

## What is a Parent Council and what does it do?

### What is a Parent Council?

All Parents in the school are described as the **Parent Forum**.

A **Parent Council** is the committee appointed by the **Parent Forum** to run matters on its behalf. It is run by the parents in the school and should represent ALL the parents in the school. It is supported in legislation by the **Scottish Schools (Parental Involvement) Act 2006**.

### What can a Parent Council do?

**Consult and Collaborate**- consult with all parents about matters which affect the life of the school and contribute to discussions about these including surveys and questionnaires in collaboration with the school. Some examples include:

- Learning and teaching
- The school improvement plan
- Issues related to school budgets and school funding
- School Policies

**Campaign** - campaign, on behalf of the school about matters directly affecting children. This might include campaigning about

- Parking and traffic issues
- Budgets
- School transport
- School Closures

**Fundraise** - Fundraise to help the school add value to what it offers to children. This is often the function of a Parent Teacher Association. The PTA can function independently or be a sub-group of the Parent Council

### Why is having a Parent Council important?

- You can express ideas and share thoughts with school through the Parent Council on issues affecting children in school
- It helps the Headteacher to parent proof communication
- Collaborating with the school is a good thing for you, your children and the school
- Research suggests that when school and parents work together the outcomes for children in terms of attainment and achievement are better
- Effective Parent Councils can be a support to the community as well as the school
- We need each other – particularly at the moment!

### So can Parent Councils talk about anything to do with school?

You should ask the school to deal with matters related to your own child's experience at school; you should ask the Parent Council to deal with more general concerns which may affect many/all children in the school.

## **What are Office Bearers?**

Office bearers are just roles that different Parent Council members do. The main roles are Chairperson, Secretary and Treasurer.

### **Chairperson**

Some of the tasks a chairperson does are:

- Consult with the Headteacher re meeting dates and share agenda with Headteacher in advance of the meeting
- Ask the secretary to put out the agenda and minutes
- Run the meetings and try to keep the agenda moving
- Makes sure everyone at the meeting has a chance to share their thoughts
- Give a yearly update of work at the AGM

### **Secretary**

The main tasks a secretary/clerk does are:

- Send out the emails with the agenda and the minutes (often arranged through school)
- Request the Headteacher's report if it is being circulated in advance of the meeting
- Take the minutes of the meetings

### **Treasurer**

The main tasks a treasurer has are:

- To keep accurate financial records.
- To present a written financial report and evidence of bank balances at each Parent Council meeting.
- Ensure the proper counting and banking of money and making approved payments.
- Preparing the annual accounts

**If you are interested in finding out more about becoming an Office Bearer in our Parent Council contact [bdparentcouncil@gmail.com](mailto:bdparentcouncil@gmail.com).**