



THE SCHOOLS CONSULTATIVE GROUP (SCG)

Brookes Moscow & Saint Petersburg

At Brookes Moscow & Saint Petersburg, there is a group of advisors who take an active part in the development of the school. This schools consultative group represents both Brookes Moscow & Saint Petersburg and takes on many responsibilities of a governing body without decision making ability. It is there to give advice, council and support the Director of School.

Aims of the SCG

The overall aim of the SCG is to help Brookes Moscow & Saint Petersburg achieve their goal of providing a caring, stimulating and positive learning environment, which enables all students to fulfil their potential and be prepared for life as responsible, confident, compassionate and capable citizens. Those serving on the SCG will be designated members.

The SCG seeks to achieve this aim through the following:

- Involvement of parents and those with relevant interests in the development of Brookes Moscow & Saint Petersburg
- Improving communication between school and parents
- Having an involvement in complaint resolution
- Utilizing the skills and knowledge of parents
- Assurance
- Supporting quality and standards

In appointing members, the school will aim to bring together a range of skills and experience. The SCG meets once each half term; a total of six meetings a year. If the need arises then extraordinary/emergency meetings can be called. Representatives from the staff will be present at meetings to then liaise internally.

Objectives of the SCG

The SCG seeks to achieve its goals through:

a) **Involvement in the development of Brookes Moscow & Saint Petersburg**

The Director of School will share the Schools Improvement Strategy with the SCG and may accept advice on ways to continue to develop and improve the school. The SCG will receive an annual update of the plan, to consider new developments and an annual report outlining progress against the current objectives.

b) **Improving communication between the school and parents**

The SCG may be used to channel information from the school to the parent body. Members serving jointly on the SCG and the Brookes Trust will also help ensure that issues of relevance to the whole school are coordinated and information efficiently and accurately communicated back to the respective groups. Where appropriate, topics discussed at the SCG may be included in the Director of School's regular two weekly bulletins.



c) Having an involvement in complaint resolution

When a parent contacts an SCG member they should always be encouraged to take their complaint/concern to the appropriate teacher/administrator or school senior leader. The SCG should not be seen as a way to shortcut or overrule normal school procedures. Neither should SCG be a forum to discuss issues relating to an individual child or teacher. However, the SCG can assist the Director of School in resolving formal complaints. This may be done by discussion with the SCG, consultation with individual members with appropriate skills, or by invoking the Complaints Procedure and convening an independent tribunal if required. In such case the Chair of SCG will act as the convener of the tribunal.

d) Utilizing the skills and knowledge of parents

The Director of School will be able to seek advice from certain individuals on the SCG who have one or more of the following:

- A parent's perspective
- Management skills and leadership experience
- Prior independent school experience
- Prior international school experience
- School governor experience, and/or
- Legal, medical, business, educational, marketing backgrounds

e) Providing assurances and guidance

The SCG will provide guidance and oversight on the following:

- As part of providing assurance to parents, the SCG will review Health and Safety and Fire Reports and any associated action plans
- The SCG will receive assurance that the school provides for all its pupils, including those with individual needs
- The SCG will help to ensure that all relevant policies and procedures are up to date in terms of current legislation and advice on best practice

f) Supporting Quality and Standards

The SCG will:

- Support the Director of School in sustaining the standards set for staff and pupil behaviour
- Contribute to how the school can encourage pupils' spiritual, moral and cultural development
- Be kept informed by the Director of School on staff recruitment and staff development



Structure and Membership of SCG

1. The SCG includes parent representatives from different sections of the Schools, at least two representatives from the staff, other school appointees and the Director of School. In appointing members, the Director of School will aim to bring together a range of skills and experience.
2. The appointments to SCG will be for one academic year with a maximum of three academic years, subject to review and possible reappointment and maintaining the balance of membership. The aim is to balance experience and continuity with the introduction of new appointees to bring a fresh perspective.
3. The Chair of the SCG will be appointed from the members of the group
4. The School will appoint a Secretary to the SCG who will be responsible for calling meetings, publishing the agenda and recording minutes.
5. The Director of School may invite any staff or other relevant individuals to join a meeting as required
6. The SCG can establish sub groups from the committee, to focus on particular issues, as required.

SCG Responsibility & Limitations

The SCG is an advisory group and as such has no executive, legal or financial powers. There is no requirement for the group to be involved in recruitment, inspection or fiscal planning. These areas fall under the duties of the Director of School, Board of Directors and the Executive Committee.

From time to time the Director of School may need to share sensitive or privileged information with the SCG and it is important that confidentiality is respected and maintained. All members of the SCG are required to undergo a local Police Check or internationally recognised Criminal Records check, and to sign an NDA (Non-Disclosure Agreement)

Updated: **January 2021**

Reviewed and approved:

Signed: (Director of School)