

Netherlee Parent Council

Roles and Responsibilities

Chairperson:

- Ensure meetings run smoothly and efficiently; are on time and are run in an inclusive and friendly way.
- Help the committee reach decisions and deal with challenges.
- Delegate tasks to other members of the group and ensure these are completed.
- Ensure all members are aware of their role to represent all the parents in the school – i.e. the Parent Forum.
- Act as the spokesperson for the group and liaise with the headteacher/ school/ local authority; the Headteacher is an advisor to the Parent Council.
- Give an annual report to the Parent Forum – usually at the AGM.
- Be involved in recruiting senior posts in the school (perhaps by delegating to or in partnership with other members).

The main role of the **Vice Chairperson** is to support the chair in the above responsibilities and stand in for the Chair when unavailable.

Secretary

- Support the Chairperson to ensure the smooth running of the Parent Council and to maintain effective communication links between committee members and between the committee, the school and the Parent Forum.
- Ensure meetings are well organised and minuted.
- Maintain records and administration
- Handle communication and correspondence.

Parent Council Member

- **Represent** the views and interests of all the parents/carers in the school, i.e. the Parent Forum, as opposed to pursuing personal agendas.
- Support **communication** between the Parent Council and the wider Parent Forum by acting as a point of contact, representing their year group(s).
- **Attend** regular parent council meetings, at least once per term.
- **Participate** in discussions, decisions and initiatives to help improve the education and welfare of the children, including attending focused sub-committees.
- **Contribute** to the smooth and effective running of the Parent Council.

Good Conduct

It is also expected that all Parent Council members and Office Bearers conduct themselves in an appropriate manner showing respect and due consideration towards all members of the school community.