



XXXX: PARENTS' ADVISORY COUNCIL (AP)

Approved: 24 10 08

BACKGROUND

The School Act gives parents the right, through Parent Advisory Councils (PACs), to provide feedback in their school. PAC is the officially recognized collective voice of parents of their school. A PAC, through its elected officers, may advise the school board, the principal and staff of the school respecting any matter relating to the education of the students and the school.

REGULATIONS

1.0 ESTABLISHMENT OF A PARENTS' ADVISORY COUNCIL

- 1.1 Parents of students attending a district school who wish to form a Parents' Advisory Council for their respective school, may make application to the Board.
- 1.2 Upon receipt of an application to form a Parents' Advisory Council from a school, the Board shall establish a Council as requested.
- 1.3 There may only be one Parents' Advisory Council for each school in the District.

2.0 GENERAL OPERATIONAL GUIDELINES

- 2.1 Parents' Advisory Council in consultation with the Principal, shall make bylaws governing its meetings and the business and conduct of its affairs, including bylaws governing the dissolution of the council.
- 2.2 The following paragraphs in this Section could be used to develop the Parents' Advisory Council bylaws.
- 2.3 A parents' Advisory Council should include:
 - a) an elected parent executive, including a chairperson, vice-chairperson, recording secretary and treasurer
 - b) parents in attendance
 - c) a school administrative officer
 - d) a teacher representative
 - e) a student representative (optional)
- 2.4 The chairperson shall be a parent/guardian of a student at the school, and shall not be a teacher or administrative officer at that school.
- 2.5 All parents/guardians of students at the school attending the meetings are eligible to vote and have the opportunity of selecting the Council executive.



2.6 Individuals, staff or students shall not be discussed at Council meetings.

2.7 Parents' Advisory council shall develop their own specific guidelines.

2.7.1 The Parents' Advisory Council shall annually submit a financial statement to the Principal which includes:

- opening balance of the accounts
- a summary of revenue and expenditures
- closing balance of the accounts
- year-end bank reconciliation(s)
- a description of all current bank accounts including account numbers, bank and branch, and signing officers.

2.7.2 The Financial statement shall be submitted annually as of the fiscal year end of the Parents' Advisory Council. If no fiscal year end is specified, the year end is deemed to be June 30.

3.0 FUNCTIONS OF THE PARENT ADVISORY COUNCIL

Functions generally but not exclusively will include:

3.1 to present suggestions in respect to the learning experiences of for which the school is responsible

3.2 to recommend changes with respect to school policy and procedures

3.3 to assist in evaluation of innovative programs and procedures in the school

3.4 to assist in making school information available to its public

3.5 to recommend alterations and renovations to the school

3.6 to review curriculum to obtain a better understanding of school programs

3.7 to assist in the development of a student code of conduct

3.8 to assist in ensuring that the school environment is safe for all pupils

3.9 to assist in the establishment of school goals and priorities

3.10 to advise the school on its success in public communication



4.0 EXPECTATIONS AND RESPONSIBILITIES

4.1 Parents' Advisory Councils can expect to:

- a) receive information on school programs, policies and procedures
- b) receive the school's annual school plan
- c) have input into significant school decisions
- d) be provided with a suitable meeting place and such services as are necessary for the smooth operation of the group (i.e. Duplication of minutes and agendas and their distribution).

4.2 Parents' Advisory Councils are expected to:

- a) become knowledgeable of their school and offer advice on the basis of such knowledge
- b) respect the school administrator's responsibility to make decisions
- c) foster cooperation and communication between parents and the school community
- d) keep the school informed about the outlook and concerns of parents
- e) support and assist the school
- f) name a representative to a district Parents' School Advisory Council, should such an organization be formed.

4.3 Parents' Advisory Councils may, in cooperation with the school staff, initiate and participate in fund-raising activities for their schools.

5.0 DISSOLUTION OF THE PARENTS' ADVISORY COUNCIL

5.1 Upon receipt of an application from that School's Parents' Advisory Council, the Board may dissolve that Parents' Advisory Council.

5.2 Where the Board closes a school, the Parents' Advisory Council will be deemed to be dissolved when the school actually closes.

5.3 Where dissolved by the Board as per Section 5.1 and/or 5.2, any funds of the Parents' Advisory Council are to be used for students and/or educational programs as follows:

- a) as specified in the by-law of the Parents' Advisory council to benefit the students of the school, or
- b) where the bylaws of the Parents' advisory Council do not specify the disbursement of the funds, as specified by the Board.

RESOURCES AND REFERENCES

BC Confederation of Parent Advisory Councils, (2024), [What is a PAC?](#)
Government of British Columbia *School Act* - Section 8