

## Mearns Castle High School Parent Council Governance Sub-Committee – Recommendations Report

Following an extensive review of the Parent Council operations the sub-committee has produced the following report detailing a number of recommendations to be adopted by the Parent Council. These recommendations have been sub-divided in the categories of Structure, Procedure, Legal & Constitution and Communication.

### Structure

Ref.	Governance Issue	Recommendation
S1	Office Bearers roles to be defined and their responsibilities understood by the Parent Council	The officer bearers should consist of the Chairperson, Vice-Chair, Secretary and Treasurer. As the Parent Teacher Association is a sub-group of the Parent Council then the roles of PTA Chairperson and PTA Vice-Chair are also positions of office within the Parent Council.
S2	Office Bearer - Treasurer	In order to discharge all required financial duties the position of Treasurer requires to be filled immediately.
S3	Pupils Representation on Parent Council	One Pupil from both S5 and S6 should be selected to represent the pupil body at the second school term Parent Council meeting but not each meeting. Both pupils to present to the Parent Council on any specific issues that the pupil body may have that the Parent Council can assist with.
S4	Teacher Members	At the start of each academic session the Parent Council expect the school to propose a quorum of six teachers to be elected to the Parent Council and promote contact between the Parent Council, the school and the wider Parent Forum. In addition to the Head Teacher a minimum of two teachers from this quorum should be present at each Parent Council meeting.
S5	Intimation of Meeting Dates	A provisional calendar with all Parent Council Meeting dates for the next academic year should be proposed at the preceding year's AGM. Upon agreement these dates should be posted on the school's website and be notified to the Parent Forum prior to the start of the academic year via all social media and communication channels.
S6	Office Bearer Selection	When Office Bearer vacancies arise each position should be advertised to the wider Parent Forum.

### Procedure

Ref.	Governance Issue	Recommendation
P1	Financial Reporting to comply with the Constitution and Connect best practice	A written Treasurer's report must be issued at each Parent Council meeting. This report must include details of all income and expenditure and also a bank reconciliation. A copy of the bank statements should also be available for review.
P2	Auditing of the Accounts	An audited annual statement of accounts shall be prepared and presented to the Annual General Meeting and thereafter made available to anyone in the wider Parent Forum should they wish to review them. An auditor shall be appointed who is not an Office Bearer of the Parent Council.
P3	Control of the Bank Account	To ensure full independence the signatories to the Parent Council bank account should not hold the position of Treasurer or Auditor. Two authorised signatories must sign any cheque that is issued. A quorum of three authorised signatories to the bank account should be established to ensure that at least two signatories are available at all times. One of the authorised signatories should be the Parent Council Chairperson. A recommendation for the other two signatories would be the PTA Chairperson and the Secretary.
P4	Meeting Minutes Protocol	The Secretary shall issue the draft minutes to the Chairperson and Head Teacher for review prior to issuing to the wider Parent Council. These minutes shall remain draft until formally adopted at the following Parent Council meeting.
P5	Annual Report to Parent Forum to comply with the Constitution	The Chairperson and Secretary shall compile a formal report after the AGM summarising the work of the Parent Council for that academic year. This report shall be made available on the MCHS website and also be made available via social media channels.
P6	Engage and Develop interaction between Pupils, the Parent Forum and the Parent Council	The Parent Council shall prepare a questionnaire to be issued to the entire Parent Forum to solicit views from Parents and Pupils on all aspects of MCHS.

P7	Recorded Information from PTA Sub-committee	The PTA sub-committee shall provide a minute of any meetings held out with the Parent Council meeting forum and submit these minutes at the next Parent Council meeting for record purposes.
P8	Attendance at Parent Council Chair's Forum	The Chairperson or the Vice-Chair shall wherever possible attend each East Renfrewshire Parent Council Chair's Forum. A serving member of the Parent Council can also attend if either of the aforementioned parties is unable to attend.
P9	Meeting Agenda	In advance of each meeting, the Secretary shall request that members of the Parent Council advise of any issues they wish to add to the Agenda. The Chairperson and the Head Teacher shall then meet prior to each meeting to discuss and finalise the agenda.
P10	Change of Office Bearers	Secretary to ensure that any change in Chairperson, Vice-Chair or Secretary is notified to the Local Authority and Connect.
P11	Connect Contact	The Secretary shall be the main contact person between the Parent Council and Connect.
P12	Approval of Expenditure	Approval of expenditure by the Parent Council and the Parent Teacher Associate Sub-Committee shall be by majority vote at a Parent Council meeting. Sums up to and including £50 do not require the prior approval of a Parent Council quorum majority however for these lower threshold sums all expenses must be communicated to both the PTA Chairperson and Chairperson. The Parent Council will not guarantee that unauthorised expenses will be reimbursed.

### Legal & Constitution

Ref.	Governance Issue	Recommendation
L1	Adopted MCHS Parent Council Constitution	The Constitution requires to be updated as a matter of urgency to address identified fitness for purpose issues. It should then be reviewed on an annual basis to ensure it remains fit for purpose. An item should be included on the agenda for the AGM to review the constitution.
L2	Code of Conduct	Secretary to prepare a specific MCHS PC Code of Conduct based on the Connect Template for review and sign off by all Parent Council members.
L3	Insurance & Liabilities	Secretary to issue a copy of the MCHS PC insurance certificate through the Connect policy and all supporting information to ensure that all Parent Council members are aware of the requirements.
L4	Treasurer Appointment & Review	Chairperson and Treasurer to ensure that the Parent Council Health Check – Money Matters to be completed as part of the Audited Annual Statement & Report process.
L5	Data Protection	Secretary to prepare a specific MCHS PC Data Protection Policy based on the Connect Template for review and sign off by all Parent Council members.
L6	General Data Protection Regulations	Secretary to prepare a specific MCHS PC GDPR Policy & Obligations document based on the Connect Template for review and sign off by all Parent Council members.
L7	Equality & Fairness	Secretary to prepare a specific MCHS PC Equality & Fairness Policy based on the Connect Template for review and sign off by all Parent Council members.
L8	PVG and Child Protection	Secretary to prepare a specific MCHS PC PVG & Child Protection Policy based on the Connect Template for review and sign off by all Parent Council members.
L9	Social Media	Secretary to prepare a specific MCHS PC Social Media Policy based on the Connect Template for review and sign off by all Parent Council members.

### Communication

Ref.	Governance Issue	Recommendation
C1	Notice Period for Meetings	Secretary to ensure a minimum of two weeks notice shall be given to the Parent Council and wider Parent Forum of the next Parent Council meeting. Existing MCHS social media channels to be utilised. Further meeting reminders to be issued one week prior to the meeting and again on the day of the meeting.
C2	Use of Connect Online Resources	Secretary to prepare a schedule of available Connect resources for use by members of the Parent Council.
C3	Dedicated Parent Council Email Address	Secretary to establish a dedicated email address for the MCHS Parent Council for all correspondence and communication.