



HYUNDAI
FOREIGN SCHOOL

School Consultative Group Policy

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Article 1. Purpose of the Policy

This policy aims to set forth the framework for the operation of the School Consultative Group at Hyundai Foreign School (HFS).

Article 2 Purpose of the Group

The purpose of this group is to:

- To ensure smooth and effective communication amongst all stakeholders in the school
- To help the school community acquire an improved understanding of the operation of the school
- To more readily listen to the views and opinions of the school community and reflect them in the management of the school

Article 3. Composition of the Group

School Consultative Group (hereinafter the 'Group') is comprised as follows:

- Chair (the Principal is the ex-officio Chair of the Group)
- Executive Board Member representing the School Board
- One representative from the teaching faculty
- One representative from the Admin Office
- Two representatives from the parent community

Article 4. Procedure for the Formation of the Group

The Group is formed according to the following procedure:

- The School Principal automatically becomes the Chair upon appointment as the Principal and his/her term as the Chair coincides with his/her term as the Principal.
- The Executive Board Member becomes the Member upon his/her election to his position and his/her term as the Member coincides with his/her term as the Executive Board Member.
- A representative of the HFS teaching faculty is designated from among the staff, who take turns fulfilling the responsibility of representing the faculty for one academic year.
- Admin Manager and Admin Assistant Manager take turns among them representing the Admin Office on the Group for one academic year. The Admin Office representative also works as the secretary of the Group.
- Two representatives of the parent community are elected through an appropriate election procedure organized among the parents.
- The term of office of the members representing the parent community is one year and they are eligible for re-election for one additional term.
- Before a new academic year begins, the parent community should elect their representatives. The school can organize an election of these two representatives on behalf of the parent community, carrying out such tasks as setting a date, inviting the members of the parent community and announcing the outcome of an election.
- The parent representatives are advised to be aware of the fact that they participate in the operation of the Group on behalf of the parent community, not in their individual capacity.

Article 5. Loss of Membership

A member can no longer serve on the Group in the following cases:

- If the Principal, the Executive Group Member or any of the staff who represent the school no longer work for the school
- If a child of a member representing the parent community leaves the school

Article 6. Filling of Vacancies

When a vacancy occurs, it should be filled as early as circumstances permit.

Article 7. Responsibilities of Members

The Consultative Group carries out the following responsibilities:

- Give its advice, opinion or feedback on the items relevant to school operation
- Review school documents such as the school budget, the school statement and school statutes
- Review any proposals or suggestions tabled by the Group members on matters related to school operation
- Members are responsible for accurately communicating the various opinion held by the group they represent
- The school shall endeavour to heed the advice and feedback of the Consultative Group and reflect them in the operation of the school
- All members of the Group have the responsibility to cooperate with fellow members in the best interests of the school

Article 8. Regular Meetings and Ad-hoc Meetings

- The Group holds a regular meeting in each Term of an academic year and may convene an ad-hoc meeting when there is an urgency to hear the input from the Group on school affairs.
- The Chair calls a Group meeting, sending out the notice for the meeting seven days prior to the meeting together with the agenda.

Article 9. Quorum

The quorum for holding the Group meetings is the presence of the majority of members.

Article 10. Agenda for the Groups Meetings

- The Group members may propose items to be discussed that they deem to be relevant to school operation
- The Chair is responsible for forming a list of items on the agenda in consultation with the Executive Board Member prior to the meeting.
- The Chair shall put all the items proposed by the Group members on the agenda as far as possible but has the power to exclude items he deems to be irrelevant to school operation, in consultation with the Executive Board Member.
- Only agenda items will be discussed at meetings

Article 11. Keeping of Minutes

- The Group shall take minutes of all its meetings and upload their outcomes on the school website, for the sake of ensuring openness and transparency of its operation.
- The minutes are taken by a faculty representative.

Article 12. Non-Members' Attendance at the Group Meeting

- A representative of other groups at the school such as the PTA can attend and speak at the Group by obtaining prior approval from the Group.
- Group meetings are only open to group members

Article 13. Conflict of Interest

- The Group members shall excuse themselves from a Group meeting if the Group discusses an issue that may raise a concern for potential conflict of interest for themselves or their family members.
- In such a case, a relevant member shall leave the meeting and may return when the Group shifts to another item on the agenda. In addition, such a member may not present his/her opinion or feedback on any issue that may cause a potential conflict of interest.