct of meetings shall be decided upon according to the principles laid down in 'Roberts' Rules of Order.

Members are expected to be in attendance at regular meetings of the Council. Where a member fails to attend two consecutive meetings of the council a letter of explanation shall be furnished to the Chair.

Whenever possible decision making by the Council shall be by consensus.

9. Agenda.

The Chair shall, in consultation with the Principal, prepare an agenda prior to each meeting of the Council.

A package containing the agenda and all related materials shall be sent to all members at the latest one week prior to the scheduled meeting.

It is the responsibility of the Chair to inform members of any change in time or place of their meetings.

10. Minutes.

Minutes shall be kept for all meetings and shall include not less than:

- a statement of the date, time and place of meeting
- the members present and absent
- any decision/recommendation made at the meeting

Minutes shall be approved by the Council and signed by the Chair and Secretary at a subsequent regular meeting. However minutes shall be published soon after a meeting, following checking and changes by consensus of those present.

All minutes shall be considered public records and open for public inspection. They shall be available for inspection at the school during normal business hours.

11. Sub Committees.

The Advisory Council may request the PTA to establish ad hoc working committees from time to time for specific issues;

The Advisory Council may also decide to set up an ad hoc working committee independently when and where appropriate;

This working committee, depending on the topic/expertise/input needed reports back in time to the PTA and Council.
