Mandalika Intercultural School

1.11 PARENT SUPPORT GROUP (PSG) POLICY

1. Purpose

The Parent Support Group (PSG) exists to strengthen the partnership between families and Mandalika Intercultural School (MIS) and to support the educational, social and community life of the school.

The PSG provides a positive forum through which parents can:

- support school events and activities;
- assist in building a strong and inclusive school community;
- promote communication between families and the school; and
- contribute ideas and feedback regarding the overall parent and student experience.

2. Aims

The aims of the PSG are to:

- foster positive relationships between parents, staff and students;
- support school community activities and events;
- encourage parent involvement in school life;
- assist with community-building initiatives;
- provide a structured channel through which general feedback may be communicated to school leadership; and
- support the educational and wellbeing objectives of MIS.

3. PSG Structure

3.1 Membership

All parents and legal guardians of enrolled MIS students are automatically members of the Parent Support Group. Membership ceases when a family's final child ceases enrolment at MIS.

3.2 Class Representatives

Each class may nominate or elect their Class Representative/s. Ideally at least two parents will represent each class and share the responsibilities between them.

Class Representatives are responsible for:

- assisting communication between the school and parents;
- supporting community building within the class;
- welcoming new families;
- assisting with parent participation in school events; and
- communicating urgent school information when requested by the school.

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Class Representatives should preferably be selected by consensus of parents within the relevant class group. Where necessary, simple elections may be conducted. Appointments are generally for one academic year.

All Class Representatives are part of the PSG Committee (see below).

3.3 PSG Committee

The PSG is led by the PSG Committee, which is made up of all current Class Representatives. The PSG Committee is not a separate organisation, but forms part of the Parent Support Group structure.

The PSG Committee is responsible for coordinating PSG activities, communication and community initiatives on behalf of the PSG.

Within the PSG Committee, two Class Representatives are selected for leadership positions:

1. PSG Committee Chairperson
Responsible for:

- Preparing, chairing and sharing minutes of monthly meetings
- Overseeing Committee activities
- Representing the Committee at school events / meetings
- Acting as the principal liaison between the PSG Committee and MIS management and, where appropriate, the School Board.

2. PSG Committee Treasurer
Responsible for:

- tracking Committee finances
- communicating with the school accountant
- fundraising
- communication with school management

The other Class Representatives act as **general Committee members**, responsible for:

- supporting the Chair in his/her activities
- representing parents at Committee meetings
- coordinating events
- recruiting volunteers
- supporting fundraising

The Committee may establish temporary working groups for specific events or projects.

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4. Meetings

4.1 PSG Committee Meetings
The PSG Committee may meet as required, ideally at least once a month during school terms.

4.2 General PSG Meetings
The Committee may periodically invite all PSG members (ie, all MIS parents) to meet, to:

- welcome new families;
- share information;
- discuss any outstanding issues, to assist with clear communication back to MIS leadership;
- plan community initiatives;
- coordinate events;

4.3 Annual Meeting
At least once per year the PSG Committee shall hold an annual meeting to:

- review activities undertaken during the year;
- review any PSG funds held;
- confirm or appoint representatives for the following academic year.

5. Activities

The PSG may support:

- cultural events;
- sports events;
- performances and exhibitions;
- community service initiatives;
- parent workshops;
- orientation activities for new families;
- fundraising activities approved by the school.

The PSG should seek to support inclusion, community spirit and student wellbeing.

6. Finance

6.1 Approval
All fundraising activities and expenditure of PSG funds must be coordinated with school leadership and be consistent with the aims of the PSG.

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6.2 Management of Funds
PSG funds shall be held in a transparent manner in a dedicated school-managed account.

6.3 Reporting
The Treasurer and the MIS Accountant shall provide a financial summary at least annually. Any PSG funds remaining after completion of approved activities shall continue to be used solely for PSG purposes or school community initiatives.

6.4 Parent Contributions
The PSG may make recommendations to the School Board regarding voluntary or mandatory parent contributions to support PSG activities.

Any mandatory PSG contribution or levy must be approved by the School Board and communicated to parents in advance of invoicing.

7. Policy Review
This policy shall be reviewed by the School Board at least every three years or earlier if required.

Version	Approved by:	Date of issue:
2	School Board	21st August 2026