



Stapolin Education Together National School Parents Association

Committee Guidelines for Class Reps

Each class has a parent/guardian representative on the Parent's Association Committee. The Class Rep role is primarily a communication link between parents and guardians and the PA Committee, ensuring that suggestions, ideas, issues and concerns are related to the PA Committee if appropriate and resolutions are fed back to the people who raised them.

Some of the tasks undertaken by class reps are outlined here:

- Management of Class WhatsApp Groups, Add / Remove participants where necessary
- Monthly Committee Meetings
- Communicating information from PAC to Class
- Maintaining communication with parents in class regarding issues they would like brought to the PA Committee.
- Promotion of good relations among the school community
- Adhere to the Code of Conduct

Parents and guardians should be aware that certain issues that may be raised should be referred directly to the Class Teacher, Principal or Board of Management as they are beyond the remit of Class Reps or the Parents Association and that clear guidelines can be found on the school website regarding this. It is unreasonable and inappropriate to ask or expect Class Reps to deal with issues surrounding parents/ teachers/ children/ school policies or to ask them to approach a Teacher, the Principal or Board of Management on behalf of a group of parents regarding concerns.

- These may include such matters as:
- Complaints
- Policy matters
- Concerns around individual children

If Class Reps or Parents are ever unsure about any aspect of the role – please don't hesitate to contact the PAC directly