



Parent Engagement in Technology (PET) Advisory Group

Terms of Reference

Role of the PET Advisory Group

- To provide advice to the school (via School Council, P&C and school administration) on appropriate and timely ways to engage and communicate with parents around the consultation process leading to developing a vision for technology at Rainworth State School, and the principles to guide the vision.
 - The PET Advisory Group is not a decision making body. Its role is to provide advice to the school, informed by the contributions of the parents and staff. Final decisions are made by the school principal in consultation with the School Council.
 - The PET Advisory Group is not an advocacy group for any one position or decision.

Purpose of the PET Advisory Group

- To ensure that parent engagement and consultation around technology in the classroom:
- Provides a range of opportunities for parents to participate, contribute to the discussion and have access to information.
- That parents receive timely information and feedback on all aspects of the consultation process.
- That communications to parents are “user friendly”, coordinated and use a range of channels to meet diverse communication needs (e.g. face to face; email, web site, newsletter, classroom parent reps, and written “fliers”)

Time Commitment

- Initial 2 hour meeting in early November to establish the group to ensure shared understanding of roles, responsibilities and ways of working.
- One meeting in November to finalise feedback to parents on the report from the initial consultations meetings
- Generally, one meeting per month until June 2018.
- Some members of the group may take on specific “communications” tasks as required and depending on their availability.

Membership

The Parent Engagement in Technology (PET) Advisory Group will consist of up to 8 members consisting of:

Chair (parent)

- 2 staff (at least one of whom is a member of the School Council)
- 5 parents, at least one of whom will be a member of the School Council and one a member of the P&C.
- Parent members will represent a range of Year levels across the school.
- Staff membership will include at least one member of the School Council and one staff member has sound knowledge and experience of ICT in the classroom.

Selection Process

Parents who have a commitment to ensuring effective parent participation and communication are invited to nominate for membership. Selection criteria and a nomination form are attached.

Membership will be selected by the Consultant in consultation with the Chair.

Selection Criteria

1. High level written and verbal communication skills.
2. Ability to work productively with others in a cooperative and collaborative environment.
3. Commitment to parent participation and effective communication in achieving a shared vision and direction.
4. At least one parent with a “communications” background would be helpful but not essential.
5. Sense of humour is an advantage!

Nomination Form

I would like to nominate for membership of the
Parent Engagement in Technology (PET) Advisory Group

Name	
Child's / children's Year Level (s)	
Phone	
Email	
Why would you like to be a member of the PET Advisory Group?	
How can you contribute to the success of the group? (See Criteria)	
How will we know if the PET Advisory Group has been successful?	
Any other comments?	

Nominations close 21 October 2017

Please place nomination forms in "green box" at the School Administration Office