**St John’s Primary Parent Council**

**The parent council is open to all parents/guardian of children who attend St John’s Primary School. The council is made up from Parent volunteers, Church Representatives, School Senior Leadership Team and elected ERC councillors.**

**The parent council chooses to have the following elected Office Bearers.**

**Chairperson**

*It is important that he Chair is the person who makes sure things are done not the person who does everything!*

The Parent Council chooses to have the following elected Office bearers.

**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

**Other duties are as follows:**

* Liaise with school and Head on any Council decisions or matters arising from council decisions
* Liaise with vice chair to ensure all duties are carried out and work is shared
* Liaise with the Secretary on the agenda and meeting arrangements.
* Welcome members and introduce guests.
* Ensure fair discussion
* Stop anyone taking over or dominating discussions.
* Get through the agenda on time.
* Summarise points, issues and decisions
* Ensure decisions are followed through
* Work with the Treasurer to ensure that proper financial accounts

**Vice Chairperson**

*The vice chair should be available to ease the burdens of the chairperson*

* To liaise and help Chair in all duties
* To ‘stand in’ for Chair at any meeting or official school events that the Chairperson is unable to attend.
* To ‘stand in’ for Chair at any meetings or official school events that the Chairperson is unable to attend.
* To support the Chairperson in decisions taken at meetings.

**The Secretary**

The Secretary should be the point of contact between the parent forum and the parent council.

* Prepare an agenda in consultation with the Chairperson.
* Notify all PC members of meetings.
* Agendas should be sent out in advance.
* Keep a record of everyone attendees and apologies.
* Report on all correspondence received and action taken.
* Take accurate minutes of meetings – this task can be shared to allow the Secretary to take part in discussions.
* Provide minutes prior to the next meeting.

**The Treasurer**

The treasurer is responsible for handling any money coming in and going out of the group, but not the actual raising of money.

**The tasks of the Treasurer include:**

* Having a clear and accurate book-keeping system
* Maintaining the bank account.
* Produce a report for each meeting
* Advise on the amount of money available to spend
* To have books audited in advance of the AGM

**Church Representative**

*This person is appointed by the Parish Priest to ensure that Parent Councils are abiding by Catholic teachings.*

* To lead meetings in prayer
* To attend meetings as a representative of the Catholic Church
* To ensure that any spiritual questions are answered
* To liaise with the Parish Priest on any matters arising specifically needing Church guidance
* To report to Parent Council on any questions or decisions from the Parish Priest

**Other Members**

All other members or attendees are asked to participate and assist the office bearers in matters of school council policies and decisions.

Sub committees may be formed from time to time with regards to fundraising or other activities and members are asked form time to time to assist in these committees.

Usually sib-committees are formed by the chairperson, with vice chair heading them up to ensure consistency of ideas and actions.

Occasionally the chair may ask another non office bearer to head up one of the committees.