

Scheme for the Establishment of Parent Councils (2019) Updated December 2022  
 Directorate of Education and Learning - Curriculum and Quality Assurance Team

## SCHEME FOR THE ESTABLISHMENT OF PARENT COUNCILS SECTIONS 5 - 6

5.	Parents as Partners in Learning
6.	Roles and Responsibilities (2006 Act Section 11)

### 5. Parents as Partners in Learning

5.1 The 2006 Act [Scottish Schools \(Parental Involvement\) Act 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

modernises and strengthens the framework for supporting parental involvement in school education. It aims to help schools, education authorities and others to engage parents meaningfully in the education of their children and in the wider school community.

5.2 It requires Scottish Ministers and education authorities to promote the involvement of parents in children's education at publicly funded schools. It aims to help all parents to be:

- involved with their child's education and learning;
- welcomed as active participants in the life of the school; and
- encouraged to express their views on school education generally and work in partnership with the school.

5.3 Scottish Government and COSLA produced a National Action Plan "Learning together" Scotland's national action plan on parental involvement, parental engagement, family learning and learning at home 2018 - 2021 that the Local Authority, Learning Partners, Families, Parents, and young people should be cognisant of when considering how parents are involved in their child's learning.

**NOTE:** As and when Scottish Government share the next action plan this may by order alter/add to the requirements and responsibilities for Local Authorities, Headteachers and Parent Councils. DGC is responsible for notifying PCs of these changes.

### 6. Roles and Responsibilities (2006 Act Section 11)

6.1 DGC should give advice and information to any parent when that parent reasonably requests it from them on any matter relating to the education provided to that pupil and in giving such advice and information act in a manner consistent with the authority's duties under the Act.

6.2 DGC should take appropriate steps to ensure that Headteachers and staff are available to give such advice and information to the parent in question.

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6.3 DGC should give advice and information to a PC established for a school in their area when the PC reasonably requests it from them on any matter.

6.4 DGC should take appropriate steps to ensure that the Headteacher and staff of each school in their area are available to give advice and information to a PC established for the school on what is being done by those managing the school to promote parental involvement in education as part of the authority's duties under this act.

6.5 In addition to giving advice and information linked to National Improvement Framework [National Improvement Framework | Learning in Scotland | Parent Zone \(education.gov.scot\)](https://www.education.gov.scot/nif/) the Headteacher of a school must, if requested to do so by a PC established for that school, give advice and information to the PC on any matter falling within the Headteacher's area of responsibility.

6.6 DGC in each financial year, will determine for a PC established for a school, an allocation of money within the authority's budget as appears to the authority, through financial reporting and End of Year Statements with the PC reasonably to be required by the PC for meeting the following expenditure:

- Its administrative expenses (including appointing a person to be clerk of the PC)
- The expenses of training its members
- Its other outgoings in carrying out the functions assigned it by the Act
- DGC may provide a PC established for a school in their area with services or accommodation
- The Head Teacher or their representative is to inform a PC established for their school about their arrangements for consultation between parents and teacher's whilst respecting the role of the PC to make the reciprocal request
- If DGC receives representations from a PC established for a school in their area, DGC is to have regard to the representations (in so far as it is reasonable and practicable to do so) in carrying out their functions
- If a school's Headteacher receives representations from the PC of the school, the Headteacher is to have regard to the representations (in so far as it is reasonable and practicable to do so) in carrying out the duties of that post and is to reply to the PC setting out their position as regards their representation.

6.7 PCs are also involved in procedures for appointment of Headteacher or Deputy Headteacher. The appointment process must entail involvement in it of any PC established for the school to which an appointment is to be made. A person who is part of the parent body, but who is not a member of a PC may, at the request of the council, assist in the appointment

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process. DGC would plan for any training that will be of assistance in connection with the appointment process is made available to:

- a) members of any Parent Council and
- b) any person assisting a PC (as identified in their constitution).

### **Headteacher**

6.8 The Headteacher of a school must at least once a year report:

- To any PC established for the school
- If a Combined PC has been established for schools which comprise the school, to the Combined PC, or
- If no PC or Combined PC has been so established, to the Parent Forum, evaluating the performance of the school and stating what the Headteacher's objectives and ambitions for the school are.

6.9 The Headteacher, in making the report, should consider the following:

- the school's development plan and the objectives and strategy for parental involvement for the school which the plan sets out and the statement of ambitions for the school including, what has been done over a twelve-month period in implementation of that plan and measures and standards of performance and
- the equal opportunity requirements.

The report should be shared with the PC or Parent Forum as reasonably requested, with the Headteacher ensuring the Parent Forum receives a copy of that summary.

### **Parent Forum and PC**

6.10 The PC may, whether it has ascertained and collated the views of the members of the Parent Forum or not make representations to:

- a) The Headteacher of the school
- b) DGC as the education authority or
- c) Such other person as it appears to the PC as being appropriate to include for the purposes of this subsection, about that matter. With regards to the standards and quality of education in the school, or other matters as appear to the PC to be of interest or concern to the Parent Forum.

6.11 Being a Parent Forum member allows parents to have a say in the local arrangements regarding their child(ren)'s school education. Their collective view can be represented on matters such as the quality and standards of education at the school and other matters of

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interest to parents. (See Section 10 Parent Forum and Parent Council - Your Contribution Guidance).

6.12 These views can be represented, as appropriate, to the Headteacher of the school, the local authority, and HM Inspectorate of Education (HMIE). The Parent Forum may choose to be represented by a PC established by them. For most schools, this will be what normally happens. In some schools, for example, where there are only a small number of pupils, parents may choose to have the Forum itself represent their views

6.13 It is essential that these views be demonstrated to be accurately representative of the Parent Forum. Accordingly, the PC will have in place, in consultation with their School and or DGC, recognised consultative mechanisms to validate their views and devise strategies to secure greater involvement by the whole Parent Forum - see **Appendix 2: Consultation Template / Project Mandate**.

6.14 The PC may also be involved in consulting the Parent Forum about the full range of school policies, e.g., in relation to - dress code, Anti-Bullying - Positive Relationships Policy, school ethos, etc. The PC can collate the views of parents and report them to the Headteacher of the school and to the education authority as appropriate.

6.15 Parent Councils may wish to consider developing a Safeguarding Policy in the event that a member, either individually or as a group, may be made aware of concerns regarding a child's safety. The policy should pertain only to something that members become aware of directly through their role in the Parent Council. An example of a Safeguarding Policy is available in - see **Appendix 6: Safeguarding Policy Template**. This should be read in conjunction with [Connect's PVG and Child Protection](#) pack.