

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 7 - 9

7.	Constitution
8.	Responsibilities of Partnership Working
9.	Financial Responsibilities

7. Constitution

7.1 The Scheme shall operate as a framework for the Constitution for each PC and members regardless of their classification acknowledging that each PC will create a constitution for their own.

7.2 The original signed Constitution or Scheme should be retained by the PC for them to update with changes in membership between ordinary nominations and elections.

7.3 A copy of the signed Scheme (which can be a scanned copy sent by email) educationandlearningparentalinvolvement@dumgal.gov.uk should be forwarded to DGC within one calendar month within signing, including signing upon change of membership.

7.4 Changing the Constitution

7.5 The Parent Council constitution will set out how changes should be made to the constitution. Usually, this requires a certain notice period to all parent forum members with information about the proposed changes. Changes can usually be made at the Annual General Meeting or at an Extraordinary General Meeting. Arrangements for calling an Extraordinary General Meeting and for voting on motions.

7.6 Notification of an EGM should be a minimum of 2 weeks with agenda and a copy of the DRAFT Constitution.

- Parents should be able to submit comments via the Parent Council (within an identified timeframe).
- The school should be asked to support this process in order to ensure that ALL parents are afforded the opportunity to contribute to the Constitution.
- All comments received electronically/written should be tabled but any personal data removed, and responses numbered to be able to match back to the individual parent/care.
- All comments should have a response as to how the view was either taken on board or rejected and shared at the EGM.

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- Or alternatively attend the AGM/EGM in person and have their views considered via the Chair.
- A majority view (show of hands or more formal vote in writing) to support the change is usually required.

8. Responsibilities of Partnership Working

8.1 Your PC has an important role to play in helping to create an environment where ALL parents know that their views matter, and where they feel comfortable putting forward their views and ideas - see **Appendix 7: Communication and Engagement Strategy**.

8.2 The PC will encourage and facilitate consultation with the whole Parent Forum to listen to and consider the views of pupils, parents, and community members with a sphere of interest. Depending on the issue, methods may include social media, open meetings, community surveys, comment, or suggestion boxes, as well as clear agendas and minutes. The National Standards for Community Engagement are available to guide Community Councils on engaging with their community [National Standards for Community Engagement | SCDC - We believe communities matter](#)

8.3 Sharing parents' views with the Headteacher and staff, and ensuring those views are listened to and considered, will be possible if the PC and the school have a positive working partnership.

9. Financial Responsibilities

9.1 A PC may raise funds by any means other than by borrowing. They may receive gifts and may expend any sums so received at its discretion.

9.2 A PC is to keep proper accounts in relation to any sums received by it from DGC - see **Appendix 3: End of Year Financial Statement**.

9.3 A PC shall not to acquire any interest in heritable property, whether by inheritance, gift or otherwise. Where a PC ceases to exist, any assets belonging to it passes to the education authority.

9.4.1 Funds: All monies raised by or on behalf of the PC or provided by DGC and other sources shall be used to further the statutory purposes, role and responsibilities of the PC and for no other purpose.

9.4.2 Financial year: This shall be from 1 April to 31 March DGC will identify deadlines for financial reporting and allocation of funds to allow for the proper submission and processing.

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9.4.3 Authorised signatories: The PC shall nominate at least three unrelated Office Bearers to act as signatories to the PC bank account. Any changes to the authorised signatories should be approved and minuted by the Parent Council. All cheques and withdrawals should require a minimum of two from those appointed.

9.4.4 Financial Records: It is important that PC members maintain proper financial records and the treasurer present financial reports at PC meetings. Records should include all income and expenditure. Good record keeping would also include an Asset Register if applicable. The PC shall inform DGC of any change in membership (resignations, Associate Membership, etc.) and circumstances within one calendar month of the change taking place.

9.4.5 Preconditions to Release of PC Allocation: DGC require a list of Parent Council Members, a copy of the AGM agreed minutes and the PC Constitution to be scanned/posted to them with the support of the relevant school. They should be sent to: educationandlearningparentalinvolvement@dumgal.gov.uk or by post to Education and Learning Directorate, Militia House, English Street, Dumfries DG1 2HR - see **Appendix 3: End of Year Financial Statement.**

9.4.6 Other DGC grants: Each PC shall be eligible to apply for grants for suitable projects through DGC's grant system, in accordance with local priorities, commitments and eligibility criteria.

9.4.7 Support: DGC shall determine a consistent level of support to PCs across the region within available resources. This at present is membership of Connect. This organisation provides Training and Insurance for ALL PCs.

9.4.8 Development: Education and Learning Directorate shall offer advice and assistance to PC for development and training on such things as the duties and responsibilities of office bearers, the role of Parent Councils, the functions of DGC and other relevant topics.

9.4.9 Agreement: The PC shall have adhered to the Scheme and in doing so will maintain a membership record and ensure this is submitted annually with the Year End Financial Statement - see **Appendix 4(A): Privacy Notice, Membership and Privacy Policy Template.**

NOTE - External Funding applications:

It is important to note any funding applications linked to engagement with the wider parent forum or local community by the PC or any ratified sub-group from the main parent council should report to and have actions agreed as part of the core PC meeting agendas. All sub committees would have Chair or Vice Chair representation on the committee, who would ultimately report back to the PC. Any project or financial subcommittee should also have a

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school representative who should attend all meeting and would be responsible for reporting to the Headteacher who is ultimately responsible for any projects (capital/revenue) that take place at the school.