



**Schiller-Gymnasium**  
Staatliche Europa-Schule Berlin  
Schillerstraße 125-127 – 10625 Berlin  
gev@sgym.de

## **Gesamtelternvertretung**

To the elected parent representatives of the Schillergymnasium

Offices in the Parents' Representation Committee,  
to be filled at the first meeting of the GEV.

Dear Parents' Representatives,

Together you form the Parents' Committee of the Schillergymnasium, which meets regularly, typically four times a school year. The Headmaster invites you to the first meeting and you will receive this text with your invitation. Experience shows that a large part of the first meeting will be filled with filling a number of positions that are available for parent participation at the Schiller-Gymnasium. The more conscientiously these offices are filled, the more effective the Parents' Committee will be. This text is intended to help you decide in advance where you would like to be involved. If everyone takes on an office, then the workload is best distributed.

Please also note the reference to the website and data protection at the end of the text. It would make sense to decide at the first meeting that the agreements mentioned there should apply again in the new school year.

**Chairperson of the GEV**

Represents the GEV externally and organises it (invitations to other meetings, distribution of information). Coordinates with the school management. In addition to the GEV meetings and their preparation and follow-up, there are a number of other appointments with contact persons inside and outside the school (e.g. in the district or the State European School Berlin, the SESB).

**Deputy Chairperson of the GEV (up to 3x)**

Together with the chairperson, they form the executive team of the GEV and consult with the head teacher on the programme of the meetings and other activities. It makes sense that the team as a whole covers the diversity of the school (mainstream/European branch, middle/high school, etc.). The deputies can relieve the chairperson, e.g. with regard to contact with essential other groups at the school, such as pupils, teachers, booster club or the like.

**Members of the School Conference (4x and 4x absent representatives)**

The School Conference decides on essential questions at the school which are listed in the school law and therefore cannot be decided by the headmaster alone. Some of these are regular topics of discussion between parents and this office concentrates the influence that parents have on them. It means participation in four more meetings during the school year and, if necessary, further votes on the topics dealt with.

Members of the General Conference (2x and 2x absent representatives)

The General Conference is the meeting of the teachers, plus two parents and two pupils. Here the teachers develop their ideas on how things should develop at the school. The parents' representatives can bring in the parents' views here and report on them in the GEV. A further four meetings are held during the school year.

Members of the Pupils' Conference (2x and 2x absent representatives)

The Pupils' Conference is the meeting of the class representatives, plus two parents and two teachers. Here the pupils develop their ideas on how things should develop at the school. The parents' representatives can bring in the parents' views here and report on them in the GEV. A further four meetings are held during the school year.

Members of the Council Parents' Committee (BEA) (2x and 2x absentee representatives)

The BEA meets once a month (2nd Tuesday evening) in Charlottenburg Town Hall. There, more offices are filled, e.g. also for the District School Advisory Board, a kind of school conference of the district. Topics that affect many schools in the district are dealt with there.

Members of the 16 subject conferences (2x and 2x absentee representatives)

The subject conferences deal with the content of the individual subjects and how they are taught at the school. They also decide on the subject books and compile the book lists. They consist of all subject teachers, as well as two parents and two pupils. Some do not meet at all (if there are less than three subject teachers), others meet twice a school year.

Participants for the SESB (2x)

The AG SESB exchanges information on topics and concerns of the 34 SESB schools. It is the contact for the districts and the state in matters concerning the SESB and was significantly involved in the founding of the SESB.

Berlin, 14.05.2024

The board of the GEV of the last school year

Michael Jakubek (Chair), Silke Altmann, Christoph Broszies und Hüsnyue Türkay

PS. Website and Data Protection

Please have a look at the internal GEV area on the school website before the meeting:



There you will find minutes from previous school years, lists of elected parent representatives from previous years and practices regarding data protection in this context. If there is agreement, these could also be adopted for this school year and enable pragmatic and effective communication.

For the "newcomers", the Senate's guide is certainly also very helpful:

[https://sgym.de/site/assets/files/5942/web\\_leitfaden\\_elternvertreter\\_2017.pdf](https://sgym.de/site/assets/files/5942/web_leitfaden_elternvertreter_2017.pdf)