

What is a Parent Council?



What is the Parent Forum?

The 2006 Parental Involvement Act states that every school in Scotland has a Parent Forum which consists of all the parents/carers who have a child at the school. They are automatically members.

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The Parent Council is the committee appointed by the Parent Forum to run matters on its behalf. A Parent Council is not run by the school or the local authority but by the parents in the school. The local authority should support a Parent Council both financially and through advice/support. Each Parent Council Chair in the authority is invited to attend PC chairs meetings throughout the year, these meetings are attended by the Education Convenor, Director of Education and a variety of Education Department staff depending on the topics for discussion.

The Roles within the Parent Council

- Chair
- Vice Chair
- Treasurer
- Clerk
- Fundraising Co-Ordinator(s)

Our AGM which was postponed from June is planned to take place on the 3rd November 2020. At this point we will have to fill all of the above positions, presently the clerk and treasurer are both vacant as the post holders have now left Cross Arthurlie.

Any Parent can become involved and take on either a nominated position or join the wider Parent Council, all positions are on a voluntary basis.



The Chairperson

The Parent Council should always be chaired by a member of the Parent Forum. The success of a meeting can depend upon how it is chaired but remember, the Chairperson is the person who makes sure things get done, not the person who does everything.

There are two basic jobs the Chairperson should do:

- a) Guide the Parent Council to achieve its aims
- b) Chair the meetings of the Parent Council

Some of the duties of the Chairperson are as follows:

- Organise Agenda and meeting arrangements
- Welcome members and introduce guests.
- Ensure fair discussion and that everyone gets a chance to have their say.
- Stop anyone taking over or dominating discussions.
- Get through the agenda on time.
- Sum up issues, points and decisions.
- Ensure decisions are carried out.
- Main point of contact with the school Management team
- Ensure good communication between the school and Parent Forum raising concerns or questions passed to them.

The Vice Chairperson

The support provided by the Vice-Chair is invaluable. Deputising for the Chairperson when necessary, the Vice-Chair helps to ensure that the Committee and all of the events continue to run smoothly.

The tasks of the Vice Chairperson include:

- To chair meeting in the absence of the Chair
- To draw up annual PTA programme in consultation with the Chair.
- To prepare meeting agendas by consulting with the PTA Chair.
- To welcome and involve other parents into the PTA.
- To lead parent and wider school community engagement in PTA (class representatives, use of local contacts and skills).

The Clerk

The clerk will take minutes at the Parent Council meetings and then produce these and circulate to the Parent Council and the school to share on the school website

The Treasurer

Every Parent Council that intends to raise money should make sure a Treasurer is appointed to handle the money coming in and going out of the group. The Treasurer is responsible for the proper handling of the finances of the Parent Council, but not the actual raising of money.

The tasks of the Treasurer include:

- Having a clear and accurate book-keeping system that records any money received and how the money is spent – income and expenditure
- Maintaining the bank account. It is good financial practice to require two out of three of the Officers' signatures on cheques to allow any money to be withdrawn or spent.
- Report at each Parent Council Meeting income, expenditure and account balance
- Advise on the amount of money available for the group's work and warn of excess expenditure.

Prior to the Parent Council Annual General Meeting (AGM) the Treasurer should arrange for the year's accounts to be independently checked (audited) and agreed with the Chair. These are presented at the AGM.

Fundraising Co-Ordinator(s) – can be 1 or 2 people

The Fundraising Co-ordinator is responsible for ensuring the Fundraising events arranged and organised by the Fundraising Committee are fed back to the Parent Council. They report at each meeting on events upcoming and passed. New ideas can also be shared and discussed. They are not solely responsible for the Fundraising they are the point of contact for those who are running and organising events to report back to.

The main tasks of the Fundraising Co-Ordinator include;

- Organising the fundraising committee to meet as required and organise events
- Report to the Parent Council on events
- Ensure there are enough Parent Helpers attending various events
- Encourage the Fundraising Committee to look at new ways to fundraise
- Highlight to the Parent Council if more resource etc is required for events
- Put in Lets to the council via the school for hall access for events