



Meeting Routines

Admin Meetings

The Admin Team meets on a monthly basis. The purpose is to discuss internal PA matters.

The agenda is drawn up by the Chair and issues pertain to internal matters and PA events/activities in all areas. They usually originate from the Chair or the Coordinators themselves. But all PA members can bring forward relevant issues to the Chair.

Feedback will then be given directly to the originator.

It is also a good forum for the Admin Team to exchange information from their respective areas.

Minutes are taken according to a roster and shared among the Admin Team.

Each meeting is rounded off by setting a date for the next meeting. Dates are announced in The Bulletin.

Leadership Meetings

The NGG I Head and the PA Chair and/or the Vice Chair meet on a monthly basis.

The purpose is to discuss matters regarding school and school life, which need to be dealt with on a here-and-now basis. The academic field and content is not an area the PA is involved with.

If necessary other relevant parties can be invited to participate.

The agenda is drawn up by the PA Chair. Usually issues are funneled through via the CPR's, but they can be brought forward by any part of the NGG I community – teachers, parents, students (who also they have a Student Council), staff, School Leadership and the PA bodies.

Minutes are taken by the PA Chair/Vice Chair and are circulated to all CPR's/ Sub's and the TL, who pass them to their respective classes/colleagues.

LM dates and deadlines for handing in agenda issues are announced in The Bulletin and in the Minutes from the previous meeting.

Matters of a less general nature i.e. concerning classes or individuals, should be taken directly to the relevant parties or the NGG I Head. The PC, represented by the Chair, is willing to participate as observer/assistant.

Theme Meetings

It is possible to hold such meetings when a certain subject demands special focus. The School Leadership and the PA will call the meeting in unison and possibly invite a small group with an interest in the particular theme for their input and/or sparring.

Class Parent Representative Meetings

All CPR's and/or their Sub's participate in three yearly meetings together with the Admin Team. Usually in September, in February and in May.



The purpose is to meet and have a face-to-face dialogue prior to the M's (see beneath). The first agenda draft for the GM will be based on this dialogue.

The final agenda is drawn up by the PA Chair based on issues received. Issues not tabled will not be discussed due to limited time.

It is the Chair's responsibility to designate a person to take minutes, which are subsequently circulated to all CPR's/Sub's, who pass them to their respective classes.

The meeting date and deadline for agenda issues are announced in The Bulletin and directly, via email, by the Chair to all CPR's/Sub's..

General Meetings

All CPR's and/or their Sub's, the Admin Team, the TL and the School Leadership participate in three yearly meetings, usually in September, in February and in May/June, following the CPR Meetings.

The purpose is three fold:

- a. to discuss matters concerning the school in general. It is a forum where opinions are exchanged and heard.
- b. to hear news from the School Leadership of a more strategic nature, regarding development and initiatives
- c. to provide the School Leadership with parent/PA feedback to the goings on/initiatives at school.

The agenda is drawn up by the School Leadership and includes issues received and discussed at the CPR Meeting, brought forward by the Chair no later than 5 days prior to the meeting. Further, there is room for leadership presentations on topics of choice and also feedback on previous issues by PA request. Issues not tabled, can be brought up under AOB if time permits. Minutes are taken by the school secretary and are approved by the Leadership and the PA Chair before being circulated to CPR's/Sub's and the TL, who pass them to their respective classes/colleagues.

The meeting date is announced via email, to all CPR's/Sub's and the TL, and in The Bulletin.

Team Meetings

Such meetings are held whenever required by the Teams and independently of the rest of the PA. Which routines the Teams choose, is entirely up to them.

Their responsibility is embedded in their function, and thus should concentrate on that.