



Kirkcaldy High School

Parent Carer Forum

Office Bearer Roles

Chair

The main roles of a chairperson:

- Act as the spokesperson for the group and liaise with the headteacher/ school/local authority where appropriate regarding issues raised by parents and carers throughout the year. The Headteacher is an advisor to the parent carer forum (PCF), previously known as Parent Council.
- Work with Headteacher to set agenda for PCF meetings, including an update on actions set at previous meetings. An email at least 2 weeks prior will be sent out to all parents and carers asking if they would like anything specific added to the agenda.
- Chair Parent Carer Forum meetings (1 per term and AGM), ensuring they run in an inclusive and friendly way and on time.
- Liaise with other office bearers to discuss PCF business.
- Approve minutes of meetings before being distributed.
- Be involved in recruiting senior posts in the school - PCF (perhaps by delegating to, or in partnership with, other PCF members).

Vice Chair

Assist chair with any of the above roles and step in where chair cannot be present.

Secretary

- Support the Chair with setting the agenda and a reminder of any actions that were set at previous meetings.
- Ensure PCF members are aware their names will be included in the minutes and noted against action points. Other people attending the meeting should also be informed their names will be included in the minutes. If anyone requests anonymity, initials could be used.
- Take accurate minutes of the meeting and record the key points and any decisions and actions required by a particular person(s).
- As soon as possible prepare a draft of the minutes and share these for feedback with the Chairperson. The Chairperson may then share them with the Headteacher for an accuracy check and a courtesy before wider circulation to the parent carer forum.