

Scheme for the Establishment of Parent Councils (2019) Updated December 2022



Education, Skills and Community Wellbeing Directorate

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Scheme for the Establishment of Parent Councils Sections 1 - 4

1. Introduction

1.1 Dumfries and Galloway Education Authority, through their Education, Skills and Community Wellbeing Directorate, have prepared the following Scheme for the Establishment of Parent Councils in line with The Scottish Schools (Parental Involvement) Act 2006. Please click on link for the full Act details: [Scottish Schools \(Parental Involvement\) Act 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2006/10/contents)

What does this mean for:

1.2 Parent and Parent Councils:

- the document has been prepared to help with the establishment of new Parent Councils and to help Parent Councils review their Constitutions when they decide it is appropriate to do so.

1.3 Education, Skills and Community Wellbeing Directorate:

- to provide a framework informing and setting out the governance for Parent Councils creation and operation.
- to provide a framework to review and amend their Parental Involvement [and Engagement] Strategy to ensure that ALL Parents are aware of and able to be engaged in supporting their school and their child's learning.

Who is involved in creating and enforcing the Scheme? (2006 Act Section 5)

1.4 Dumfries and Galloway Council (referred to as DGC) as Education Authority/Council (referred to as DGC) represents the Education, Skills and Community Wellbeing Directorate, AND Parent Council (referred to as PC) who represent the Parent Forum of those Parents who have Children and Young People in our schools. Both parties must have regard to the Scheme in carrying out their functions under the Act.



1.5 The Act requires education authorities to promote the establishment, and provide support for the operation, of PCs. In general, this will entail the creation of a PC for each school. The Act also allows for the establishment of a Combined PC in certain circumstances.

1.6 'Parents' refers to members of the 'Parent Forum'. The Act says the Parent Forum consists of ALL parents who have a child at the school. The definition of 'parent' includes everyone with a parenting role, for example non-resident parents, foster carers, and relatives who are caring for children for a range of different reasons.

1.7 DGC have additional guidance about 'who is a parent' as we acknowledge that there are many types of parents - married or unmarried/carer, grandparent, other relative depending on where the child resides, foster parent, kinship care, should all be considered as 'parent'. This is available on request.

1.8 Parent Forum and PC. A Parent Forum may be represented by a body to be known as 'Parent Council'. A PC ceases to exist when the school for which it is established is discontinued or amalgamated with another school.

1.9 The PC should have arrangements in place for ascertaining the views of members of the Parent Forum on the standards and quality of education provided by the school, or on other matters that appear to the PC to be of interest or concern to members of the Parent Forum - see **Appendix 7: Communication and Engagement Strategy**.

2. What is a Scheme for the Establishment of a Parent Council? (2006 Act Section 6)

2.1 For the purposes of establishing a PC, DGC are to notify in writing the members of the Parent Forum of a public school in their area of the intention to prepare a Scheme for the Establishment of a PC for the school (and all pupils), inviting them to indicate, within a reasonable period as they are to specify in the notice:



1. a preference as to how the PC is to be constituted;
2. what its constitution is to be; and
3. an invitation to the Parent Forum that (a) no such scheme should be prepared or (b) any scheme prepared should be prepared by a person other than the education authority. If this is the case DGC will support the Parent Forum to achieve this.

2.2 If the Scheme is to be established by DGC, the relevant officer(s) will prepare the Scheme, send a copy to each Parent Forum member, and decide to implement it, ensuring that parental involvement and engagement is embedded in the process agreed with the Parent Forum as outlined in 2.5 below.

2.3 The Scheme should also be referenced alongside DGC's Parental Involvement and Engagement Strategy [Parental Involvement and Engagement \(PIE\) - Dumfries and Galloway Council \(dumgal.gov.uk\)](https://www.dumgal.gov.uk).

2.4 The Scheme requires the preparation of a Constitution for the PC - see **Appendix 1: Sample Constitution**.

2.5 How do DGC develop a Scheme and Constitution? (2006 Act Section 6)

- a) DGC will share the notification of the Scheme preparation with the Parent Forum.
- b) DGC will work with Parents to help them clarify and confirm how the PC is to be constituted.
- c) DGC will work with Parents to help them confirm their Constitution.
- d) once in place, or as soon after, the PC will inform:
 - the Headteacher
 - the members of the Parent Forum
 - pupils in attendance at the school, and such other persons as it appears to the PC appropriate to include for the purposes of this subsection, that it has been established
 - DGC, including who the members of the PC are and as to how to communicate with it



- if the education authority did not prepare the Constitution of the PC, the PC must provide a copy to DGC AND provide the Headteacher with a copy of that constitution.

2.6 DGC will record the planning, pre-consultation, consultation, and post consultation stages - see **Appendix 2: Consultation Template/Project Mandate**. It will form a comprehensive record of the consultation process (Consultation Institute & National Standards of Engagement) - [National Standards for Community Engagement | SCDC - We believe communities matter](#).

3. The Composition of a Parent Council (2006 Act Section 7)

3.1 Members of the PC must be parents of the School's Parent Forum unless the Constitution allows for other co-opted by the membership.

3.2 The size and make-up of the PC will feature as part of the Constitution noting that it would be desirable to have at least one parent representative from each stage in the school.

3.3 The PC may co-opt additional members to assist it with carrying out its functions where there is a need for individuals with skills or knowledge. Co-opted members must be declared to the Parent Forum. These may include other 'Communities of Interest' in the locality but may not be a member of the Parent Forum. Co-opted members must be proposed and seconded at an ordinary meeting, AGM or EGM and approved by a two-thirds majority of the current elected membership of the PC.

3.4 Denominational schools must provide for at least one of the PC's members to be co-opted and to be a person nominated by the church or denominational body in whose interest the school is conducted.

3.5 Pupil representation (for example members of the School's Pupil Council) may also be invited to attend meetings. Other ways of taking the views of pupils should be considered such as a vote or survey.



3.6 The Headteacher or their representative has a right and duty to attend PC meetings.

3.7 The PC should try to engage with ALL parents as they have the right to be treated fairly and have access to the work of the PC. The Equality Act 2010 also requires us to look at equality in terms of the nine “protected characteristics”: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

3.8 ONLY a person of who is a member of the school’s Parent Forum may Chair a PC established for that School.

3.9 A PC is to be known by whatever name the Parent Forum may specify. Sometimes changing the name away from ‘Parent Council’ may help to engage the wider Parent Forum for example ‘Friends of ...’.

3.10 Office / Role Bearers

3.11 The Chair shall be responsible for ensuring that PC meetings are properly conducted in accordance with the Scheme, and for submitting a written report on the PC’s activities for the previous year to the AGM. A Vice-Chair is sometimes appointed to support the role of Chair.

3.12 The Secretary shall be responsible for arranging PC meetings, newsletters and for supporting communication with parents. If the role is considered to be too onerous for one person the role may be split into the role of Secretary (Minute Taker) and Secretary (Communications) or Secretary and Vice Secretary with allocated tasks or such other way as is deemed suitable.

3.13 The Treasurer shall be responsible for correctly maintaining the PC’s financial records which shall disclose the PC’s financial position. The Treasurer shall take all reasonable steps to ensure that monies due are received and creditors paid, present financial information to the PC when required and prepare annually a statement of accounts - see **Section 9 - Financial Responsibilities**.

3.14 Removal of Office/Role Bearers: In the event that an Office/Role Bearer is not performing their duties to the PC’s satisfaction, a motion to remove that person from



their post can be considered at a PC meeting, provided that notice has been given on the agenda for the meeting and the Office Bearer concerned has been given reasonable opportunity of being heard. The motion shall require a proposer and seconder and if the motion is passed by a two-thirds majority of the current voting membership of the PC then the Office Bearer will be deemed to have been removed from that post and the post will require to be filled as the next item of business at that meeting.

3.15 Locally Elected Members who are members of School PCs either on a co-opted basis or who attend on an invitation only basis should be able to demonstrate that they are complying with the Standards Commission for Scotland Councillors' Code of Conduct. The Locally Elected Member would not have any voting role. Visit [Councillors' Code of Conduct | The Standards Commission for Scotland \(standardscommissionscotland.org.uk\)](https://standardscommissionscotland.org.uk) for more information. Locally Elected Members attending as a parent are doing so solely as a Parent.

3.16 Council employees who are members of School PCs by being part of the School Parent Community should be able to demonstrate that they are complying with their Employee Code of Conduct. Visit [Policy Code of Conduct.docx \(dgcouncil.net\)](#) for more information.

3.17 PC members are always asked to consider their conduct as the representative body of the Parent Forum. DGC have provided an exemplar code of conduct for parents to consider ensuring that the Parent Council members understand their expectations, obligations and duties placed on their conduct. The code will ensure that members exercise their roles effectively and have the highest standards of integrity. The code of conduct is an assurance, for outside bodies, that members will be acting in an appropriate manner - see **Appendix 5: Code of Conduct for Members - Exemplar**.

4. The Functions of a Parent Council (2006 Act Sections 4 and 5)

4.1 The statutory functions of the PC are listed within the Act as:



(a) to support the endeavours of those managing the school

- i. to raise standards of education in the school
- ii. to secure improvements in the quality of education which the school provides, and
- iii. to develop to their fullest potential the personality, talents and mental and physical abilities of the pupils attending the school.

(b) to make representations

- i. to the school's headteacher and to the education authority about the arrangements in the school for promoting the involvement of parents in the education of such of those parents' own children (of whatever age) as attend the school and of its pupils generally, and
- ii. to the education authority about the arrangements in their area for promoting the involvement of parents of pupils attending schools in that area in the education of such of those parents' own children (of whatever age) as attend the school and of those pupils generally.

(c) to promote contact between

- i. the school
- ii. the Parent Forum
- iii. parents of prospective pupils of the school
- iv. pupils in attendance at the school
- v. the community, and
- vi. such other persons as it appears to the council appropriate to include for the purposes of this paragraph.

(d) to report on the council's activities to the members of the Parent Forum, as often as appears to the council to be appropriate but in any event

- i. not more than 12 months after the council is established, and
- ii. after that first report, at intervals of not more than 12 months.

(e) to ascertain the views of the members of the Parent Forum as regards

- i. the standards of education in the school



- ii. the quality of education which the school provides
- iii. the exercise by the council of its functions, and
- iv. such other matters as appear to the council to be of interest or concern to the Parent Forum.

(f) to collate those views and report them to

- i. the headteacher of the school
- ii. the education authority, and
- iii. such other persons as it appears to the council appropriate to include for the purposes of this paragraph.

(g) to review from time to time its constitution

(h) with the requisite consent, to amend (or replace) the council's constitution whenever it appears to the council to be necessary or expedient to do so.

4.2 DGC and PCs in 2008 agreed to summarise the above functions of the PC to the following objectives:

- to work in partnership with the school to create a welcoming school which is inclusive for all parents;
- to promote partnership between the school, its pupils, all its parents and the wider community;
- to develop and engage in activities, including fundraising, which support the education and welfare of the pupils; and
- to identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

4.3 Early Learning and Childcare: In the case of a primary school PC there is an additional requirement for the PC to promote contact between such providers of nursery education, early learning and childcare setting to prospective pupils of the school as appear to the PC appropriate. (A person is a provider of nursery education if providing education to pre-school children.)

4.4 These functions should be reflected in the Constitution of the PC as agreed by the Parent Forum.



4.5 Subject to any other provision made by this Act, the PC may do anything which is calculated to facilitate the exercise of those functions including, without prejudice to that generality:

- a. entering into contracts and agreements (other than in relation to land), and
- b. appointing a person to be clerk to the council.

4.6 A person (other than a member of the PC) who is appointed by the PC (appointment of a clerk) may be paid by the PC.

4.7 Meetings of PC are to be open to all members of the Parent Forum. However, during consideration of any matter which a PC is satisfied should be dealt with on a confidential basis, the only persons entitled to attend are members of the Parent Council. Parent Councils are required to be open and transparent. In general, all meetings of the Parent Council are open to the public. However, the Parent Council, (including the Headteacher) also has the right to meet in private during discussion of any matter which the Parent Council considers should be dealt with on a confidential basis due to the sensitive nature of the information. These would normally be confidential matters to a named individual.

4.8 The members of the PCs do not incur personal liability for anything done, or purportedly done, in the exercise of those functions if it was done in good faith. However please refer to Section 12 - Insurance and the Liability of PC Members to ensure that your Parent Council have appropriate public liability insurance in place which will provide cover for the activities of the Parent Council in arranging events. This is outlined in your membership details with Connect.

4.9 In the exercise of those functions the PC is to have regard to any guidance issued to it, that may include training to support the PC in the delivering their functions.

4.10 The PC is to comply with any reasonable request made to it by the Headteacher of the school or by DGC for information relating to its exercise of those functions.



4.11 A PC ceases to exist when the school for which it is established is discontinued or amalgamated with another school.

4.12 If the PC amends (or replaces) its constitution it must as soon as reasonably practicable provide:

- a. the education authority and
- b. the headteacher, with a copy of the constitution as amended (or of the new constitution).

NOTE: the Scottish Ministers may by order alter/add to the functions. DGC will be responsible for notifying PCs of these changes. There are anticipated changes to the role and engagement with Early Learning and Childcare Settings expected 2022/23.

4.13 DGC is committed to offering whatever assistance it can to PCs as requested and provide opportunities centrally for parents to enhance their knowledge of education and care and wellbeing issues. As appropriate, schools will deliver ongoing programmes to assist parents in supporting their child's learning as outlined in the DGC Parental Involvement Strategy [Parental Involvement and Engagement \(PIE\) - Dumfries and Galloway Council](#)

4.14 Formalised groupings such as individual School PCs and the Area Parent Forum which seek to represent collective views are not expected to progress matters solely relating to an individual parent/carer or family. Individual circumstances arising should in the first directed to the Headteacher of the school and may be considered in line with the Councils Complaints Handling process if matters cannot be resolved at School Level.



Scheme for the Establishment of Parent Councils Sections 5 – 6

5. Parents as Partners in Learning

5.1 The 2006 Act [Scottish Schools \(Parental Involvement\) Act 2006](#) modernises and strengthens the framework for supporting parental involvement in school education. It aims to help schools, education authorities and others to engage parents meaningfully in the education of their children and in the wider school community.

5.2 It requires Scottish Ministers and education authorities to promote the involvement of parents in children's education at publicly funded schools. It aims to help all parents to be:

- involved with their child's education and learning;
- welcomed as active participants in the life of the school; and
- encouraged to express their views on school education generally and work in partnership with the school.

5.3 Scottish Government and COSLA produced a National Action Plan "Learning together" Scotland's national action plan on parental involvement, parental engagement, family learning and learning at home 2018 - 2021 that the Local Authority, Learning Partners, Families, Parents, and young people should be cognisant of when considering how parents are involved in their child's learning.

NOTE: As and when Scottish Government share the next action plan this may by order alter/add to the requirements and responsibilities for Local Authorities, Headteachers and Parent Councils. DGC is responsible for notifying PCs of these changes.

6. Roles and Responsibilities (2006 Act Section 11)

6.1 DGC should give advice and information to any parent when that parent reasonably requests it from them on any matter relating to the education provided to that pupil and in giving such advice and information act in a manner consistent with the authority's duties under the Act.



6.2 DGC should take appropriate steps to ensure that Headteachers and staff are available to give such advice and information to the parent in question.

6.3 DGC should give advice and information to a PC established for a school in their area when the PC reasonably requests it from them on any matter.

6.4 DGC should take appropriate steps to ensure that the Headteacher and staff of each school in their area are available to give advice and information to a PC established for the school on what is being done by those managing the school to promote parental involvement in education as part of the authority's duties under this act.

6.5 In addition to giving advice and information linked to the [National Improvement Framework | Learning in Scotland | Parent Zone \(education.gov.scot\)](https://www.education.gov.scot/national-improvement-framework), the Headteacher of a school must, if requested to do so by a PC established for that school, give advice and information to the PC on any matter falling within the Headteacher's area of responsibility.

6.6 DGC in each financial year, will determine for a PC established for a school, an allocation of money within the authority's budget as appears to the authority, through financial reporting and End of Year Statements with the PC reasonably to be required by the PC for meeting the following expenditure:

- Its administrative expenses (including appointing a person to be clerk of the PC)
- The expenses of training its members
- Its other outgoings in carrying out the functions assigned it by the Act
- DGC may provide a PC established for a school in their area with services or accommodation
- The Head Teacher or their representative is to inform a PC established for their school about their arrangements for consultation between parents and teacher's whilst respecting the role of the PC to make the reciprocal request
- If DGC receives representations from a PC established for a school in their area, DGC is to have regard to the representations (in so far as it is reasonable and practicable to do so) in carrying out their functions



- If a school's Headteacher receives representations from the PC of the school, the Headteacher is to have regard to the representations (in so far as it is reasonable and practicable to do so) in carrying out the duties of that post and is to reply to the PC setting out their position as regards their representation.

6.7 PCs are also involved in procedures for appointment of Headteacher or Deputy Headteacher. The appointment process must entail involvement in it of any PC established for the school to which an appointment is to be made. A person who is part of the parent body, but who is not a member of a PC may, at the request of the council, assist in the appointment process. DGC would plan for any training that will be of assistance in connection with the appointment process is made available to:

- a) members of any Parent Council and
- b) any person assisting a PC (as identified in their constitution).

Headteacher

6.8 The Headteacher of a school must at least once a year report:

- To any PC established for the school
- If a Combined PC has been established for schools which comprise the school, to the Combined PC, or
- If no PC or Combined PC has been so established, to the Parent Forum, evaluating the performance of the school and stating what the Headteacher's objectives and ambitions for the school are.

6.9 The Headteacher, in making the report, should consider the following:

- the school's development plan and the objectives and strategy for parental involvement for the school which the plan sets out and the statement of ambitions for the school including, what has been done over a twelve-month period in implementation of that plan and measures and standards of performance and
- the equal opportunity requirements.

The report should be shared with the PC or Parent Forum as reasonably requested, with the Headteacher ensuring the Parent Forum receives a copy of that summary.

Parent Forum and PC



6.10 The PC may, whether it has ascertained and collated the views of the members of the Parent Forum or not make representations to:

- a) The Headteacher of the school
- b) DGC as the education authority or
- c) Such other person as it appears to the PC as being appropriate to include for the purposes of this subsection, about that matter. With regards to the standards and quality of education in the school, or other matters as appear to the PC to be of interest or concern to the Parent Forum.

6.11 Being a Parent Forum member allows parents to have a say in the local arrangements regarding their child(ren)'s school education. Their collective view can be represented on matters such as the quality and standards of education at the school and other matters of interest to parents. (See Section 10 Parent Forum and Parent Council - Your Contribution Guidance).

6.12 These views can be represented, as appropriate, to the Headteacher of the school, the local authority, and HM Inspectorate of Education (HMIE). The Parent Forum may choose to be represented by a PC established by them. For most schools, this will be what normally happens. In some schools, for example, where there are only a small number of pupils, parents may choose to have the Forum itself represent their views.

6.13 It is essential that these views be demonstrated to be accurately representative of the Parent Forum. Accordingly, the PC will have in place, in consultation with their School and or DGC, recognised consultative mechanisms to validate their views and devise strategies to secure greater involvement by the whole Parent Forum - see

Appendix 2: Consultation Template / Project Mandate.

6.14 The PC may also be involved in consulting the Parent Forum about the full range of school policies, e.g., in relation to - dress code, Anti-Bullying - Positive Relationships Policy, school ethos, etc. The PC can collate the views of parents and report them to the Headteacher of the school and to the education authority as appropriate.

6.15 Parent Councils may wish to consider developing a Safeguarding Policy in the event that a member, either individually or as a group, may be made aware of



concerns regarding a child's safety. The policy should pertain only to something that members become aware of directly through their role in the Parent Council. An example of a Safeguarding Policy is available in - see **Appendix 6: Safeguarding Policy Template**. This should be read in conjunction with [Connect's PVG and Child Protection](#) pack.



Scheme for the Establishment of Parent Councils Sections 7 – 9

7. Constitution

7.1 The Scheme shall operate as a framework for the Constitution for each PC and members regardless of their classification acknowledging that each PC will create a constitution for their own.

7.2 The original signed Constitution or Scheme should be retained by the PC for them to update with changes in membership between ordinary nominations and elections.

7.3 A copy of the signed Scheme (which can be a scanned copy sent by email to ParentCarer@dumgal.gov.uk) should be forwarded to DGC within one calendar month within signing, including signing upon change of membership.

7.4 Changing the Constitution

7.5 The Parent Council constitution will set out how changes should be made to the constitution. Usually, this requires a certain notice period to all parent forum members with information about the proposed changes. Changes can usually be made at the Annual General Meeting or at an Extraordinary General Meeting. Arrangements for calling an Extraordinary General Meeting and for voting on motions.

7.6 Notification of an EGM should be a minimum of 2 weeks with agenda and a copy of the DRAFT Constitution.

- Parents should be able to submit comments via the Parent Council (within an identified timeframe).
- The school should be asked to support this process in order to ensure that ALL parents are afforded the opportunity to contribute to the Constitution.
- All comments received electronically/written should be tabled but any personal data removed, and responses numbered to be able to match back to the individual parent/care.
- All comments should have a response as to how the view was either taken on board or rejected and shared at the EGM.



- Or alternatively attend the AGM/EGM in person and have their views considered via the Chair.
- A majority view (show of hands or more formal vote in writing) to support the change is usually required.

8. Responsibilities of Partnership Working

8.1 Your PC has an important role to play in helping to create an environment where ALL parents know that their views matter, and where they feel comfortable putting forward their views and ideas - see **Appendix 7: Communication and Engagement Strategy**.

8.2 The PC will encourage and facilitate consultation with the whole Parent Forum to listen to and consider the views of pupils, parents, and community members with a sphere of interest. Depending on the issue, methods may include social media, open meetings, community surveys, comment, or suggestion boxes, as well as clear agendas and minutes. The National Standards for Community Engagement are available to guide Community Councils on engaging with their community [National Standards for Community Engagement | SCDC - We believe communities matter](#)

8.3 Sharing parents' views with the Headteacher and staff, and ensuring those views are listened to and considered, will be possible if the PC and the school have a positive working partnership.

9. Financial Responsibilities

9.1 A PC may raise funds by any means other than by borrowing. They may receive gifts and may expend any sums so received at its discretion.

9.2 A PC is to keep proper accounts in relation to any sums received by it from DGC - see **Appendix 3: End of Year Financial Statement**.

9.3 A PC shall not to acquire any interest in heritable property, whether by inheritance, gift or otherwise. Where a PC ceases to exist, any assets belonging to it passes to the education authority.



9.4.1 **Funds:** All monies raised by or on behalf of the PC or provided by DGC and other sources shall be used to further the statutory purposes, role and responsibilities of the PC and for no other purpose.

9.4.2 **Financial year:** This shall be from 1 April to 31 March DGC will identify deadlines for financial reporting and allocation of funds to allow for the proper submission and processing.

9.4.3 **Authorised signatories:** The PC shall nominate at least three unrelated Office Bearers to act as signatories to the PC bank account. Any changes to the authorised signatories should be approved and minuted by the Parent Council. All cheques and withdrawals should require a minimum of two from those appointed.

9.4.4 **Financial Records:** It is important that PC members maintain proper financial records and the treasurer present financial reports at PC meetings. Records should include all income and expenditure. Good record keeping would also include an Asset Register if applicable. The PC shall inform DGC of any change in membership (resignations, Associate Membership, etc.) and circumstances within one calendar month of the change taking place.

9.4.5 **Preconditions to Release of PC Allocation:** DGC require a list of Parent Council Members, a copy of the AGM agreed minutes and the PC Constitution to be scanned/posted to them with the support of the relevant school. They should be sent to: ParentCarer@dumgal.gov.uk or by post to Education, Skills and Community Wellbeing Directorate, Militia House, English Street, Dumfries DG1 2HR - see **Appendix 3: End of Year Financial Statement.**

9.4.6 **Other DGC grants:** Each PC shall be eligible to apply for grants for suitable projects through DGC's grant system, in accordance with local priorities, commitments and eligibility criteria.

9.4.7 **Support:** DGC shall determine a consistent level of support to PCs across the region within available resources. This at present is membership of Connect. This organisation provides Training and Insurance for ALL PCs.

9.4.8 **Development:** Education, Skills and Community Wellbeing Directorate shall offer advice and assistance to PC for development and training on such things as the



duties and responsibilities of office bearers, the role of Parent Councils, the functions of DGC and other relevant topics.

9.4.9 Agreement: The PC shall have adhered to the Scheme and in doing so will maintain a membership record and ensure this is submitted annually with the Year End Financial Statement - see **Appendix 4(A): Privacy Notice, Membership and Privacy Policy Template**.

NOTE - External Funding applications: It is important to note any funding applications linked to engagement with the wider parent forum or local community by the PC or any ratified sub-group from the main parent council should report to and have actions agreed as part of the core PC meeting agendas. All sub committees would have Chair or Vice Chair representation on the committee, who would ultimately report back to the PC. Any project or financial subcommittee should also have a school representative who should attend all meeting and would be responsible for reporting to the Headteacher who is ultimately responsible for any projects (capital/revenue) that take place at the school.



Scheme for the Establishment of Parent Councils Sections 10 - 11

10. Parent Forum and Parent Council – Your Contribution Guidance

10.1 Areas in which parent views could be sought may include:

- How the school communicates with parents
- Supporting delivery of Curriculum for Excellence by tapping into parents' skills, experiences, and expertise
- The processes involved in preparing children for key transitions, such as from nursery to primary, primary to secondary and leaving school
- Discussing the opportunities available to children during key periods of their school career, such as the Senior Phase (S4-S6)
- Formulating the school's priorities for improvement (the development of the School Improvement Plan)
- Revising existing school policies and introducing new policies
- Any significant changes (for example, moving to a new school building) and
- Developing the School Handbook.

10.2 DGC have a responsibility to support PCs and the Parent Forum who have a unique knowledge of their own child, valuable life experience and personal skills, as well as energy and creativity and a vested interest in making sure the school is working well.

10.3 Helping parents to feed in their views and ideas on a variety of educational issues, so that they are involved in educational planning and decision-making, will enrich children's educational experiences, and help to ensure the school is responsive to its local community's needs.

10.4 PCs may carry out any other activities that are in the general interests of the communities they represent, provided these activities fall within the objects of the Scheme.

10.5 PCs should aim to establish effective working relationships with DGC, Local Community Councils, Dumfries and Galloway Parent/Carer Council Forum (DGPCF),



National Parent Forum of Scotland, Education Scotland and wider organisations that promote partnership working with parents for the benefits of all learners.

10.6 PCs should inform the Parent Forum of the work and decisions of the PC by posting agendas and draft minutes/approved minutes of their meetings in public places within the boundary of the school and, subject to the provisions contained within Data Protection Legislation, provide contact details of the PC Chairperson.

10.7 PCs should circulate agendas draft and approved minutes of meetings to the Parent Forum, Headteacher and DGC and to any other interested parties. These should be displayed for at least 7 calendar days before an ordinary meeting and at least 14 calendar days before an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM). Good practice would be to share the draft minute with the Headteacher to ensure that the Authority input is correct and that any information that may cause offence or present the Parent Council or the School with a data breach is not shared. Minutes should be marked draft or approved. Public display may include email, or social media as appropriate.

10.8 Long Term Planning: PC membership changes as children move on or personal circumstances change so it is important to plan for sustained involvement. Work in partnership with the school to ensure parents have advance notice of opportunities for engagement. These could be highlighted in the school calendar each year. For example, consultation with parents could become an integral part of preparing and updating the School Improvement Plan every year - see **Appendix 7:**

Communication and Engagement Strategy.

10.9 National Standards of Community Engagement and Dumfries and Galloway Centre of Excellence for Participation and Engagement.

DGC is committed to using the National Standards of Community Engagement in its approach. The 7 National Standards are:

1. Inclusion: We will identify and involve the people and organisations that are affected by the focus of the engagement.
2. Support: We will identify and overcome any barriers to participation.
3. Planning: There is a clear purpose for the engagement, which is based on a shared understanding of community needs and ambitions.



4. Working Together: We will work effectively together to achieve the aims of the engagement.
5. Methods: We will use methods of engagement that are fit for purpose.
6. Communication: We will communicate clearly and regularly with the people, organisations and communities affected by the engagement.
7. Impact: We will assess the impact of the engagement and use what we have learned to improve our future community engagement.

For more information visit:

- [VOiCE \(voicescotland.org.uk\)](http://VOiCE.voicescotland.org.uk)
- [Get Involved - Dumfries and Galloway Council \(dumgal.gov.uk\)](http://GetInvolved-DumfriesandGallowayCouncil.dumgal.gov.uk)

10.10 Governance: In carrying out their activities, all members of the PC, regardless of whether they are elected, co-opted, associate or ex-officio (Elected Member) should be aware of the Consultation Charter Principles, which describes seven good practice principles to help ensure engagement and consultation is meaningful and valued.

- **Integrity** - Listen to what All parents have to say and genuinely consider the views expressed.
- **Visibility** - Make sure all parents know about chances to give their views.
- **Accessibility** - Design information, methods, and activities so they are attractive, and all parents are able to access them and, join in.
- **Transparency** - Explain to parents what the involvement processes are and how their responses will be used.
- **Disclosure** - Be clear about what areas of the issue they can influence, how much influence they can have and what decisions have already been taken and are therefore not part of moving forward and what other alternatives there might be.
- **Fair Interpretation** - Collate and interpret responses to reflect the views parents have expressed where appropriate.
- **Publication** - Publish the results of meetings and any consultations when parents have been involved - see **Appendix 7: Communication and Engagement Strategy**.



10.11 If a PC member acts in a way that is considered by other members to undermine the objectives of the PC, their membership of the PC shall be terminated if the majority of parent members attending the EGM agree. In these circumstances advice and support would be sought from the Lead Officer for Parental Involvement Education, Skills and Community Wellbeing Directorate. The Parent Council member who has acted in an inappropriate way (*does not have to be an offence in the criminal sense*) must be given the Right of Reply by the Parent Council. Allegations should be shared in writing with any evidence and a timeframe allowed for any formal response. A recommendation of two weeks is suggested. An EGM could be called of the Parent Council to consider this as a sensitive and confidential matter therefore no requirement to have attendance by the wider Parent Forum. Termination of membership should be confirmed in writing to the member by the Chair. It should also be identified for what period the exclusion will last. This will be dependent on the severity of the allegation. The duration should be identified by the Parent Council.

10.12 Data Protection Legislation including the General Data Protection

Regulation 2016 and the Data Protection Act 2018: A PC handles personal information therefore each PC is required to adhere to all relevant legislation.

Further guidance is available from [Data protection fee | ICO](#) OR if you require any additional support or advice on data protection this is available from [In your sector | ICO](#) DGC have prepared a Privacy Notice that each parent council can use to tell PC members how their personal data is going to be handled - see **Appendix 4 (A) Privacy Notice, Membership and Privacy Policy Template and Appendix 4(B) Data Protection Policy Template.**

10.13 Pupil Councils should also be consulted to obtain the views of pupils in the school. Most issues relevant to parents are also relevant to pupils, and children have a right under the United Nations Convention on the Rights of the Child (UNCRC) to be involved in decisions that impact on their lives.



11. Complaints

11.1 What is a Complaint? A complaint is an expression of dissatisfaction about a PC or individual which requires action to remedy, for example:

- Failure to conform to the Scheme or to exercise their purpose under the Scheme.
- Failure to provide information/giving incorrect information.
- Behaviour or conduct of a Parent acting in their role as a PC member.
- The absence of appropriate insurances for the functions of a PC.
- Alleged discrimination, for example on the grounds of race, gender, disability, age, sexual or religious orientation.

11.2 Not all expressions of dissatisfaction constitute a formal complaint under the Complaint Handling Procedures (CHP). DGC will consider each case on its own merit and where appropriate will escalate to either Stage 1 or Stage 2 of the CHP. Details of this process can be found on the DGC Website [Complaints and Compliments - Dumfries and Galloway Council \(dumgal.gov.uk\)](https://www.dumgal.gov.uk/complaints)

11.3 If it is deemed that your case does not constitute a complaint, DGC have a number of other options available in addressing and resolving any issues:

- 1) DGC can refer this as an 'operational matter' and seek a response to your concern, including any appropriate actions to be taken, directly from the service. We seek to respond in this way within 20 working days (excluding school holidays).
- 2) DGC can engage our 'Look Again' procedures which allow us to work together with you in an independent way to revisit matters which have caused you concern.

11.4 Complaints Procedure: An important feature of this procedure is that complaints are resolved most effectively at as local a level as possible. The Complaints Procedure will cover any complaints about the implementation of the Scottish Schools (Parental Involvement) Act 2006.

11.5 However, in addition to this PCs are asked to contact DGC Education Support Services to raise any potential items that may in time result in a formal complaint.



DGC is obliged under Section 15 (4) of the 2006 Act to highlight the procedure and to keep the procedure under review in order to work with PC to resolve issues before they become formal complaints.

11.6 Parent Councils are independent bodies therefore DGC will not intervene in any in-house Parent Council complaints relating to individual member conduct or discharge of Office Bearer duties.

11.7 DGC cannot provide any legal advice to Parent Councils. DGC Solicitors are not insured to give legal advice to external bodies. PCs should seek any support and advice through their membership with Connect.



Scheme for the Establishment of Parent Councils Sections 12 – 16

12. Insurance and the Liability of PC Members

12.1 DGC shall ensure best value for PCs in relation to their public liability insurance cover. As of 2018/19 academic year, DGC established regional membership with Connect <https://www.connect.scot/>. All Parent councils have membership.

12.2 As part of the membership all PCs, now have in place insurance cover. The cost of this paid directly by DGC from monies allocated to support Parent Councils.

Individual PCs should familiarise themselves with their cover. It is the responsibility of the Parent Council to ensure they have appropriate and sufficient insurance cover in place for events and activities and seek any required confirmation through their Insurer as identified through their Connect membership.

12.3 It is for individual PCs to assure themselves over the level of cover that they have, and they must ensure they take out additional insurance cover for other activities not covered by the 'blanket' policy, either with the existing insurance provider or an alternative insurance provider.

12.4 It is for individual PCs to assure themselves that they are operating events within the cover of their insurance policy. For example, if a risk assessment requires to be completed for a particular event to ensure that the insurance cover is valid, has a risk assessment been carried out?

13. Failure to hold an AGM

13.1 Failure to hold an AGM: Should a PC fail to hold an AGM in any financial year, DGC will investigate the reasons why an AGM has not been held and seek clarification as to how this will be remedied. Failure to hold an AGM will result in the PC's discretionary grant being withheld or reclaimed, whichever is appropriate.



14. Amendment of this Scheme

14.1 This Scheme, and its Appendices were approved at Education, Skills and Community Wellbeing Committee. Any amendments made to the Scheme will be updated and approved at Education, Skills and Community Wellbeing Committee.

15. Acceptance of this Scheme

15.1 All PCs established at the date of adoption of this Amended Scheme by DGC shall continue to be Established and shall operate in accordance with this Amended Scheme.

16. Liaison with Support Partners and DGC

16.1 PCs should contact CONNECT or the local Dumfries and Galloway Parent/Carer Council Forum with regards to any operational matters. For contact details, visit [Parental Involvement and Engagement \(PIE\) - Dumfries and Galloway Council](#).

16.2 Schools and PC can also contact the Education Support Team at ParentCarer@dumgal.gov.uk. To facilitate the effective functioning of PCs, DGC has identified the Education, Skills and Community Wellbeing Directorate as the lead for PCs and the main point of contact. It should be noted that other DGC officials will contact PCs from time to time.



Appendices

[Appendix 1 – Sample Constitution](#)

[Appendix 2 – Consultation Template/Project Mandate](#)

[Appendix 3 – Parent Council End of Year Financial Statement](#)

[Appendix 4A – Privacy Notice, Membership and Privacy Policy](#)

[Appendix 4B – Data Protection Policy Template](#)

[Appendix 5 – Code of Conduct for Members – Exemplar](#)

[Appendix 6 – Safeguarding Policy Template](#)

[Appendix 7 – Communication and Engagement Strategy](#)

Appendix 1 – Sample Constitution

Sample Constitution supplied by Connect (formerly SPTC) Updated - Connect / Education Scotland

Name of Parent Council
Constitution
Year X

This example of a Parent Council constitution is used with permission from [Connect](#) (formerly Scottish Parent Teacher Council) and it can be tailored to meet the individual needs of Parent Councils.

1. This is the constitution for *[Anytown School]* Parent Council (or alternative name)
2. The **objectives** of the Parent Council are to:
 - work in partnership with the school to create a welcoming school which is inclusive for all parents
 - promote collaborative working between parents, families, and the school
 - develop ways to actively engage parents to support children's education, the welfare of the pupils and improve their outcomes
 - identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.
3. The membership will be a minimum of three parents of children attending the school. The maximum size is *[insert a figure according to the size of the school and as agreed by members of the parent forum]*.
4. The Parent Council will be selected for a period of *[insert one/two/three year(s)]*, after which they may put themselves forward for re-selection if they wish.

All the parents of children at the school can take part in the selection by post, text, or email. Parents will have *[insert figure agreed by parent forum]* weeks to select their representatives.

or

Any parents of a child at the school can volunteer to be a member of the Parent Council. In the event that the number of volunteers exceeds the number of places set

out in the constitution, members will be selected by *[insert chosen method of selection]*. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-group(s) set up by the Parent Council.

or

The Parent Council will be made up of two representatives from each year group who will be chosen by the parents of children in those year groups.

5. The Parent Council may co-opt up to *[insert figure as agreed by members of the parent forum*]* to assist it with carrying out its functions.

*If your school is a denominational school add: *'of which at least one must be a member of the church or denominational body in whose interest the school is conducted'*.

or

Two-thirds of the Parent Council will be made up of parent forum members and one-third of the membership will be reserved for other co-opted members including teaching and support staff in the school. 19 | Engaging parents and families: A toolkit for practitioners

The number of parent members on the Parent Council must always be greater than co-opted members. Co-opted members will be invited to serve for a period of *[insert one/two/three year(s)]*, after which time the Parent Council will review and consider requirements for co-opted membership.

6. The Chair, Secretary and Treasurer of the Parent Council will be appointed by the Parent Council members immediately following its formation.

or

Office bearers will be re-selected by the Parent Council on an annual basis (at the Annual General Meeting of the parent forum).

If the parent forum decides to have a Chair:

The Parent Council will be chaired by a parent of a child attending *[Anytown School]*. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.

or

If the child ceases to be a pupil, the role of the chair will be rotated around the parent members of the Parent Council until a new chair is appointed at the Annual General Meeting.

7. The Parent Council is accountable to the parent forum for *[Anytown School]* and will make a report to it at least once each year about its activities on behalf of all the parents.

If [x] number [or %] of members of the parent forum request a special general meeting to discuss issues falling within the Parent Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of the Forum at least [2 weeks] notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

8. The Annual General Meeting will be held in April of each year. A notice of the meeting including date, time, and place will be sent to all members of the parent forum at least two weeks in advance. The meeting will include:
 - A report on the work of the Parent Council and its committee(s)
 - Selection of the new Parent Council
 - Discussion of issues that members of the parent forum may wish to raise
 - Approval of the accounts and appointment of the independent inspector.
9. The Parent Council will meet at least once in every school term. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie. Any (two or number identified by the Parent Council in the Constitution) parent members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least two weeks' notice of date, time, and place of the meeting. If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of parent members agree. Termination of membership would be confirmed in writing to the member.
10. Copies of the Agenda and Minutes of Meetings will be available to all parents of children at *[Anytown School]* and to all teachers at the school, from *[the Secretary of the Parent Council/Clerk to the Parent Council, from the school office and/or school*

website]. Parent Councils may choose to set up their own website. but this should not be the only method of communicating with parents.

11. Meetings of the Parent Council shall be open to the public unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In such circumstances, only members of the Parent Council and the Headteacher, or his or her representative, can attend.
12. The Treasurer will open a Bank or Building Society account in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.

The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each Parent Council meeting and a full account for the AGM. The Parent Council accounts will be reviewed by the independent inspector appointed at the previous AGM.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

13. The Parent Council may change its constitution after obtaining consent from members of the parent forum. Members of the parent forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.
14. Should the Parent Council be dissolved, a decision should be made about how the remaining funds will be used prior to dissolution or passed to the local authority for the benefit of the school (or schools) where this continues.

Appendix 2 – Consultation Template/Project Mandate

[enter the name of the consultation]

Led by [enter the name of the person responsible for the consultation and their department]

[enter the start date]

Contents Page

Number

- 1.
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4.2 Implement the plan & respond to stakeholders

5. Post-consultation stage

5.1 Analysis

5.2 Follow up work

5.3 Feedback

5.4 Process evaluation

6. Checklist

Appendix 1 - [insert title]

Appendix 2 - [insert title]

1. Introduction

This document should be completed as part of your planning, pre-consultation, consultation, and post-consultation stages. It will then form a comprehensive record of the consultation process. The Officer with responsibility for parental involvement and engagement within the Council will guide you through this process. You can use the tick list to monitor progress.

2. Planning stage

2.1 Context

<<Detail the context of the consultation.>>

2.2 Planning team

<<Provide details of those involved in the planning team such as:

- Their name, job title/role and the organisation/community they represent
- The reason for their involvement
- The knowledge, skills and/or experience they brought.>>

2.3 Purpose and considerations

<<Explain the clear purpose for the engagement.>>

2.4 Timescales

The timescales identified for each stage in the consultation process are detailed below.

Consultation stages

Planning [insert dates]

Pre-consultation [insert dates]

Consultation [insert dates]

Post-consultation [insert dates]

2.5 Resources

<<Detail the work done to identify the cost of the consultation and ensure best value. Include any changes made to original projections and the reasons for this.>>

2.6 Stakeholders

Stakeholders are an individual, group or party that either affects or is affected by an organisation, policy, programme, or decision.

<<List the people who were identified as stakeholders and the reasons for this.>>

2.7 Methodology

<<Detail the consultation methods to be used with stakeholders. Outline plans to ensure that the methods of communication used during the engagement process would meet the needs of all participants. Explain how:

- information would be made available in appropriate formats
- without breaking confidentiality, participants would have access to all information that was relevant to the engagement
- information which is important to the engagement process would be accessible and shared in time for all participants to properly read and understand it.>>

2.8 Evaluation plan

<<Detail plans to evaluate the consultation.>>

3. Pre-consultation stage

3.1 Test the questions

<<Explain how questions to be used with stakeholders during the consultation were tested and, where necessary, changed to ensure that they were easy to understand.>>

3.2 Agree the plans with stakeholders

<<Describe how the people and groups who would be affected by the focus of the engagement were involved at the earliest opportunity and that a clear engagement plan was agreed with stakeholders.>>

3.3 Brief helpers

<<Insert details of staff, volunteers and/or partners who will help to run events during the consultation stage and the briefing provided to them.>>

4. Consultation stage

4.1 Advance information

<<Explain how and when information about the topic and process was communicated to stakeholders in advance of the first consultation event.>>

4.2 Implement the plan & respond to stakeholders

<<Provide details of the consultation events and activities along with the stakeholders who attended. Provide details of the data collected, including numbers. Attach any documents

used in an appendix e.g., surveys and forms. Finally, describe the evaluation with stakeholders to determine their levels of satisfaction with the consultation.>>

5. Post-consultation stage

5.1 Analysis

<<Describe how information obtained during the consultation was analysed. Provide evidence that the process was transparent, and the analysis was rigorous, accurate and non-interpretive. Summarise the findings. Include detailed information in an appendix.>>

5.2 Follow up work

<<Provide details of any work required in response to the consultation and analysis of information. This could include meetings with stakeholders or updates.>>

5.3 Feedback

<<Describe the feedback, which was provided to communities, partners and, decisionmakers, evidencing that it was a true representation of the range of views expressed during the engagement process and included information on:

- the engagement process
- the options which have been considered and
- the decisions and actions that have been agreed, and the reasons why.

Evidence that information on the community engagement process, and what has happened as a result, was clear and easy to access and understand. Explain how decisions which were taken reflected the views of participants in the community

engagement process and demonstrate that feedback was provided to the wider community on how the engagement process has influenced decisions and what has changed as a result.>>

5.4 Process Evaluation

<<Provide details of your evaluation, describing how partners were involved in monitoring and reviewing the quality of the engagement process and what happened as a result. Explain how the outcomes the engagement process intended to achieve were met. Moreover, demonstrate how local outcomes, or services, were improved as a result of the engagement process and participants have improved skills, confidence and ability to take part in community engagement in the future. State what was done with your findings, so this learning and evaluation helps to shape future community engagement processes.>>

6. Checklist

Complete each section of this checklist before progressing to the next stage in the consultation process.

Planning stage

- ☐ The consultation is required
- ☐ A planning team has been formed
- ☐ Work is being recorded
- ☐ There is a clear purpose for the consultation
- ☐ Timescales are realistic
- ☐ There are sufficient resources
- ☐ Stakeholders have been identified
- ☐ Methods have been agreed
- ☐ An evaluation plan has been created

Pre-consultation stage

- ☐ Consultation questions have been tested and only supply information which is necessary to achieve the consultation's purpose
- ☐ Plans have been agreed with stakeholders

Consultation stage

- ☐ Information about the topic and process has been communicated to stakeholders at least two weeks in advance of the first consultation event
- ☐ The methods used were accessible and acceptable to participants
- ☐ Participants were supported and their needs have been met
- ☐ Without breaking confidentiality, participants had access to all information that is relevant to the consultation
- ☐ Information was made available in appropriate formats
- ☐ Stakeholder's contributions were acknowledged
- ☐ Stakeholder's complaints and issues were logged and addressed
- ☐ Stakeholders were informed of developments on a regular basis
- ☐ Stakeholders have been thanked for participating
- ☐ Stakeholders were reminded how they would receive feedback
- ☐ An evaluation with stakeholders has been completed
- ☐ Information from stakeholders was recorded as accurately as possible
- ☐ Data was stored responsibly and in accordance with the Data Protection Act

Post-consultation stage

- ☐ Data analysis was transparent, rigorous, accurate and non-interpretive
- ☐ Feedback was provided to stakeholders and the wider community on:
 - the engagement process
 - the options which have been considered and
 - the decisions and actions that have been agreed, and the reasons why.
- ☐ Feedback was a true representation of the range of views expressed during the consultation
- ☐ Information on the process, and what has happened as a result, was clear and easy to access and understand
- ☐ The consultation process has been evaluated and findings shared with colleagues, including the Community Engagement Manager

Updated form with guidance and FAQs

A. No. of Meetings this academic year _____

Authority as your Parent Council Administration and Training Allowance for the previous academic year.

PUBLIC

C. Balance (please ✓ as appropriate)

The Parent Council intends to carry the full balance forward into the next financial year.

☐

*The Parent Council wishes the full balance to be credited to the school's per capita allowance.

☐☐

*The Parent Council wishes to carry forward £xxx and to credit £xxx to the school's per capita allowance.

*** A cheque for the sum to be credited to the school's per capita payable to Director for Finance should be enclosed.**

Signed:_____ (Treasurer) Email:_____ Date:_____

Signed:_____ (Chairman) Email:_____ Date:_____

I have examined the above End of Year Financial Statement and find it correctly stated in accordance with the books, vouchers and other information submitted to me.

Signed:_____ (Auditor) Date:_____

Please return to, Parental Involvement and Engagement Officer, Education, Skills and Community Wellbeing Directorate, Militia House, English Street, Dumfries, DG1 2HR, Drop point 207 or email ParentCarer@dumgal.gov.uk

END OF YEAR FINANCIAL STATEMENT NOTES

You will be required to submit an audited account of income/expenditure at the end of each academic year. The current deadline for submitting returns is by 30th September each year (*allocation payments are based on Census data which is normally confirmed around this date*). Any Parent Councils that do not make this deadline can submit a further End of Year Financial Statement by 10th January. We will also address individual enquiries depending on circumstances. If you experience any difficulties in achieving the deadline, **please do not hesitate to contact** educationandlearningparentalinvolvement@dumgal.gov.uk

END OF YEAR FINANCIAL STATEMENT GUIDANCE FOR COMPLETION

Please ensure that the name of the Parent Council is entered.

- A. Enter the number of meetings the Parent Council has had during the given financial year.
- B. If fundraising is part of your Parent Council activities, please keep and audit this income separately. This form should only be completed in respect of funds from the Authority.

1. ALLOWANCE RECEIVED FROM EDUCATION AUTHORITY

Each year an allowance is sent by the Authority. This is based on a basic allowance of £250 plus 20p per pupil minus CONNECT Insurance and Parent Council Support Information and Training (now paid centrally).

2. CLERK'S FEE

This amount should be agreed by the Parent Council. Some PC's pay hourly, some pay per meeting and some pay an annual amount. It should be noted that parents cannot be paid

3. AUDITOR'S FEE

Again, this should be agreed (as per your constitution). See note E

4. CLERK'S TRAVEL

As above.

5. ADMINISTRATION

Some PC's use the school facilities and the school then invoices for this.

6. TRAINING

Normally any training would be organised through the Authority and would be funded centrally. From time to time, PC's may receive mailings offering training from other organisations and they would then need to decide if this was appropriate. There is also face to face and online training available as part of the CONNECT membership and PC's are encouraged to make full use of services available to them. All PC's have 3 Star cover (see table below) and this allows for two training sessions per annum. You can access SPTC website on: [Resources, Advice & Support for Parents & Parent Councils/PTAs :: Connect](#)

*NOTE: **INSURANCE** - is provided through your Connect Membership - details of which are circulated annually. It is the responsibility of the Parent Council to liaise directly with their insurer concerning any queries over events / activities in terms of meeting insurance requirements.*

7. OTHER

Where a cost arises from involving parents in school life, the PC may fund or part fund this from their allowance.

8. INCOME CARRIED FORWARD FROM PREVIOUS YEAR

This should be taken from the "Balance Remaining" of the previous statement or C. "*The Parent Council wished to carry forward".

9. INTEREST ACCRUED

Most banks add interest to the balance.

C. If there is a balance remaining at the **end of each year**, the PC has three options:

- i) You can choose to carry this balance forward to the next financial year.
- ii) You may wish to donate full amount to school. Please note that this is the only time of the year you can do this. Enclose a cheque for the amount made payable to the Director of Finance and arrangements will be made to credit this directly to the school's per capita allowance.
- iii) You may wish to carry forward some of the balance and donate the remainder to the school. Again, please enclose a cheque.

- D. Parent Councils should note that where the Allowance hasn't been paid for some time, only the current and previous year's Allowances will be paid. Any outstanding amounts prior to this can't be claimed.
- E. An Auditor does not have to be a qualified accountant. It could be someone known to and trusted by the PC who has some financial knowledge. The Headteacher or PC Treasurer of a neighbouring school may be a good idea and you could perhaps return the favour.

Frequently Asked Questions

What if we change our bank account? If the parent council closes a bank account and opens another, this information must be shared with the parental involvement mailbox prior to submission of end of year statement. New bank account details must be on letter headed paper and signed by the Parent Council Chair. Please note, this is a several step process and may hold up payments if left until claim time so please share as soon as you make any bank changes.

We have not made a claim for several years what happens if we want to make a claim or seek an allowance? If no claim has been by a parent council for several years, finance will close the parent council account, and a new account must be opened. You must also provide details of how the last allowance received by the authority has been spent by the Parent Council.

When do we have to submit our End of Year Form? Please note there are only 2 dates for payment processing. Parent Councils should therefore aim to submit End of Year Statement in June (deadline 30th September) to ensure payment processing for forthcoming year. Where this deadline has not been met, a 2nd submission will be accepted by 10th January.

Why do we need to submit our End of Year Form? We need evidence of how you have spent your Dumfries and Galloway Council allocation as this is public money.

What else do we need to submit to receive our Dumfries and Galloway allocation of funds? You must submit every year the following information: A copy of your Constitution - please make sure this has a date when the Constitution was

created. A copy of your most recent AGM minutes (the current year) and a list of the Parent Council Office Bearers.

Can we apply for previous years where we received no allocations?

Allocations can be processed for the current year and the year previous only.

**** Please only use Allocated funds from Dumfries and Galloway Council for the agreed purpose. Dumfries and Galloway Council allocation is public money; this cannot be used for gifts. Fundraising parent councils can use their fundraising account for items such as gifts; however, public money cannot be used for this purpose. This can be used to support the functions of the parent council, help with costs associated with any online platforms that help to reach the wider parent forum. ****

Appendix 4A – Privacy Notice, Membership and Privacy Policy Template

PRIVACY NOTICE - Schedule of Processing AND Personal Data

1. The Parent Council shall inform DGC if they are processing any other personal data
2. Any other personal data being processed shall be incorporated into this Schedule.

Description Details

Subject matter of the processing:

- Dumfries and Galloway Council is required by law to promote the establishment of, and provide support for the operation, of Parent Council. In general, this will entail the creation of a Parent Council for each school.

Duration of the processing:

- Each Parent Council will run on a year-to-year basis, from one Annual General Meeting to the next. They may continue for as long as the relevant school continues to be in existence.

Nature and purposes of the processing: [Please be as specific as possible but make sure that you cover all intended purposes.]

- Each Parent Council shall collect and store details of the name, address, email address and contact telephone number of Parent Council Members. The purpose is statutory obligation under: The Scottish Schools (Parental Involvement) Act 2006

Type of Personal Data Details of Parent Council Members:

- Names
- Addresses
- Email address
- Telephone number
- Categories of Data
- Subject
- Parent Council Members
- Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data

[Describe how long the data will be retained for, how it will be returned or destroyed]

At each AGM the information shall be updated. New member details will be added and retiring member information shall be destroyed or deleted within 14 days.

- Name: Address: Telephone Number: Email:
- Role on PC
- Parent / Office Bearer
- Co-opted Members

We the undersigned, as members of Parent Council, hereby agree to adhere to the foregoing Scheme for PC in Dumfries and Galloway.

Date:

Full name of Parent Council Role:

Signature:

Appendix 4B – Data Protection Policy Template

This example of a Data Protection Policy template is used with permission from [Connect](#) (formerly Scottish Parent Teacher Council). It can be tailored to meet the individual needs of Parent Councils.

.....X.....**Parent Council Data Protection Policy**

1. Aims of this policy

.....X.....Parent Council needs to keep some personal information on our members, volunteers, members of the parent forum, helpers, friends and committee members in order to keep up to date with Parent Council matters. We are committed to ensuring that any personal data will be held and dealt with in line with the General Data Protection Regulations (GDPR) 2018. The aim of this policy is to ensure that everyone handling personal details is fully aware of the requirements.

2. Type of information held

.....X.....Parent Council may handle the following personal information: Names, addresses and email addresses. This information will be held in electronic format and may be accessible to the whole Parent Council. We may also temporarily keep data about volunteers who are required to undertake a Disclosure Scotland Check. This information will only be available to the appointed Office Bearers and will be disposed of as soon as it is no longer needed.

3. Policy Implementation

In order to meet our responsibilities with respect to GDPRX.....Parent Council will:

- Ensure any personal data is collected in a fair and lawful way.
- Explain why personal data is needed at the start, how it will be used, and how long it will be kept.
- Ensure that only the minimum amount of information needed is collected and used.
- Ensure the information is up-to-date and accurate.
- Hold personal data only as long as initially stated at the time of gathering consent.
- Make sure it is kept safely.
- Update the information we hold every year, asking people to confirm the details are correct and to give permission for us to hold the information for another year.
- Ensure any disclosure of personal data is in line with our procedures.
- Deal with any queries about handling personal information quickly.

4. Security

.....X.....Parent Council will take steps to ensure that personal data is kept secure at all times. The following measures will be taken:

- If email is used for sharing information, ensure all members know how to use the BCC function to avoid accidentally sharing email addresses.
- Password protection on computer files.
- Access to personal data shall be limited to those persons who need it.
- When personal data is deleted, it shall be done safely and in a way that is not recoverable.
- Ensure that data is used only for the purpose of the Parent Council. Any unauthorised disclosure of personal data to a third party by a volunteer or Parent Council member must be brought to the attention of the Chairperson of the Parent Council. The Chair will deal with the matter confidentially, impartially and in accordance with Section 15 of the Scottish Schools (Parental Involvement) Act 2006 and could result in their removal from the Parent Council.

5. Requests for Access

Anyone whose personal information is handled byX.....Parent Council, has the right to know:

- what informationX.....Parent Council holds and processes on them
- how to gain access to this information
- how to keep it up-to-date
- whatX.....Parent Council are doing to comply with GDPR

6. Review

This policy shall be reviewed every two years, or earlier in the event of a change to the Regulations, to ensure it remains up-to-date and compliant with the General Data Protection Regulations (GDPR) 2018.

Appendix 5 – Code of Conduct for Members – Exemplar

This example of a Data Protection Policy template is used with permission from [Connect](#) (formerly Scottish Parent Teacher Council). It can be tailored to meet the individual needs of Parent Councils.

.....X.....**Parent Council Data Protection Policy**

7. Aims of this policy

.....X.....Parent Council needs to keep some personal information on our members, volunteers, members of the parent forum, helpers, friends and committee members in order to keep up to date with Parent Council matters. We are committed to ensuring that any personal data will be held and dealt with in line with the General Data Protection Regulations (GDPR) 2018. The aim of this policy is to ensure that everyone handling personal details is fully aware of the requirements.

8. Type of information held

.....X.....Parent Council may handle the following personal information: Names, addresses and email addresses. This information will be held in electronic format and may be accessible to the whole Parent Council. We may also temporarily keep data about volunteers who are required to undertake a Disclosure Scotland Check. This information will only be available to the appointed Office Bearers and will be disposed of as soon as it is no longer needed.

9. Policy Implementation

In order to meet our responsibilities with respect to GDPRX.....Parent Council will:

- Ensure any personal data is collected in a fair and lawful way.
- Explain why personal data is needed at the start, how it will be used, and how long it will be kept.
- Ensure that only the minimum amount of information needed is collected and used.
- Ensure the information is up-to-date and accurate.
- Hold personal data only as long as initially stated at the time of gathering consent.
- Make sure it is kept safely.
- Update the information we hold every year, asking people to confirm the details are correct and to give permission for us to hold the information for another year.
- Ensure any disclosure of personal data is in line with our procedures.
- Deal with any queries about handling personal information quickly.

10. Security

.....X.....Parent Council will take steps to ensure that personal data is kept secure at all times. The following measures will be taken:

- If email is used for sharing information, ensure all members know how to use the BCC function to avoid accidentally sharing email addresses.
- Password protection on computer files.
- Access to personal data shall be limited to those persons who need it.
- When personal data is deleted, it shall be done safely and in a way that is not recoverable.
- Ensure that data is used only for the purpose of the Parent Council. Any unauthorised disclosure of personal data to a third party by a volunteer or Parent Council member must be brought to the attention of the Chairperson of the Parent Council. The Chair will deal with the matter confidentially, impartially and in accordance with Section 15 of the Scottish Schools (Parental Involvement) Act 2006 and could result in their removal from the Parent Council.

11. Requests for Access

Anyone whose personal information is handled byX.....Parent Council, has the right to know:

- what informationX.....Parent Council holds and processes on them
- how to gain access to this information
- how to keep it up-to-date
- whatX.....Parent Council are doing to comply with GDPR

12. Review

This policy shall be reviewed every two years, or earlier in the event of a change to the Regulations, to ensure it remains up-to-date and compliant with the General Data Protection Regulations (GDPR) 2018.

Appendix 6 – Safeguarding Policy Template

This example of a Safeguarding Policy template is used with permission from [Connect](#). It can be tailored to meet the individual needs of Parent Councils.

.....X..... School Parent Council Safeguarding Policy

1. Aims of this policy

.....X.....Parent Council take the welfare of children, young people and vulnerable adults seriously. As a Parent Council we may be made aware, either individually or as a group, of concerns for a child's safety.

This policy pertains only to something you become aware of directly through your role in the parent council.

This policy should be read in conjunction with [Connect's PVG and Child Protection](#) pack and the school's Child Protection and Welfare procedures.

2. Action

- If there is an immediate risk to a child you should call 999.
- In the event that you are made aware of a safeguarding risk to a child, you should contact the safeguarding officer at the school or the Headteacher at your earliest convenience.
- If the group is made aware of any safeguarding risk to a child, one named person (the Chairperson) shall be responsible for reporting to the safeguarding officer or the Head teacher at their earliest convenience.
- When one person is made aware of a risk to a child, they should not discuss this with other members of the group to ensure confidentiality is kept as much as possible.

- If anyone in the group is made aware of any other issues that do not constitute a risk to a child but that may need to be investigated or taken further, they should bring the information to the group for discussion.

3. Complaints

We will make a reference to Disclosure Scotland if an individual harms a child or puts a child at risk of harm. If necessary, the police will also be informed. The Parent Council may take the decision to remove the person from their post or they may leave of their own accord. Any complaint will be investigated in line with the Parent Council Code of Conduct.

Appendix 7 – Communication and Engagement Strategy

Parent Councils should consider having a social media Policy which is separate to the school's own social media Policy. This Policy should set out the guidelines for parents to use social media sensibly, rationally, and respectfully. It should also set out the procedures for dealing with unacceptable behaviour. Ideally, this Policy should be reviewed on a yearly basis to ensure that it is up-to-date and still fit for purpose. A template of a social media Policy is available in this Appendix. This example of a Social Media Policy template is used with permission from [Connect](#) It should be tailored to meet the individual needs of Parent Councils.

School Logo	X..... Parent Council
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HEADING	EXPLANATION
Aims of this Policy	X.....Parent Council is aware of its responsibilities towards the school community when using social media. This Policy sets guidelines for parents and carers on using social media sensibly, rationally, and respectfully and the procedures for dealing with unacceptable behaviour.
	This policy relates specifically to the Parent Council's social media activity and is unrelated to the School's own social media policy.
	Please note: The Parent Council has no administrative responsibilities forX..... school website or Twitter feed. Any queries relating to these should be directed to the school.

How we use social media	The Parent Council uses the following social media platforms: [List each platform you use and how you will use it]. Examples as follows: • Facebook Group - to communicate privately with the Parent Forum. • Facebook Page - to publicise our events and activities. • Twitter - to publicly communicate news about the school and promote our activities and news. Posts Examples of posts include - reminders of meetings and school activities, requests for help, notification of changes to school activities, thanks to helpers / volunteers, fundraising updates, charitable causes, community notices, etc. Individual issues or concerns should be directed to the school. Posts involving marketing or promoting business will be checked before approval. Names and Photographs Names or photographs should not be posted unless permission is granted by that person or the child's parent or carer.
Unacceptable behaviour	The Parent Council has zero tolerance for comments, content and photographs which are deemed to be abusive, bullying or threatening. Any such content will be removed by the administrators and a warning issued to the offender. If there is repeated abuse of the social media platform, the offender will be removed and blocked from the group. Admin's decision is final. If problems continue, on an ongoing basis, the Parent

	Council will discuss the use of social media as a communication tool, and if in agreement, will stop using it.
Guidelines	Members of the Parent Council and those using the above social media platforms will use the following guidelines: • They will consider the long-term consequences of what they post. • They will use the <i>10-minute rule</i> by drafting the post; leaving for a while and then considering whether the post is sensible, rational and respectful. • They will ensure that nothing is posted to bring the Parent Council into disrepute. • They will not post photos without permission
Review	This policy will be reviewed annually to reflect the changing nature of social media and to ensure it remains up-to-date and is fit for purpose.
	I confirm I have read and understoodX..... Parent Council's Social Media Policy and will act in accordance to it. I am connected with this organisation in my capacity as a: (please ✓ as appropriate) ☐ Member of the Parent Council ☐ Volunteer

	☐ Member of Staff Signature: _____ Print name: _____ Date: _____
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