

GUIDELINES FOR FAU OG SU IN ÅKEBAKKE BARNEHAGE



Made in 2016
Revised in 2022

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Welcome as a FAU-representative

FAU is short for «Foreldrerådets arbeidsutvalg» (Parents working committee). All parents in Åkebakke barnehage are a member of Foreldrerådet (Parents counseling). Parents counseling elects two representatives from each class (to form the FAU), and they again choose two members from FAU to sit in SU (collaboration committee). FAU's members are elected each year, preferably not a whole new FAU each year.

As a FAU- or SU-representative you get the chance to get to know the kindergarten on another level than you do when you deliver and pick up.

You will be the voice of the parents counseling and will be asked advice in matters that concerns all the parents and get to arrange different social happenings outside of kindergarten opening hours. SU gets to approve the kindergarten's annual plan.

This pamphlet is made to give the FAU and SU members a briefing on their role and tasks. The purpose is to describe the collaboration between the parents and kindergarten staff, referring to the Act on kindergartens and Framework plan for kindergarten.

Information about FAU og SU

In Act on kindergarten, §4 it says;

«To ensure the collaboration between the kindergarten and the child's home, there shall be a parent working committee and a collaboration committee in every kindergarten. The Parents counseling consist of all the parents in Åkebakke barnehage and their mission is to contribute to a good cooperation between the parents and the kindergarten».

The parents counseling chooses representatives to the parents working committee, shortened to FAU.

FAU and SU can influence the daily operation of the kindergarten. The kindergarten chooses to let the FAU comment on some decisions. This is why it is important to ensure that the FAU are speaking on everybody's behalf when they give their respond. These can be collected through mails, polls or meetings hold in the kindergarten.

FAU

The ideal is that each class has two representatives, and they ensure continuity.

All the representatives are in the FAU, and we wish that at least one member from the different classes attends the meetings. The head teacher of Åkebakke barnehage must also

be summoned to these meetings. The head teacher has a right to attend, be heard and give suggestions.

The FAU constitution

The FAU constitutes on the first FAU meeting in the fall.

In this meeting, they elect these roles;

- FAU-leader
- Deputy/ Second in command
- 2 representatives for the SU (can also have other roles in the FAU)
- Secretary
- Cashier

FAU tasks

- Raise issues that are reported by the parents. In personal cases involving only one child, FAU must contact the leader of the class or the head teacher.
- Before FAU-meetings, it will be sent out an agenda and asked for comments.
- Minutes must be sent to all parents. This can be done through the office (mail).
- The kindergarten wants constructive suggestions from the FAU.
- The FAU arranges two «dugnader» through the year. One in the fall and one in the spring. The kindergarten provides the different tasks.
- The FAU can arrange social events during the year, such as the *17th of May*.
- You will find updated information about the FAU members on the kindergarten's website, with phone number and email. This makes it easier for the parents to report/ ask questions.
- The FAU has a duty of confidentiality, and everybody must sign a form. This form is kept in the kindergarten. The information given in the FAU must be treated with confidentiality, and not be talked about outside of the meetings. Cases involving the staff must not be discussed in the FAU at all.

FAU-leader tasks

- Make the agenda of the meeting.
- Convene the FAU meeting.
- The role of the chairperson.
- Make minutes from the meeting and send it to the kindergarten office.
- Keep and update the FAU documents.
- Keep in touch with the head teacher.

The FAU leader can delegate these tasks to the rest of FAU.

SU, collaboration committee

In the act related to kindergarten §4 it says.

«The coordinating committee must be an advisory, contact-promoting and coordinating body. The coordinating committee must comprise parents/guardians and the staff of the kindergarten so that each group is equally represented. The owner of the kindergarten may participate if desired but may not have more representatives than either of the other *groups*».

The owner of the kindergarten must ensure that matters of importance are submitted to the parents' council and the coordinating committee.

In Åkebakke, the SU consists of two parents, two from the staff and one from the board. The head teacher of Åkebakke barnehage must also be summoned to these meetings. The head teacher has a right to attend, be heard and give suggestions

The board member is responsible for the invitation to the meeting, and the agenda.

It must be elected one leader and one secretary, and it must be made minutes from the meetings.

SU tasks

- SU discusses, co-runs and decides matters that are reported from the FAU, parents, staff or board.
- SU most important task is the approval of the kindergarten year plan.

Guidelines for FAU and SU in Åkebakke barnehage

- SU must be hold updated on the kindergartens financial framework, budget and staff situation.

SU-representatives tasks

- Represent the FAU, staff and board.
- Discuss topics with the FAU/staff before the meeting.
- Inform the FAU/staff after meetings.

Decisions are made by discussions and vote. By vote, each member has one vote, leader has double.

Calendar

Month	Task	Responsible
August		
September	<ul style="list-style-type: none"> - Parents meeting - Presentation of FAU/SU on parents meeting - Summon the first FAU-meeting - Summon to the first SU- meeting - Plan the "dugnad" 	<ul style="list-style-type: none"> Head teacher FAU-/SU-member Head teacher Board member FAU-leader and the head teacher
October	Complete the «dugnad»	FAU + staff + parents
November		
December		
January		
February		
March	-Thoughts about next year plan	FAU and head teacher
April	-Plan «dugnad»	FAU-leader and head teacher
May	<ul style="list-style-type: none"> - «Dugnad» -17. May arrangement 	<ul style="list-style-type: none"> FAU , parents + staff FAU
June	-Summerparty	Staff + FAU