

## Frequently Asked Questions – FAQs

### Support for Parent Councils

<b>General Support</b>	<b>What does that look like?</b>
<b>Q: What support can we expect from Dumfries and Galloway Council</b>	<p>Dumfries and Galloway Council support Parent Councils with setting up and maintaining your Parent Council. They do this by providing;</p> <ul style="list-style-type: none"> <li>• <b>Insurance</b> Cover with Zurich Insurance through membership of Connect.</li> <li>• <b>School Lets</b> Free or reduced cost</li> <li>• <b>Training</b> opportunities through membership of Connect</li> <li>• <b>Advice</b> or support from the Officer with responsibility for Parent Councils with meetings, conflicts or development of Parent Council Initiatives <a href="#">Parent Councils   Dumfries and Galloway Council</a></li> <li>• <b>Finance</b> management of any financial support to help with the involvement of Parents, and initiatives identified by the Parent Council</li> <li>• <b>Managing Data</b> – constitutions, office bearer details, bank details</li> <li>• <b>Your responsibilities</b> – What we expect to receive from your Parent Council every year.</li> </ul>
<b>Insurance</b>	<b>What does that look like?</b>
<b>Q: How do I find out what our Insurance Covers?</b>	<p>At the beginning of each term the Officer with Responsibility for Parent Councils will circulate your Membership Details to the Chair. The membership details include your responsibility to keep your information up to date with your Insurer and if you have any specific events that require insurance cover please ensure that any risk assessment or questions of insurance are directed to them.</p> <p><b>Please see the end of this FAQ.</b></p>
<b>School lets</b>	<b>What does that look like?</b>
<b>Q: Do I have to pay for the use of rooms in the school for Parent Council meetings?</b>	<p>The following charges apply to you</p> <p><b>Parent Council meetings - £0 charge</b></p> <p><b>Events run by Parent Council - £10</b></p> <p>All bookings for Parent Council meetings should be processed by following the Councils booking system at least two weeks in advance of your meeting. Hire of facilities is usually to support evening parent council meetings. You can book for the whole year to help with planning and making dates known to wider parent forum.</p> <p><a href="#">Hire school facilities - Dumfries and Galloway Council</a></p> <p><b>School Lets Email <a href="mailto:schoollets@dumgal.gov.uk">schoollets@dumgal.gov.uk</a></b></p> <p><b>Call 01387 260406</b></p>
<b>Training</b>	<b>What does that look like?</b>
<b>Q: What training or support is on offer from the Council?</b>	<p><b>Connect Membership</b> is paid for centrally as part of our support for Parent Councils. When your Parent Council receives your Connect Membership details you should register to receive the newsletter of training opportunities. The Council will also circulate the dates and details and we would strongly suggest that you attend these free online</p>

	<p>sessions. Recent engagement by a new Parent Council found this very supportive and inclusive. See details at the end of this FAQ for session 2024-2025.</p> <p><b>Connect</b> <a href="mailto:info@connect.scot">info@connect.scot</a></p>
<b>Q: Is there someone in the council that can provide training?</b>	<p>the Officer with responsibility for Parent Councils – training provided on request. Please contact Vanessa Morris via <a href="mailto:ParentCarer@dumgal.gov.uk">ParentCarer@dumgal.gov.uk</a></p>
<b>Q: Is there someone local who is independent of the Council?</b>	<p>Independent support is available from Dumfries and Galloway Parent Council Forum (DGPCF) by contacting: Dumfries and Galloway Parent Council Forum <a href="mailto:dandgparentforum@gmail.com">dandgparentforum@gmail.com</a></p>
<b>Advice</b>	<b>What does that look like?</b>
<b>Q: I have a number of questions I am looking for clarity on – who can I speak to?</b>	<p>Telephone or email support by contacting: ParentCarer <a href="mailto:ParentCarer@dumgal.gov.uk">ParentCarer@dumgal.gov.uk</a> Vanessa Morris 07920528251</p> <p>Advice also through attendance at Parent Council meetings (face to face or online) + adhoc meetings if support required with constitutions or other operational matters.</p>
<b>Finance Management</b>	<b>What does that look like?</b>
<b>Q: Do we get any financial support from Dumfries and Galloway Council?</b>	<p>Current Academic year 2024-25 we are asking Parent Councils to submit proposals of expenditure to the Council. Appendix A Year End Return and Appendix B Parent Council Proposal – these New Proposal Forms have been sent to Parent Council and shared with schools on GLOW.</p>
<b>What can we apply for?</b>	<p>You can apply for funds to support the aims of the Parent Council so that might still mean Clerks fees, funds for membership to something, costs for online tools to support greater involvement of parents (zoom subscription for example though some Parent Councils manage with the free option in hybrid settings)</p>
<b>How much can we apply for?</b>	<p>You can apply for funds up to £300 per academic year.</p>
<b>Are there any restriction on what we can spend Council money on?</b>	<p>It must relate to the support of the running of the parent council and to expenditure that promotes wider engagement and participation of parents in line with your constitution.</p>
<b>I'm not sure if our idea would meet the criteria? What can I do?</b>	<p>If your Parent Council has ideas but are not sure – please just call or email <a href="mailto:ParentCarer@dumgal.gov.uk">ParentCarer@dumgal.gov.uk</a>. We are looking for ideas that support your role of seeking the views of all parents, reporting back to parents, different ways to engage all parents in the life of the school for the benefit of all children, ways to break down barriers to engagement.</p>
<b>Do we have to spend any council money in this financial year?</b>	<p>Funds must be spent in full before any further allocation is made. Funds can be carried over from one financial year to the next but must remain in your Parent Council bank account.</p>
<b>We did not get financial support last year – can we still access funds?</b>	<p>If you have completed your previous year Dumfries and Galloway Council End of Year form and you have an active parent council and a constitution, we will consider previous year payment up to 31<sup>st</sup> January 2025.</p>

	Please email the <a href="mailto:ParentCarer@dumgal.gov.uk">ParentCarer@dumgal.gov.uk</a> mailbox and we will confirm if you are able to claim.
<b>Managing Data</b>	<b>What is the Parent Council responsibility?</b>
<b>What do we need to do every year?</b>	Annual submissions of Copy of your AGM minutes – this should include who is the Chair, Vice Chair (if you have one) Treasurer and Secretary. This should also include your financial summary. A copy of your Constitution (this should have a date on and be signed by the Chair
	<b>What is the school and council responsibility</b>
<b>What information do we need to hold?</b>	The school will be asked to submit an annual return before Christmas every year. Ideally, we suggest that you have your AGM in Term 1/early Term 2 so that the correct information of the Chair and any contact details can be included in the school handbook which are completed in Term 2 every year. Parent Council Chair details no longer appear on the Dumgal Schools pages therefore it is important to include in the School Handbook for new/existing parents. <a href="#">Schools and learning   Dumfries and Galloway Council</a>
<b>License information</b>	<b>Who can support us?</b>
<b>Where do I find this?</b>	Dumfries and Galloway council has a license team who provide guidance and expert advice. You can access this information via the following page <a href="#">Parent Councils   Dumfries and Galloway Council</a>
<b>Contact Details</b>	<b>General enquiries email</b> <a href="mailto:ParentCarer@dumgal.gov.uk">ParentCarer@dumgal.gov.uk</a>

Connect Memberships: Your Membership Pack can be accessed by the highlighted hyper link below

### **Connect Membership Pack 2024/2025**

You will need to log in or register with the website here <http://bit.ly/connectwebregister> and then click the link to the Pack above or search Membership Pack in the Resources section. In the Pack, you will find:

- **a link to the online form to provide your Parent Council's Key Contact details (this is a requirement for your insurance cover. PLEASE take time to complete this)**
- Connect Members' Leaflet, detailing your Membership benefits
- Connect Membership Certificate 2024-2025
- Employer's Public Liability Certificate 2024-2025
- Extended Public Liability Record Form (for non-professional, volunteer or amateur stallholders)
- Insurance FAQs from Zurich Municipal
- Insurance Summary of Cover.

Here are details of the insurance policy held for Connect Members. The insurer is Zurich Municipal, **Policy number: XAO-272102-8193**

**There is a dedicated email address as well as a telephone number for contacting our insurer Zurich Municipal directly with your insurance-related queries:** [connect.scotland@uk.zurich.com](mailto:connect.scotland@uk.zurich.com) or 0800 232 1927 (option 2).

You will need to be logged into your account on the Connect website to view the documents. You can register here <http://bit.ly/connectwebregister>. As Members, all parents and staff at your school can register to access Members' only resources.

**End of FAQ November 2024**