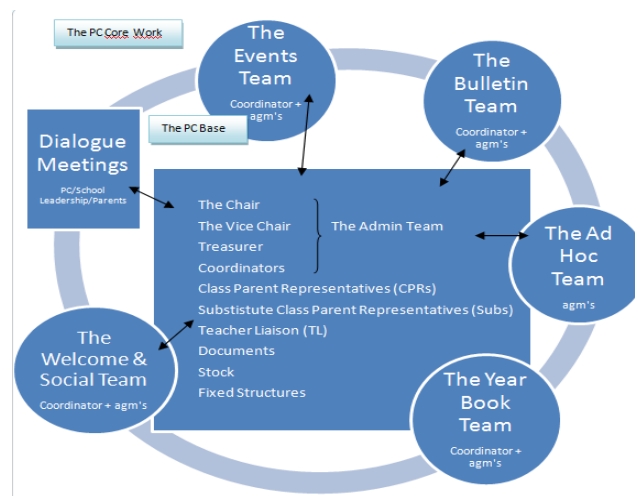




The PA Structure



The backbone, or “the PA base”, consists of elected/volunteering parents filling the roles and carrying out the routines necessary for the PA body to function.

The Class Parent Representatives (CPR's) and their Substitutes (Sub's) are elected in pairs in each class. The Teacher Liaison (TL) is elected among the teachers.

The Administration Team (Admin Team) consists of the Chair, the Vice Chair, The Treasurer and the Team Coordinators, elected yearly by the CPR's and Sub's, who all volunteer for the positions just like the Active Group Members (AGM's), who assist in the various Teams.

The PA works on two platforms as illustrated above

- Communication between parents/teachers and school via the elected CPR's and the Chair/Admin Team. This takes place at different Dialogue Meetings and through various channels – please see below.



- Organisation of events and activities promoting a positive atmosphere in the NGG I community. There are four PA Teams with separate responsibilities and one Team of Ad Hoc members who can be called upon for any type of assistance.

The PA also assists the school as much as possible when required, and donates funds every year to a variety of purposes.

Channels of communication

- The Bulletin is the school paper, run by the PA, and open for contributions from the whole community. It contains all relevant PA information and comes out fortnightly. It is distributed by email from the NGG I Front Office
- The PA site under the official NGG I web site contains static information
- The PA notice board in the aula, which is used to put up temporary information and material such as signup sheets, advertisements etc.
- Information Letters sent out by the Chair to all CPR's, Sub's and the TL with news and up dates about goings on within the PA
- Minutes from various meetings issued via the CPR's

Meeting Routines

The General Meetings (GM) are held thrice yearly between the whole PA body and the School Leadership. The purpose is for the Leadership to present a long term overview of coming initiatives and for all to discuss issues of a general and more overall nature. Minutes are taken by the Leadership, and distributed to all families via the CPR's. The meeting dates are published in The Bulletin and via the CPR's.

CPR Meetings are also held thrice yearly, prior to the GM's. The Chair and Vice Chair, Coordinators, CPR's and Sub's attend and have an opportunity to discuss issues for the GM agenda, or indeed any other issues pertaining to the PA. Minutes are taken by the Admin Team, and distributed to all families via the CPR's. The meeting dates are published in The Bulletin and via the CPR's.

Leadership Meetings (LM) are held monthly between the Head of NGG I and the PA Chair. Issue holders are also welcome participate and present their issues. Issues for the agenda originate from parents/CPR's, teachers, the Admin Team, the School Leadership or the meeting holders themselves. Minutes are taken by the PA Chair and issued to all



families/Teachers via the CPR's/TL and to the School Leadership. Meeting dates are published in The Bulletin and via the CPR's/TR.

The Admin Team Meetings held on a monthly basis, attended by the Chair/the Vice Chair and the Coordinators. The purpose is to coordinate all PA activities. Meeting dates are published in The Bulletin. Minutes are taken in turn by the Admin Team members and circulated within the Admin Team.

Team Meetings are held internally in the Teams. Sometimes members from other parts of the PA are invited to participate if their help/knowledge/coordination etc. are needed.

General Information

The PA work is based on yearly Budgets Sheets and a Balance sSheet is prepared at the end of each school year. Copies of both can be requested from the Chair at any time. PA calendar events are free, although, sometimes members are asked to contribute in the form of for example pot luck food, assistance or similar.