

Parent Council Meetings – Guidelines 2018/19

(to be issued annually at each AGM)

Agenda

One week before Chair, Vice-Chair, Secretary meet to agree agenda items.
Secretary will email agenda to Parent Council Members and post on school website for all parents/carers.

Three days before The last date for submitting additional agenda items to the Secretary.

Meetings

- There will be at least one meeting per term.
- The meetings will be held on Mondays, 7.00pm, in the McCarron Room, DHS.
- The quorum is seven.
- The Chair has the casting vote.
- Dates of meetings:

3rd September

12th November

14th January

11th March

AGM

- The AGM will be held in May each year in line with the constitution.
- At least two week notice will be given to the Parent Forum.
- Date of AGM:

13th May 2019

Communication

All correspondence within the Parent Council should be copied to the Chair and Secretary for information by using the group email address: **dhsparentcouncil90@gmail.com**