The Federation of Catholic School Parent Communities

TYPICAL ORDER OF FORMAL PARENT COMMITTEE MEETINGS

The order of the meeting follows the Agenda which has been drawn up by the Chairperson/President or Secretary.

The Chairperson/President declares the meeting open, welcomes all present and calls for any apologies and any additional items for the agenda. A Prayer/Reflection is read as is the Recognition of Family Statement (Link).

Apologies
An apology should usually be given to the Secretary before the meeting. Your apology shows that you are interested in the Committee. The Secretary records the names of all present at the meeting.

Confirmation of Minutes of Previous Meeting
The minutes of the previous meeting may be read. Members are asked if the minutes are a true record of the previous meeting. The Chairperson will call for a motion to accept them as a true record.

Business arising from the Minutes
Any topic which needs to be discussed from the last meeting is discussed at this time. Any actions since the last meeting will be also be reported at this time.

Correspondence
The Secretary will list or mention any incoming letters which need to be drawn to the attention of the Committee. Any outgoing letters are also mentioned (these may need to be confirmed (approved) by the meeting)

Treasurer’s Report
The Treasurer may give a monthly report of the financial status of the Association, which may include any accounts which need approval before being paid.

Principal’s Report/Board Report
The Principal/school leader may give a report of key issues. The formal parent committee representative on the Board/Governing Body may also report back to the committee on the previous Board meeting.
Other Reports
Any sub-committees which have been formed by the formal parent committee would report at this point in the meeting. It may also be that a member has attended a special meeting or seminar and should report on this to the Committee.

General Business
Topics of interest to the group are usually discussed under this section. The Chairperson may take motions on any relevant topics which require action. Possible guest speakers for future meetings may also form part of this section.

Next Meeting
The next meeting date and venue for meeting will be decided or confirmed. The Chairperson declares the meeting closed once all matters of the meeting are dealt with.

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**TROUBLESHOOTING**

- **When the discussion moves away from the main topic**
  The Chairperson can put up a question that is relevant to the main topic.

- **When there is uneven discussion**
  The Chairperson should suggest that some members who haven’t spoken give their opinions.

- **When statements made are obviously wrong**
  The member can be asked for facts to support the statement.

- **When discussion is too rapid**
  When some members are better informed not all members can grasp the weight of statements being made. The leader should interrupt, ask for clearer comments or more detailed facts, or make a summary.
➢ When discussion is embarrassing
The Chairperson should not allow them to continue, and they must be particularly careful to maintain a neutral attitude.

➢ When there is lack of interest
The chairperson should be prepared to introduce a related theme to encourage a more active response. Use questions that members can answer because of a specialised knowledge or interest, or a question that will spark interest.

➢ When the discussion gets out of control
The chairperson can suggest the topic be left for the time being, ask a clarifying question, make a summary or take a short break.

* Various terms are used to describe the formal parent committee in SA Catholic schools (e.g. Parents and Friends Associations, Community Connections, Secondary Parent Group etc.).