**Appendix 16**

**Model Participation Council (Regulations for Dutch Schools) PTA**

 **Model Regulations Parent Teacher Association (PTA) School X**

**Article 1. Definitions**

1.1The following terms have the following meanings in these regulations:

1. 'school' :School X;
2. 'Board of Governors' :the Board of Governors of the school consisting of

 the directors of School X or the

 headmaster on issues where the board has delegated it’s

 authority to the headmaster.

1. 'parents': :the parents or guardians of the pupils;
2. 'head of school' :the head of school and/or the acting head of school.

e) ‘staff’ :all teaching and non-teaching staff working at School X.

**Article 2. PTA**

1. School X has a PTA. The object of the Board is to promote communication between parents, teachers, the head of school and the governors of the school, and to assist and advise in defining the education policy of the school. The PTA will also serve as the liaison body for consultation between all parties mentioned in article 1.1.
2. The maximum number of PTA members will be six, i.e.:

a. two members elected by and from the staff;

1. two or three members elected by and from the parents
2. the head of school.
3. Members of the Board of Governors are excluded from membership of the PTA
4. Candidates for election to that part of the PTA that is elected by and from the staff may be nominated by members of the staff. Candidates for election to that part of the PTA that is elected by and from the parents may be nominated by the parents.
5. PTA members will be elected by means of secret, written ballot.
6. The elections will be organised by the PTA, to which end it may draw up further regulations within the framework of these present regulations and will appoint an election committee.
7. The PTA regulates its own affairs, to which end it may draw up further regulations within the framework of these present regulations.

**Article 3. Roles within the PTA**

1. ThePTA elects a Chairman, a Secretary and one Deputy Chairman from among its members.

**Article 4. General powers and duties of the PTA and PTA members**

1. After consultation with the head of school, the Board of Governors may instruct the head of school to conduct the discussions with the PTA, or particular discussions, on their behalf. At the request of the head of school or at the request of the PTA, the Board of Governors may relieve such head of school from the duty to conduct a discussion on its behalf. The Board of Governors and the PTA will meet at the reasoned request of the Board of Governors, the PTA or a part of the PTA.
2. The PTA is further entitled to put forward proposals to the Board of Governors and to make opinions known. The Board of Governors will submit to the PTA a reasoned, written response to these proposals within three months after receipt thereof. The Board of Governors will allow the PTA at least one opportunity to consult him regarding the proposals.
3. The Board of Governors will give the PTA the opportunity to discuss the general affairs of the school, on which the PTA has advisory power, with them at least once a year.
4. The PTA will promote to the best of it’s ability openness, communication and consultation within the school.
5. The PTA will further guard in general against discrimination within the school on whatever grounds and promote equal opportunity in equal cases, in particular the equal treatment of men and women.
6. At the beginning of the school year, the Board of Governors shall provide the PTA with information on the composition of the Board of Governors, the organisation of the school, the division of duties between the Board of Governors and the head of school. The Board of Governors shall inform the PTA of the policy conducted by him in the previous year and of the intended policy for the school in the field of organisation and education for the coming year.
7. The PTA members are to keep confidential all matters that come to their attention in their capacity, in respect of which the Board of Governors or the PTA has imposed a condition of confidentiality upon them or which they should understand to be confidential in nature on account of the imposed confidentiality. The person imposing confidentiality shall also state which written or oral information is confidential and how long and whether there are persons in respect of whom the condition of confidentiality need not be observed. The condition of confidentiality shall not he ended by termination of membership of the PTA nor by termination of the association between the person concerned and the school.
8. If a personal matter or potential conflict of interests of one of the PTA members has to be dealt with at a particular meeting or a part thereof, the PTA may decide that the member concerned be excluded from that meeting or part thereof. The PTA will then also decide that the matter in question be dealt with in a closed meeting.
9. The PTA will prepare a written report on its activities each year and ensure that all concerned with the school may inspect the report. The PTA will ensure that the agenda and minutes of the meetings of the PTA are forwarded to the Board of Governors and are made available for inspection by interested parties at a generally accessible place in the school, excluding matters, which are marked as “confidential” by the PTA or Board of Governors.
10. The Board of Governors will ensure that the members or the position in the school of the PTA members is not disadvantaged on account of their membership of the PTA.

**Article 5. Advisory power of the PTA**

The PTA will be given the opportunity to provide advice on every decision to be taken by the Board of Governors regarding in any event the following matters:

1. Adoption or alteration of the schools programme of activities;
2. Adoption or alteration of the schools staff establishment;
3. Adoption or alteration of the policy on parental assistance for the benefit of the school and education;
4. Adoption or alteration of health and safety regulations;
5. Changes in the schools educational objectives;
6. Adoption or alteration of the school curriculum;
7. Adoption or alteration of the school regulations;
8. Termination, significant reduction or expansion of the schools activities or an important part thereof or the adoption or alteration of policy thereon;
9. Hand over or substantial transformation of the school or part thereof or the possibility of a merger with another school, or the adoption of alteration of policy thereon;
10. Start, severance or substantial alteration of the co-operation with another organisation or the adoption or alteration of policy thereon;
11. Adoption or alteration of policy regarding facilities provided for pupils;
12. Adoption or alteration of policy on the appointment and dismissal of staff and head of school;
13. Appointment of staff and head of school;
14. Adoption or alteration of policy regarding admission of students in training for an educational profession;
15. Adoption or alteration of policy regarding admission of students in training for an educational profession;
16. New building or substantial rebuilding of the school premises;
17. Participation or termination of participation in an educational project or experiment, or the adoption or alteration of policy thereon;
18. School holiday regulations;
19. Adoption or alteration of regulations of staff training courses; and
20. Adoption or alteration of staff working conditions and regulations.

**Article 6. Request for advice**

1. If a proposed decision has to be submitted to the PTA for advice in accordance with the provisions of article 5, the Board of Governors will ensure that:
2. advice is requested at such a time that the advice can have meaningful influence on the decision making process; to this end, the Board of Governors will set a reasonable term for the PTA or the members of the PTA concerned in which it is to give advice on the proposed decision.
3. the PTA has the opportunity to consult them before the advice is given;
4. the PTA is informed in writing as quickly as possible on the way in which the advice given is followed up; and
5. if the Board of Governors does not wish to follow the advice in whole or part, the PTA is given the opportunity to conduct further consultation with them before the final decision is taken.
6. If the PTA or that part of the PTA that is elected by members concerned does not give its advice within the term referred to in paragraph 1, it will be assumed that the PTA is in agreement with the proposed decision.

In case of urgent business decisions the PTA will give its advice promptly.

**Article 7. Facilities**

The Board of Governors will allow the PTA to use the administrative facilities the PTA reasonably requires, necessary for the fulfilment of its duties.

**Article 8. Amendment of the regulations**

The Board of Governors will submit the first regulations and every amendment to those regulations as a proposal to the PTA and will adopt the amended regulations only in so far as the proposal, amended or otherwise, has obtained the approval of at least two third of the number of members of the PTA.

**Article 9. Entry into force**

These regulations shall enter into force no more than thirty days after the date on which the PTA has approved the proposal made by the Board of Governors in accordance with the provisions of article 8.

**Article 10. Clause**

The competent authority for the school shall decide on all matters not provided for in these regulations.

Notes on the articles

Article 2

Paragraph 1: it is open to debate whether PTAs are necessary at small schools (10 to 15 pupils). In such situations, staff and parents already have a large say in the school’s affairs, albeit more informally.

Paragraph 9: schools may draw up their own election regulations if they wish. Members of the PTA should be elected by free ballot; outside pressure is to be avoided.

Article 5

We strongly recommend that when a PTA is established, those concerned give serious consideration to which matters the advisory power should or should not be applicable and adapt the regulations accordingly.

At company schools’ employee participation may be regulated by the company’s personnel policy.

Article 6

The text has been taken verbatim from the WMO for the matters concerned.

Article 7

Company schools in particular may wish to omit or amend this article.

Article 9

The term in which the regulations enter into force (30 days) is an arbitrary one.