

# **ESTABLISHING A PARENT PARTICIPATION ORGANIZATION**



## **CONTENTS**

- Establishment of the Parent Participation Organization
- Brief Description of the Parent Participation Organization
- Section of the Education Act pertaining to the PPO
- Sample of Agenda items
- Sample of Minute Content

## ESTABLISHMENT OF A PARENT PARTICIPATION ORGANIZATION (S. 96)

The parents in attendance at the annual general assembly held in September will decide whether or not to form a Parent Participation Organization, which is composed of parents of students attending the school.

Should the general assembly choose to form a PPO, it will determine;

- the name
  
- composition
  - *the number of members is determined by the parents present at the general assembly*
  
- operating rules
  - The rules should assist the operation of the PPO and should include;*
    - *the role of the members (chair, vice chair etc.), mandates, resignations, vacancies*
    - *regular or special meetings, quorum, calendar of meetings (dates, times, place, length)*
    - *rules of procedure, motions, decision-making, votes)*
    - *content of minutes, conservation of minutes, plan of action, annual report*
  
- elect its members.
  - *determine the executive members, i.e. chair, vice chair, etc.*

**96.** *The meeting of parents called pursuant to section 47 shall decide whether or not to form a parent participation organization.*

*If the meeting decides to form a parent participation organization, it shall determine the name, composition and operating rules of the organization and shall elect its members.*

**96.1.** *Where under the deed of establishment of the school more than one immovable is placed at the disposal of the school or where the school provides both elementary and secondary instruction, the meeting of parents may establish a parent participation organization for each immovable or each level of instruction, instead of only one.*

The PPO may hold its meetings at the school and use the support services of the school after the principal consults the governing board, such as: distribution of agenda, photocopier, fax, etc.

**96.4.** *A parent participation organization may hold its meetings on the school premises.*

*The organization may also use the school's administrative support services and facilities free of charge, subject to the conditions determined by the principal after consulting with the governing board.*

## PARENT PARTICIPATION ORGANIZATION A BRIEF DESCRIPTION

### WHAT IS THE PARENT PARTICIPATION ORGANIZATION?

The parent participation organization gives the opportunity to a larger number of parents to be involved in the day-to-day life of a school.

### WHAT ARE THE FUNCTIONS OF THE PARENT PARTICIPATION ORGANIZATION?

The PPO has a twofold purpose in law:

- to encourage parents to be involved in fostering their child's academic success
- to collaborate in developing, implementing and evaluating the school's educational project.

*96.2. The purpose of a parent participation organization is to encourage the collaboration of parents in developing, implementing and periodically evaluating the school's educational project and their participation in fostering their child's success.*

As well, it may advise the parent representatives on the governing board about parents' concerns. The governing board may consult the PPO when parents' opinions and ideas are needed (s.96-3).

*96.3. A parent participation organization may advise the parents' representatives on the governing board regarding any matter of concern to parents or any matter concerning which the organization is consulted by the parents' representatives on the governing board.*

The Parent Participation Organization can play a valuable role and complement the work of the governing board by effectively communicating with the parent body at large:

- letting parents know about what is going on at the school and what the needs are
- finding out about parents' concerns

There are no regulations governing the size and general operation of a Parent Participation Organization. As well as fulfilling its purpose as defined by law, it has been suggested that sub-committees could be set up within the PPO with specific tasks such as safety, newsletter, book fair, etc.

Each school has the flexibility to organize its PPO to best suit the conditions, i.e., the number of parents who wish to be involved and the tasks that need to be done. Most importantly, the PPO and governing board must work closely together to ensure that everyone is working toward the same goals.

**SECTIONS OF THE EDUCATION ACT PERTAINING TO  
THE PARENT PARTICIPATION ORGANIZATION**

**DIVISION III**  
**PARENT PARTICIPATION ORGANIZATION**

**96.** The meeting of parents called pursuant to section 47 shall decide whether or not to form a parent participation organization.

If the meeting decides to form a parent participation organization, it shall determine the name, composition and operating rules of the organization and shall elect its members.

1988, c. 84, s. 96; 1997, c. 96, s. 13.

**96.1.** Where under the deed of establishment of the school more than one immovable is placed at the disposal of the school or where the school provides both elementary and secondary instruction, the meeting of parents may establish a parent participation organization for each immovable or each level of instruction, instead of only one.

1997, c. 96, s. 13.

**96.2.** The purpose of a parent participation organization is to encourage the collaboration of parents in developing, implementing and periodically evaluating the school's educational project and their participation in fostering their child's success.

1997, c. 96, s. 13; 2002, c. 63, s. 9.

**96.3.** A parent participation organization may advise the parents' representatives on the governing board regarding any matter of concern to parents or any matter concerning which the organization is consulted by the parents' representatives on the governing board.

1997, c. 96, s. 13.

**96.4.** A parent participation organization may hold its meetings on the school premises.

The organization may also use the school's administrative support services and facilities free of charge, subject to the conditions determined by the principal after consulting with the governing board.

1997, c. 96, s. 13.

## SAMPLE AGENDA FOR PPO

**Summerside School PPO Meeting  
Tuesday, September 17, 2013, 7:00 p.m.  
Staff Room, Summerside School, 12 Souris, Montreal**

### Agenda

1. Opening and Welcome
2. Adoption of Agenda
3. Adoption of the Minutes of (*the last meeting date*)
4. A report from the parents' representative on the governing board (if any)
5. A report from the parents' committee representative (if any)
6. Correspondence
7. Consultation from governing board
8. Other business
9. Adjournment

## SAMPLE OF MINUTES

The minutes must report to the public the decisions made by the committee and reflect the work that was accomplished. They should be in a neutral style the decision and a brief explanation of the discussions held. The minutes should be kept in a ledger and be made accessible to all members.

The content should include;

- Date, time and place of meeting
- List of the members present and those absent
- Adoption of the agenda
- Adoption of the minutes of the last meeting
- Report of the correspondence received
- Report of the documents presented at the meeting
- The decisions taken
- Time of adjournment