

ISB Kindergarten Parents' Committee Member responsibilities and Code of Conduct

The ISB Kindergarten Parents' Committee (the Committee) is established annually in accordance with the ISB [by-laws](#), which were established as an attachment to ISB's [articles of association](#). The ISB School Board is responsible for the overall management of the ISB Kindergarten's activities, and the Committee assists and shares some responsibility with the ISB School Board to ensure the ISB Kindergarten is run in accordance with:

- Danish legislation and other rules for private day care centres in Billund Municipality, and
- ISB's overall objectives, which are set out in the [articles of association](#)

The [by-laws](#) make clear that the functions and tasks of the Committee relate to the general principles regarding every day activities and the Committee has no jurisdiction to take specific decisions or actions in relation to the running of the ISB Kindergarten; such responsibility lies with the ISB School Board, school management and the Kindergarten Lead.

Main responsibilities of the Committee

In accordance with the [by-laws](#) of the ISB Kindergarten, the main responsibilities of the Committee are:

- To establish principles – in collaboration with the ISB School Board – for the ISB Kindergarten's work, including preparation, evaluation and monitoring of the educational curriculum.
- To collaborate with the ISB School Board in establishing the principles for the use of a budgetary framework.
- To make recommendations to the ISB School Board regarding the hiring of the Head of the Kindergarten and to participate in such recruitment.
- To make recommendations to the ISB School Board regarding the recruitment of permanent staff (although note that generally the ISB School Board delegates responsibility for making such appointments to the Head of the School).
- To make recommendations to the ISB School Board regarding the approval of the budget and accounts.
- To make recommendations to the ISB School Board regarding scheduling the ISB Kindergarten's normal opening hours as well as any closing for holiday periods.

In addition to the above-listed formal responsibilities, the Committee is also responsible for facilitating communication between parents of children admitted to the ISB Kindergarten and the Kindergarten Lead and, if appropriate, other staff at ISB. In particular, the Committee is a key point of contact for parents in order to assist with:

- answering general questions and putting them in contact with the relevant staff members to obtain required and relevant information;

- communicating any feedback, comments, queries or complaints to the Kindergarten Lead and staff-representative Committee member in the appropriate way, which will usually be by tabling such matters on the agenda at the next Committee meeting; and
- communicating any more urgent or time-sensitive matters to the Kindergarten Lead.

In the event that any matters brought to the attention of the Committee constitute a grievance, the [Grievance Policy](#) applies and should be adhered to and the Committee has no jurisdiction to take decisions or specific action in relation to such matters.

Code of conduct

Each member of the Committee makes the following commitments upon their appointment:

- I shall avoid any legal conflict of interest or impropriety that could result from my position and I shall not use my membership of the Committee for personal gain
- I shall refer to and work within ISB policies
- I shall acknowledge that a member of the Committee has no legal authority as an individual and that decisions can be made only by a majority vote at a Committee meeting
- I shall take no private action that might compromise the Committee, the ISB School Board, the ISB Leadership Team or ISB administration and shall respect the confidentiality of privileged information
- I shall encourage and respect the free expression of opinion by my fellow Committee members
- I shall represent all parents of children admitted to ISB's Kindergarten honestly and equally and will not favour any particular individuals or groups
- I shall abide by majority decisions of the Committee, while retaining the right to challenge such decisions via the usual ethical channels

Operation of the Committee

The Committee is made up of three members who are parents of children admitted to the ISB Kindergarten, elected annually by parents at the ISB General Meeting, and two members appointed by the ISB School Board. A Kindergarten staff representative, the Kindergarten Lead and the Head of the School also participate in Committee meetings, without voting rights. Details regarding how the Committee convenes and holds quorate meetings are set out in the [by-laws](#), but the following list gives supplemental details on how the Committee operates:

- Upon election to the Committee, new members will be invited for a meeting with Kindergarten Lead, who will hand out this Code of Conduct document and ensure information about meeting dates and contact details are communicated to all Committee members.

- The Committee is required to hold at least 4 meetings a year, and usually holds between 4 and 6 meetings per school year.
- The Chairman of the Committee members must send agenda wishes and potential pre-reading material no later than 14 days before a board meeting to the Kindergarten Lead.
- The Kindergarten Lead authors the final agenda and sends this and relevant pre-reads approximately one week prior to the meeting.
- The Kindergarten Lead or the Chairman sends minutes from the meeting to the Committee members approximately one week after the meeting.
- Decisions are made at the Committee meetings, which are scheduled at the start of the academic year. The Chairman, the Kindergarten Lead or the Head of School may ask for Committee meetings in addition to the scheduled meetings.
- Members and non-voting attendees of the Committee meetings are expected to be well-prepared for the meetings to ensure a substantive dialogue of agenda items.
- If a member of the Committee is unable to attend a meeting, their comments and input on agenda items points may be forwarded to the Chairman or another member of the committee, or the Kindergarten Lead who will ensure their views are expressed. Note that any decisions on such agenda items are subject to the quorum and voting requirements set out in the by-laws.

This Committee Code of Conduct will be reviewed annually at the first committee meeting after the Kindergarten General Meeting.

ISB's articles of association and by-laws can be found at ISB website in both Danish and English.

Approved by ISB Kindergarten Parents' Committee, 30 April 2019