

## How to set up your Parent Council 2023-2026- Easy Read

### What is a Parent Council?

(We use the letters **PC** to describe a Parent Council)

**Constitutions tell us:**

**Who, Why and How to run a Parent Council.**

This should include the information below. A sample can be found here to help you. [Appendix-1-Sample-Constitution.pdf](https://www.dumgal.gov.uk/Appendix-1-Sample-Constitution.pdf) ([dumgal.gov.uk](https://www.dumgal.gov.uk))

### Who can be a part of the PC?



Any parent/Carer at the school

All parent/Carers of the school are known as the Parent Forum.

You can vote others onto your PC for AND



You can invite others from your community, such as nursery parents, teachers, businesses, and Elected Members\* to attend meetings. You must invite Elected members from all political parties in your local area. Your school can help with this.

### Who should be at our meetings?



All parent/Carers can attend all PC meetings.

Parent/Carers nominate and vote for Role/ Office Bearers of the Parent Council to speak on their behalf.



The **Chairperson** – this is the parent who runs the meeting by using an agenda, which is the list of items that parents and the school wish to discuss.

The **Vice-Chair** is the person who runs the meetings if the Chairperson is not able to make the meeting.

The **Headteacher** (or a person representing the Headteacher) has a duty to attend your PC meetings.



## Who should be at our meetings?

The **Treasurer** is the parent/Carer who keeps a record of any money raised by or given to the PC. They report at each meeting.



The **Secretary** takes minutes of the meeting and makes sure by working with the school that the parent forum can see the minute of the meeting.

**All of the Officer bearer roles can be shared if that is best for your PC.**



## Who should be at our meetings?

Other Parent/Carers can be voted on the PC and not be an office bearer but help with ideas and time.



They can help with organising and running events. They are listed as being on the PC.

**Signatories for the PC bank account** are also needed. It is recommended that 3 members of the PC are listed on the bank account.

## Do we need to make a record (a minute) of the meeting?



The **Secretary** takes notes at the meetings and to turn them into a minute (an official record of the meeting) these are agreed as draft by the Chair and can then be shared with all parents.

The minute stays a draft until the next meeting when PC members agree or change the minutes by voting.

Minutes remind everyone to of what was discussed and the things they said they would do.

## Meetings – how many times should we meet?

**One PC meeting a term is recommended.** This can be in person or online or both (hybrid meeting).



Some members of the PCs meet more often for planning.



This can be a smaller group of parent/Carers who are doing the work to make an event happen or looking at a policy for the school for example. This is known as a subgroup or working group. They must report back to the main PC meeting.

Two weeks' notice should be given for meetings and all parents and carers at the school have an open invitation to all meetings.

One **Annual General Meeting (AGM)** will be needed to share a report on the work of the PC for that year and include a financial statement.

## How do we set up our Parent Council

**You should have a constitution in place in your school. The school or Education Department will have a copy.**



**Step 1** Find and review your Constitution. Your Constitution sets out what the PC aims are – what you are trying to support.

**Step 2** Does it help you to work with the school and all parents?



**If NO**, discuss with parent/Carers and the Headteacher and ask the Education Department and the school for some advice or help.

**If YES**, add to your AGM agenda so you review annually.

Make sure your Constitution is signed by the Chairperson and dated.

## Communication



It is important to set up a PC email address so we can work with you and parents have a way to contact you. You can also pass this email account on to the next PC Chairperson.



Facebook, WhatsApp and other social media platforms can be used. This is decided by you.

Advice on setting up a PC email address can be found on this page [Parent Councils - Dumfries and Galloway Council \(dumgal.gov.uk\)](https://www.dumgal.gov.uk/parent-councils).

## Contact Information



You must let us (Education and Learning Directorate) have the correct and current contact information for your PC.



Please provide this as soon as this is available so we can update contact information and on your school website.

## Training Support



Support and advice is given by the Education and Learning Directorate – contact details are below.

Details are shared via your school or your PC email address.



Connect Scotland provide training sessions online all of which are free for you.

To get this support register here:

<https://connect.scot/>

If you need help to register, please call Vanessa on 07920528251

## Insurance Support



**All Parent Councils have Insurance Cover.**



**Your Parent Council Chair should receive an annual Information pack with guidance on level of insurance and an insurance certificate via email.**



**These will be sent out to your email address and to your school at the start of the new term every year.**

**If you do not have this information, please contact Connect Scotland directly. For more information visit <https://connect.scot/> or helpline 0131 474 6199 or email [info@connect.scot](mailto:info@connect.scot)**

When parents and schools work together, children do better.

**For more information, please contact your school or visit:**

[Parent Councils - Dumfries and Galloway Council \(dumgal.gov.uk\)](http://dumgal.gov.uk)

[Parent Council Know How Leaflet \(dumgal.gov.uk\)](http://dumgal.gov.uk)

[Education and Learning Directorate and Parental Councils Leaflet \(dumgal.gov.uk\)](http://dumgal.gov.uk)

Or contact: Vanessa Morris on the following email address

[EducationandLearningParentalInvolvement@dumgal.gov.uk](mailto:EducationandLearningParentalInvolvement@dumgal.gov.uk)

**Connect Scotland Membership is also free for you**, and they can give you support on any questions about Parent Councils. They can be contacted the following ways.

Email [info@connect.scot](mailto:info@connect.scot)

Website: <https://connect.scot/>

Facebook: <https://www.facebook.com/ConnectScot>

Twitter: [https://twitter.com/connect\\_scot](https://twitter.com/connect_scot)

The Education and Learning Directorate has written a Scheme of Establishment which can be found on this page [Parent Councils - Dumfries and Galloway Council \(dumgal.gov.uk\)](http://dumgal.gov.uk) This helps PCs set up their own Constitution.

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