



# ACTIVATING THE ROLE OF PARENT-TEACHER COUNCILS

## OBJECTIVES

- To recognize the role and significance of Parent-Teacher Councils according to the provisions of its related Regulation
- To develop executive programs for activating the role of Parent-Teacher Councils as one of the short-term solutions of Educational Service Delivery Improvement Plan (SDIP)

# ARTICLE (45) OF THE LAW OF PROVINCES NOT INCORPORATED IN A REGION NO. (21) FOR 2008 AMENDED

The Ministry of Education is one of the ministries involved  
in the above mentioned Article

Transfer of  
Provincial Directorates, systems, functions, services, mandates, financial  
allocations, employees, and workers

Provinces

Parent-Teacher Councils are one of the transferred functions to the provinces  
according to Ministerial Order No. 2687 dated 2/14/2016

# PARENT-TEACHER COUNCILS: REGULATION NO. (I) OF 1994

## Council Establishment

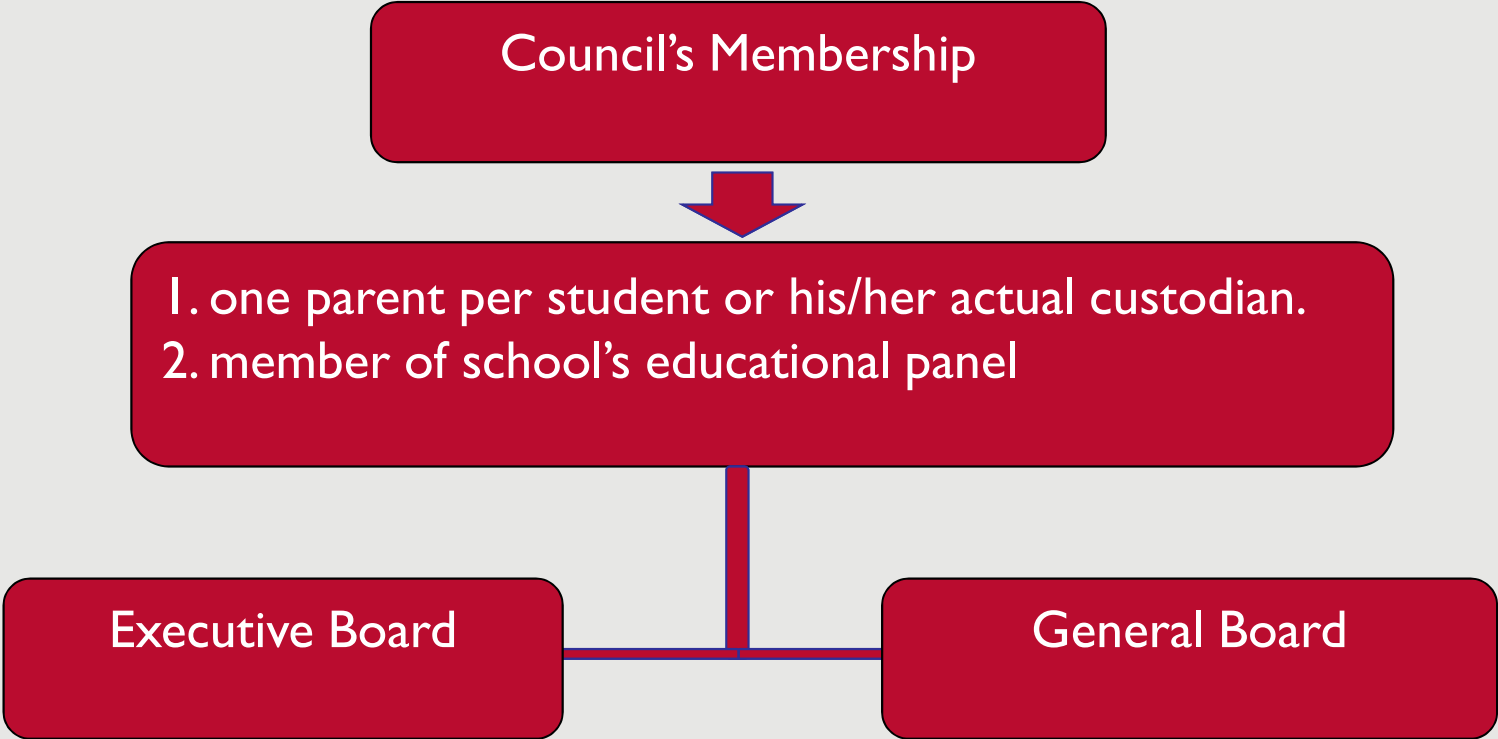
- According to this Regulation a council called (Parent-Teacher Council), which includes parents of students and school educational panel, will be established in every school.

# PARENT-TEACHER COUNCILS: REGULATION NO. (I) OF 1994

## Council's Objectives

- Consolidate the linkages between home and school, develop humanitarian relations within them, spread social collaboration, solidarity, and helping others
- Intensify patriotic, scientific, educational, cultural, and health perception -- strengthen the purpose of high principles and genuine Arabic and Islamic values within students' souls
- Contribute to controlling discipline and social behaviors of students and teachers inside and outside the school
- Regulating and correcting student-teacher relationship and their one-to-one dealing manners
- Taking care of personal cleanness and manifestation; and abiding to wearing decent outfits and avoid unnecessary cosmetics.

# COUNCIL FORMATION



## WORK PROCEEDING AND TASKS OF COUNCIL'S GENERAL BOARD

- The General Board's quorum is completed by presence of the majority of educational board and parents. In the case it is not completed, the next meeting is considered valid whatever was the attendance of parents
- The General Board will hold at least two meetings during school year, the first of which will be chaired by school principal
- The mandates of the Council's General Board are:
  - First: Electing parents' representatives for the Council's Executive Board at the start of each school year
  - Second: Approving the annual plan and executive program of the Council's work
  - Third: Approving Council's annual budget
  - Fourth: Certifying expenditures

## WORK PROCEEDING AND TASKS OF COUNCIL'S GENERAL BOARD

- Fifth: Verifying accounts and monitoring expenditures in line with financial instructions
- Sixth: Coordinating with Parent-Teacher Councils of nearby schools on developing joint programs and plans
- Seventh: Forming special sub-committees and taskforces to carry out some school duties and requirements
- Eighth: Proposing proper methods to preserve the school, maintain its building and equipment, and develop it



# WORK PROCEEDING AND TASKS OF COUNCIL'S EXECUTIVE BOARD

One of the parents will be elected (he/she will chair the Council)

Chair

School principal and he/she will be Deputy Chair of the Council

Deputy Chair

Three teachers to be elected by school's Teacher Council, as well as a reserve member

Members from Educational Panel

The number of parents will be twice the number of teachers, along with three reserve members

Members from Parents

Elected by the Executive Board from its teacher members

Secretary

Elected by the Executive Board from its parent members

Treasurer

## WORK PROCEEDING AND TASKS OF COUNCIL'S EXECUTIVE BOARD

- Executive Board will meet at least once a month
- The Executive Board's quorum is completed by presence of the majority, and decisions are made by majority of attendance. In case votes are equal, the side of Council's Chair is favored
- No member of Executive Board is to miss three meetings during a year without eligible excuse. Otherwise; he/she will be considered as having resigned, and reserve member will take his/her place
- Decisions approved by one third of attendance are considered final and to be implemented, while other decisions are to be submitted to Teacher Council to approve or disapprove

# DUTIES OF EXECUTIVE BOARD

## **The duties of Executive Board are:**

First: Preparing Council's agenda

Second: Following up on the implementation of Council's recommendations

Third: Contacting related institutes to facilitate the realization of school requirements and needs

Fourth: Cooperating with school management on overcoming the obstacles which face educational process within the school

Fifth: Participating in notifying parents of their children's absences and school levels

# TREASURER'S DUTIES

## Treasurer's duties are:

First: Receiving cash incoming to the Council using appropriate receipts

Second: Recording received cash according to their items in receipt daybook

Third: A. Disposing accumulated received cash in Council's bank account without delay

B. The Treasurer may keep no more than (500) Dinars for urgent expenditures

Fourth: Comparing current account with expenditure statements

Fifth: Providing Executive Board with periodic statement of total received funds, funds disposed in the bank, spent funds, and remaining funds

Sixth: Receiving on account payments for the purposes of cash expenditures in the amount defined by the Council

## DUTIES OF COUNCIL'S SECRETARY

### **The duties of Council's Secretary are:**

First: Notifying of the dates of Council's meetings.

Second: Preparing the agenda of Council's meeting, and providing its Chair and members with copies in adequate time before the meeting.

Third: Documenting Council's decisions according to their numbers and dates in session registry providing that the registry is signed by the Chair, members, and Secretary.

Fourth: Writing letters, receiving and registering incoming mail, and taking necessary procedures according to their nature.

Fifth: Preparing periodic reports and an annual report on Council's activities and the results of its works during school year.

Sixth: Following up on the implementation of Council's plans, decisions, and recommendations in coordination with related institutes.

Seventh: Whatever duties assigned to whom by the Chair of Executive Board.

## COUNCIL'S FINANCE

### **Council's finance comprises of:**

First: Donations, gifts, and bequests of student parents

Second: Donations, gifts, bequests, and monetary and in kind grants offered by actual and incorporeal persons

Third: Incomes of activities and events conducted by the Council

Fourth: Investment of the incomes of school garden's plantings

Fifth: Incomes of parent contributions in other school activities such as charity markets, manufactures made at school, and fairs in line with the instructions issued by the Minister of Education

## COUNCIL'S FINANCE: STUDENT CONTRIBUTIONS

Sixth:

A. The Council may accept student contributions of annual amount of money per each student to secure school requirements and services

B. Brothers attending the same school or different schools enjoy a 50% discount of the contribution mentioned in Paragraph (A) of this Clause

C. Executive Board, with a recommendation from school management, may exempt those who can not afford to pay the contribution mentioned in Paragraph (A) of this Clause, given that the number of exempted students should not exceed (20%) of total number of students

## SPENDING FROM COUNCIL'S FINANCE

First: Contributing to school maintenance, provision of its requirements, and funding some of its activities

Second: Paying rewards to school janitors

Third: Helping students in need



## GENERAL PROVISIONS

- The Council will have its own seal by which all decisions made by the Council are sealed.
- Executive Board will continue conducting its business until a new Executive Board is elected in the next year, when handing over functions and responsibilities is conducted between old and new Executive Boards.
- The General Board will open a bank account in a nearby bank where cash funds realized to the Council will be disposed at.
- Specialists and educational supervisors in the province will follow up on, supervise, and correct the activities of Parent-Teacher Councils.
- The Executive Board or one of its members, with authorization from the Chair, may hold individual meetings with student parents to discuss cases and problems of private nature.
- The General Board will hold its first meeting at the start of school year, and not to pass the first month of school. Dates of first meetings of schools located in the same area should not be the same.

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أقسام ومكاتب شئون المواطنين  
الرائد الذي  
من الأمور التي يجب الانتباه عليها عند التعامل

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دليل تبسيط العمليات  
المواطن

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توصيات حول اعداد خارطة طريق تنفيذ قانون 21 وتعديلاته

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دليل التخطيط والموازنة

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