

Directorate of Education and Learning

Strategy

# **Scheme for the Establishment of Parent Councils**

## **Education Support Services**

### **2018**

## Scheme for the Establishment of Parent Councils

### 1. INTRODUCTION

**1.1** Dumfries and Galloway Education Authority, through their Children, Education and Learning Directorate, specifically Education Services have prepared the following ***Scheme for the Establishment of Parent Council*** in line with The **Scottish Schools (Parental Involvement) Act 2006**. Please click on link for the full Act details: <http://www.legislation.gov.uk/asp/2006/8/schedule>

#### What does this mean for;

##### **1.2 Parent and Parent Councils:**

- the document has been prepared to help with the establishment of new Parent Councils and to help Parent Councils review their Constitutions when they decide it is appropriate to do so.

##### **1.3 Authority/Education Services:**

- to provide a common framework informing and setting out the governance for Parent Councils creation and operation.
- to provide a framework to review and amend their Parental Involvement Strategy to ensure that Parents are aware of and able to, be engaged in supporting their school and their child's learning.

#### Who is involved in creating and enforcing the Scheme? (Act Section 5)

**1.4** Dumfries and Galloway Council as Education Authority/Council (**referred to as DGC**) represents the Directorate of Education and Learning, Education Services, AND Parent Council (**referred to as PC**) who represent the Parent Forum of those Parents who have Children and Young People in our schools. Both parties must have regard to the Scheme in carrying out their functions under the Act.

**1.5** The Act requires education authorities to promote the establishment, and provide support for the operation, of PCs. In general, this will entail the creation of a PC for each school. The Act also allows for the establishment of a Combined PC in certain circumstances.

**1.6** 'Parents' refers to members of the 'Parent Forum'. The Act says the Parent Forum consists of ALL parents who have a child at the school. The definition of 'parent' includes everyone with a parenting role, for example non-resident parents, foster carers, and relatives who are caring for children for a range of different reasons.

**1.7 DGC** have additional guidance about 'who is a parent' as we acknowledge that there are many types of parent (married or unmarried/carer, grandparent other relative depending on where the child resides, foster parent, kinship care, should all be considered as 'parent').

**1.8 Parent Forum and PC.** A Parent Forum may be represented by a body to be known as “Parent Council”. A PC ceases to exist when the school for which it is established is discontinued or amalgamated with another school.

**1.9** The PC should have arrangements in place for ascertaining the views of members of the Parent Forum on the standards and quality of education provided by the school, or on other matters that appear to the PC to be of interest or concern to members of the Parent Forum.

## **2. What is a Scheme for establishment of a Parent Council? (Act Section 6)**

**2.1** For the purposes of establishing a PC, DGC are to notify in writing the members of the Parent Forum of a public school in their area of the intention to prepare a Scheme for the establishment of a PC for the school (and all pupils), inviting them to indicate, within a reasonable period as they are to specify in the notice,

1. a preference as to how the PC is to be constituted **and**
2. what its constitution is to be **and**
3. an invitation to the Parent Forum that (a) no such scheme should be prepared or (b) any scheme prepared should be prepared by a person other than the education authority. If this is the case DGC will support the Parent Forum to achieve this.

**2.2** If the Scheme is to be established by DGC, the relevant officer(s) will prepare the Scheme, send a copy to each Parent Forum member and decide to implement it, ensuring that parental involvement and engagement is embedded in the process agreed with the Parent Forum as outlined in 2.5 below.

**2.3** The Scheme should also be referenced alongside DGC’s Parental Involvement and Engagement Strategy <http://www.dumgal.gov.uk/article/17608/Parental-Involvement>

**2.4** The Scheme requires the preparation of a Constitution for the PC.

### **Appendix 1: Sample Constitution**

## **2.5 How do DGC develop a Scheme and Constitution? (2006 Act Section 6)**

- a) DGC will share the notification of the Scheme preparation with the Parent Forum
- b) DGC will work with Parents to help them clarify and confirm how the PC is to be constituted and
- c) DGC will work with Parents to help them confirm their Constitution.
- e) and once in place, or as soon after the PC will inform
  - the Headteacher,
  - the members of the Parent Forum,
  - pupils in attendance at the school, and
  - such other persons as it appears to the PC appropriate to include for the purposes of this subsection, that it has been established, AND
  - DGC, including who the members of the PC are and as to how to communicate with it,

- if the education authority did not prepare the Constitution of the PC, the PC must provide a copy to DGC AND
- to provide the Headteacher with a copy of that constitution.

**2.6** DGC will use **Appendix 2 Consultation Template** to record the planning, pre-consultation, consultation and post consultation stages. It will form a comprehensive record of the consultation process (adopted by Communities Committee June 2018).

### **3. The Composition of a PC (2006 Act Section 7)**

**3.1** Members of the PC must be parents of the School's Parent Forum unless the Constitution allows for other co-opted by the membership.

**3.2** The size and make-up of the PC will feature as part of the Constitution noting that it would be desirable to have at least one parent representative from each stage in the school.

**3.3** The PC may co-opt additional members to assist it with carrying out its functions where there is a need for individuals with skills or knowledge. Co-opted members must be declared to the Parent Forum. These may include other 'Communities of Interest' in the locality but may not be a member of the Parent Forum. Co-opted members must be proposed and seconded at an ordinary meeting, AGM or EGM and approved by a two-thirds majority of the current elected membership of the Parent Council.

**3.4** Denominational schools must provide for at least one of the PC's members to be co-opted and to be a person nominated by the church or denominational body in whose interest the school is conducted.

**3.5** Pupil representation (for example members of the School's Pupil Council), may also be invited to attend meetings. Other ways of taking the views of pupils should be considered such as a vote or survey.

**3.6** The Headteacher or their representative has a right and duty to attend PC meetings.

**3.7** The PC should try to engage with all parents as they have the right to be treated fairly and have access to the work of the PC. The Equality Act 2010 also requires us to look at equality in terms of the nine "protected characteristics": age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

**3.7 ONLY** a person of who is a member of the school's Parent Forum may chair a PC established for that School.

**3.8** A PC is to be known by whatever name the Parent Forum may specify. Sometimes changing the name away from 'Parent Council' may help to engage the wider Parent Forum for example 'Friends of ...'.

### **3.9 Office / Role Bearers**

**3.10** The **Chair** shall be responsible for ensuring that PC's meetings are properly conducted in accordance with the Scheme, and for submitting a written report on the Parents Council's activities for the previous year to the AGM. A Vice-Chair is sometimes appointed to support the role of Chair.

**3.11** The **Secretary** shall be responsible for arranging all PC meetings, newsletters and for supporting communication with parents. If the role is considered to be too onerous for one person the role may be split into the role of Secretary (Minute Taker) and Secretary (Communications) or Secretary and Vice Secretary with allocated tasks or such other way as is deemed suitable.

**3.12** The **Treasurer** shall be responsible for correctly maintaining the PC's financial records which shall disclose the PC's financial position. The Treasurer shall take all reasonable steps to ensure that monies due are received and creditors paid, present financial information to the PC when required and prepare annually a statement of accounts. (Also see section 9)

**3.13 Removal of Office / Role Bearers:** In the event that an Office / Role Bearer is not performing their duties to the PC's satisfaction, a motion to remove that person from their post can be considered at a PC meeting, provided that notice has been given on the agenda for the meeting and the Office Bearer concerned has been given reasonable opportunity of being heard.

The motion shall require a proposer and seconder and if the motion is passed by a two-thirds majority of the current voting membership of the PC then the Office Bearer will be deemed to have been removed from that post and the post will require to be filled as the next item of business at that meeting.

**3.14** Locally Elected Members who are members of School PCs either on a co-opted basis or by being part of the School Parent Community should be able to demonstrate that they are complying with the Standards Commission for Scotland Councillors' Code of Conduct.

Visit <http://www.standardscommissionscotland.org.uk/codes-of-conduct/councillors-code-of-conduct> for more information.

**3.15** Council employees who are members of School PCs by being part of the School Parent Community should be able to demonstrate that they are complying with the Employee Code of Conduct.

Visit <http://connect.dgcouncil.net/index.aspx?articleid=2424> for more information.

**3.16** PC members are always asked to consider their conduct as the representative body of the Parent Forum. DGC have provided an exemplar code of conduct for parents to consider ensuring that the Parent Council members understand their expectations, obligations and duties placed on their conduct. The code will ensure that members exercise their roles effectively and have the highest standards of integrity. The code of conduct is an assurance, for outside bodies, that members will be acting in an appropriate manner. **Appendix 5 Code of Conduct**

#### 4. The functions of a PC (Act Sections 4 & 8)

4.1 The statutory functions of the PC are listed within the Act as:

**(a) to support the endeavours of those managing the school**

- (i) to raise standards of education in the school,
- (ii) to secure improvements in the quality of education which the school provides, and
- (iii) to develop to their fullest potential the personality, talents and mental and physical abilities of the pupils attending the school,

**(b) to make representations**

- (i) to the school's headteacher and to the education authority about the arrangements in the school for promoting the involvement of parents in the education of such of those parents' own children (of whatever age) as attend the school and of its pupils generally,
- (ii) to the education authority about the arrangements in their area for promoting the involvement of parents of pupils attending schools in that area in the education of such of those parents' own children (of whatever age) as so attend and of those pupils generally,

**(c) to promote contact between**

- (i) the school,
- (ii) the Parent Forum,
- (iii) parents of prospective pupils of the school,
- (iv) pupils in attendance at the school,
- (v) the community, and
- (vi) such other persons as it appears to the council appropriate to include for the purposes of this paragraph,

**(d) to report on the council's activities to the members of the Parent Forum, as often as appears to the council to be appropriate but in any event**

- (i) not more than 12 months after the council is established, and
- (ii) after that first report, at intervals of not more than 12 months,

**(e) to ascertain the views of the members of the Parent Forum as regards**

- (i) the standards of education in the school,
- (ii) the quality of education which the school provides,
- (iii) the exercise by the council of its functions, and
- (iv) such other matters as appear to the council to be of interest or concern to the Parent Forum,

**(f) to collate those views and report them to**

- (i) the headteacher of the school,
- (ii) the education authority, and
- (iii) such other persons as it appears to the council appropriate to include for the purposes of this paragraph, The Scheme for establishing PC and Parental Involvement Strategy are DGC duty

**(g) to review from time to time its constitution, and**

**(h) with the requisite consent, to amend (or replace) the council's constitution whenever it appears to the council to be necessary or expedient to do so.**

**4.2** DGC and PCs in 2008 agreed to summarise the above functions of the PC to the following objectives:

- to work in partnership with the school to create a welcoming school which is inclusive for all parents
- to promote partnership between the school, its pupils, all its parents and the wider community.
- to develop and engage in activities, including fundraising, which support the education and welfare of the pupils
- to identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

**4.3** In the case of a primary school PC there is an additional requirement for the PC to promote contact between such providers of nursery education to prospective pupils of the school as appear to the PC appropriate. (A person is a provider of nursery education if providing education to pre-school children.)

**4.4** These functions should be reflected in the Constitution of the PC as agreed by the Parent Forum.

**4.5** Subject to any other provision made by this Act, the PC may do anything which is calculated to facilitate the exercise of those functions including, without prejudice to that generality:

- (a) entering into contracts and agreements (other than in relation to land), and
- (b) appointing a person to be clerk to the council.

**4.6** A person (other than a member of the PC) who is appointed by the PC (appointment of a clerk) may be paid by the PC.

**4.7** Meetings of PC are to be open to all members of the Parent Forum. However, during consideration of any matter which a PC is satisfied should be dealt with on a confidential basis, the only persons entitled to attend are members of the Parent Council, and a person attending the meeting as a member of the Parent Forum.

**4.8** The members of the PCs do not incur personal liability for anything done, or purportedly done, in the exercise of those functions if it was done in good faith.

**4.9** In the exercise of those functions the PC is to have regard to any guidance issued to it, that may include training to support the PC in the delivering their functions.

**4.10** The PC is to comply with any reasonable request made to it by the Headteacher of the school or by DGC for information relating to its exercise of those functions.

**4.11** A PC ceases to exist when the school for which it is established is discontinued or amalgamated with another school.

**4.12** If the PC amends (or replaces) its constitution it must as soon as reasonably practicable provide:

- (a) the education authority, and
- (b) the headteacher, with a copy of the constitution as amended (or of the new constitution).

*NOTE: the Scottish Ministers may by order alter/add to the functions. DGC will be responsible for notifying PCs of these changes.*

**4.13** DGC is committed to offering whatever assistance it can to PCs as requested and provide opportunities centrally for parents to enhance their knowledge of education and care and wellbeing issues. As appropriate, schools will deliver ongoing programmes to assist parents in supporting their child's learning. This is outlined in the Parental Involvement Strategy (2018) currently under consultation <http://www.dumgal.gov.uk/article/17608/Parental-Involvement>

**4.14** Formalised groupings such as individual School PCs and the Area Parent Forum which seek to represent collective views are not expected to progress matters solely relating to an individual parent or carer. Individual circumstances as arising will be considered in line with the Councils Complaints Handling process.

## **5. Parents as Partners in Learning**

**5.1** The Act 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 have 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.

## **6. Roles and Responsibilities (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.

**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 <https://www.gov.scot/publications/2019-national-improvement-framework-improvement-plan/> 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 (inc appointing a person to be clerk of the PC)
- the expenses of training its members, and
- its other outgoings in carrying out the functions assigned it by or the Act.
- DGC may provide a PC established for a school in their area with services or accommodation.
- DGC is to inform a PC established for a school in their area about the school's 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 and are to reply to the council.
- 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 not a member of a PC may, at the request of the council, assist in the appointment 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,
- (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 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
- 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 interest to parents.

**6.12** These views can be represented, as appropriate, to the Headteacher of the school, the local authority and 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 DGC, recognised consultative mechanisms to validate their views and devise strategies to secure greater involvement by the whole Parent Forum.

### **Appendix 2 Consultation Template**

**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 uniform, drugs, 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** PCs will need to consider "requisite consent" as outlined below:

- (a) 'requisite consent' is consent obtained after each member of the Parent Forum has been sent a copy of the proposed amendment or replacement with an invitation to the member in question to indicate, within such reasonable time as the PC may specify in the invitation, whether the member agrees to that amendment or replacement, and
- (b) 'requisite consent' is the consent of most of such members of the Parent Forum as respond timeously to that invitation.

## **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 [Educationssupport@dumgal.gov.uk](mailto:Educationssupport@dumgal.gov.uk)) should be forwarded to DGC within one calendar month within signing, including signing upon change of membership.

## **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.

**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 <http://www.scdc.org.uk/what/national-standards/>

**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 powers of a PC (Act Section 10)**

**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.

**9.3** A PC is not to acquire any interest in heritable property, whether by inheritance, gift or otherwise. Where a PC ceases to exist, any property belonging to it passes to the education authority. The authority is to use any such property for the benefit of

the school or if the PC ceases to exist, any property belonging to it passes to the Combined Parent Council.

#### **9.4 Resourcing a Parent Council**

**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 (or as agreed by the Parent Council) to allow for the proper submission.

**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 Grant:** DGC require AGM agreed minutes and the PC Constitution to be scanned to them with the support of the relevant school. They should be sent to: [Educationssupport@dumgal.gov.uk](mailto:Educationssupport@dumgal.gov.uk).

**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. Please see **Appendix 3 Year End Statement**

**9.4.7 Support:** DGC shall determine a consistent level of support to PCs across the region within available resources.

**9.4.8 Development:** The CYPLL 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. **Appendix 4 PC Members and Privacy Notice**

#### **10. Parent Forum and Parent Council – Your Contribution Guidance**

**10.1** Areas in which parent views could be sought may include:

- How the school communicates with parents

- Supporting delivery of Curriculum for Excellence by tapping into parents' skills, experiences and expertise
- The processes involved in preparing children for key transitions, such as from nursery to primary, primary to secondary and leaving school
- Discussing the opportunities available to children during key periods of their school career, such as the Senior Phase (S4-S6)
- Formulating the school's priorities for improvement (the development of the School Improvement Plan)
- Revising existing school policies and introducing new policies
- Any significant changes (for example, moving to a new school building)
- Developing the School Handbook.

**10.2** DGC have a responsibility to support PCs and the Parent Forum who have a unique knowledge of their own child, valuable life experience and personal skills, as well as energy and creativity and a vested interest in making sure the school is working well.

**10.3** Helping parents to feed in their views and ideas on a variety of educational issues, so that they are involved in educational planning and decision-making, will enrich children's educational experiences and help to ensure the school is responsive to its local community's needs.

**10.4** PCs may carry out any other activities that are in the general interests of the communities they represent, provided these activities fall within the objects of the Scheme.

**10.5** PCs should aim to establish effective working relationships with DGC, Local Community Councils, Dumfries and Galloway Parent/Carer Council Forum (DGPCF), National Parent Forum of Scotland, Education Scotland and wider organisations that promote partnership working with parents for the benefits of all learners.

**10.6** PCs should inform the Parent Forum of the work and decisions of the PC by posting agendas and draft minutes/approved minutes of their meetings in public places within the boundary of the school and, subject to the provisions contained within Data Protection Legislation, provide contact details of the PC chairperson.

**10.7** PCs should circulate agendas, draft and approved minutes of meetings to the Parent Forum, Headteacher and DGC and to any other interested parties. These should be displayed for at least 7 calendar days before an ordinary meeting and at least 14 calendar days before an Annual General Meeting (AGM) or Extraordinary General Meeting (EGM). Minutes should be marked draft or approved. Public display may include email, or social media as appropriate.

**10.8 Long Term Planning:** PC membership changes as children move on or personal circumstances change so it is important to plan for sustained involvement. Work in partnership with the school to ensure parents have advance notice of opportunities for engagement. These could be highlighted in the school calendar each year. *For example, consultation with parents could become an integral part of preparing and updating the School Improvement Plan every year.*

**10.9 National Standards of Community Engagement and Dumfries and Galloway Centre of Excellence for Participation and Engagement.** DGC is committed to using the National Standards of Community Engagement in its approach. The 7 National Standards are:

1. **Inclusion:** We will identify and involve the people and organisations that are affected by the focus of the engagement.
2. **Support:** We will identify and overcome any barriers to participation.
3. **Planning:** There is a clear purpose for the engagement, which is based on a shared understanding of community needs and ambitions.
4. **Working Together:** We will work effectively together to achieve the aims of the engagement.
5. **Methods:** We will use methods of engagement that are fit for purpose.
6. **Communication:** We will communicate clearly and regularly with the people, organisations and communities affected by the engagement.
7. **Impact:** We will assess the impact of the engagement and use what we have learned to improve our future community engagement.

Visit <http://www.voicescotland.org.uk/> For more information.

In addition, DGC has established a Centre of Excellence for Participation and Engagement whose key principles have been included in this document as best practice principles. Visit <http://www.dumgal.gov.uk/article/17349/Have-your-say> for more information.

**10.10 Governance:** In carrying out their activities, all members of the PC, regardless of whether they are elected, co-opted, associate or ex-officio (Elected Member) should be aware of the Consultation Charter Principles, which describes seven good practice principles to help ensure engagement and consultation is meaningful and valued.

Integrity	Listen to what All parents have to say and genuinely consider the views expressed.
Visibility	Make sure all parents know about chances to give their views.
Accessibility	Design information, methods and activities so they are attractive, and all parents are able to access them and join in.
Transparency	Explain to parents what the involvement processes are and how their responses will be used.
Disclosure	Be clear about what areas of the issue they can influence, how much influence they can have and what decisions have already been taken and are therefore not part of moving forward and what other alternatives there might be.
Fair Interpretation	Collate and interpret responses to reflect the views parents have expressed where appropriate.
Publication	Publish the results of meetings and any consultations when parents have been involved.

**10.11** If a PC member acts in a way that is considered by other members to undermine the objectives of the PC, their membership of the PC shall be terminated if the majority of parent members attending the EGM agree. In these circumstances

advice and support would be sought from the Lead Officer Parental Involvement Education Support Services. Termination of membership would be confirmed in writing to the member.

**10.12 Data Protection Legislation including the General Data Protection Regulation 2016 and the Data Protection Act 2018:** A PC handles personal information therefore each PC is required to adhere to all relevant legislation. Further guidance is available from <https://ico.org.uk/for-organisations/register/>. OR if you require any additional support or advice on data protection this is available from <https://ico.org.uk/for-organisations/resources-and-support/>. DGC have attached a Privacy Notice that each parent council can use to tell PC members how their personal data is going to be handled. **Appendix 4 Privacy Notice and Members**

**10.13 Pupil Councils** should also be consulted to obtain the views of pupils in the school. Most issues relevant to parents are also relevant to pupils, and children have a right under the United Nations Convention on the Rights of the Child (UNCRC) to be involved in decisions that impact on their lives.

## **11. Complaints**

**11.1 What Is A Complaint?** A complaint is an expression of dissatisfaction about a PC or individual which requires action to remedy, for example:

- Failure to conform to the Scheme or to exercise their purpose under the Scheme
- Failure to provide information/giving incorrect information
- Behaviour or conduct of a Parent acting in their role as a PC member
- The absence of appropriate insurances for the functions of a PC
- Alleged discrimination, for example on the grounds of race, gender, disability, age, sexual or religious orientation.

**11.2** Not all expressions of dissatisfaction constitute a formal complaint under the Complaint Handling Procedures (CHP). DGC will consider each case on its own merit and where appropriate will escalate to either Stage 1 or Stage 2 of the CHP. Details of this process can be found on the DGC Website ([dumgal.gov.uk](http://dumgal.gov.uk)).

**11.3** If it is deemed that your case does not constitute a complaint, DGC have a number of other options available in addressing and resolving any issues:

- (1) DGC can refer this as an 'operational matter' and seek a response to your concern, including any appropriate actions to be taken, directly from the service. We seek to respond in this way within 20 working days (excluding school holidays)
- (2) DGC can engage our 'Look Again' procedures which allow us to work together with you in an independent way to revisit matters which have caused you concern.

**11.4 Complaints Procedure: DGC Complaints procedure is set out in Appendix 6.** An important feature of this procedure is that complaints are resolved most effectively at as local a level as possible. The Complaints Procedure will cover any complaints about the implementation of the Scottish Schools (Parental Involvement) Act 2006.

**11.5** However, in addition to this PCs are asked to contact DGC Education Support Services to raise any potential items that may in time result in a formal complaint. DGC is obliged under Section 15 (4) of the Act to highlight the procedure and to keep the procedure under review in order to work with PC to resolve issues before they become formal complaints.

## **12. Insurance and the Liability of PC Members**

**12.1** DGC shall ensure best value for PCs in relation to their public liability insurance cover. As of 2018/19 academic year, DGC established regional membership with Connect (<https://www.connect.scot/>). All Parent councils have membership.

**12.2** As part of the membership all PCs, now have in place insurance cover. The cost of this paid directly by the Authority from monies allocated to support Parent Councils. Individual PCs should familiarise themselves with their cover.

**12.3** It is for individual PC to assure themselves over the level of cover that they have, and they must ensure they take out additional insurance cover for other activities not covered by the 'blanket' policy, either with the existing insurance provider or an alternative insurance provider.

**12.4 Failure to hold an AGM:** Should a PC fail to hold an AGM in any financial year, DGC will investigate the reasons why an AGM has not been held and seek clarification as to how this will be remedied. Failure to hold an AGM will result in the PC's discretionary grant being withheld or reclaimed, whichever is appropriate.

## **13. Amendment of this Scheme**

This Scheme, and its Appendices were approved at Education and Learning Committee (date to be inserted )

## **14. Acceptance of the Scheme**

**14.1** All PCs established at the date of adoption of this Amended Scheme by DGC shall continue to be Established and shall operate in accordance with this Amended Scheme.

## **15. Liaison with Support Partners and DGC**

**15.1** PCs should contact CONNECT or the local Dumfries and Galloway Parent/Carer Council Forum with regards to any operational matters. Visit <http://www.dumgal.gov.uk/article/17608/Parental-Involvement> for contact details.

**15.2** Schools and PC can also contact the Education Support Team at [educationsupport@dumgal.gov.uk](mailto:educationsupport@dumgal.gov.uk) . To facilitate the effective functioning of PCs, DGC has identified the Education and Learning Directorate as the lead for PCs and the main point of contact. It should be noted that other DGC officials will contact PCs from time to time.

**APPENDIX DOCUMENTS**  
**APPENDIX 1 CONSTITUTION**

**Sample Constitution (supplied by Connect (formerly SPTC)**  
**(<https://connect.scot/>)**

**NAME**

**??????? Primary School Parent Council**

*The Parent Forum must decide the name of the PC – the committee could select a number of names and put this to a vote. It does not have to be called a Parent Council; it could be a “Friends of” group, for example. The name should tell people what the Council stands for and what it is trying to achieve.*

**AIMS**

1. to promote close co-operation and communication between parents and teachers
2. to study and discuss matters of mutual interest relating to the education and welfare of pupils
3. to engage in activities which support and advance the education of pupils attending the school

*The aims should be general so that the PC is not restricted in its activities.*

**POWERS**

The PC shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum.

**NUMBER OF MEMBERS**

The membership consists of parents/carers of children attending ??????? Primary School as selected by the Parent Forum.

*There are no set rules about the size of a PC and it is up to the parents to decide how large/small the PC should be. It is a good idea to allow for a range rather than a fixed number of members.*

**GENERAL MEETINGS**

The Annual General Meeting (AGM) shall be held in *(any convenient month)* each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

The business shall include:

1. the work of the Parent Council
2. approval of the accounts
3. appointment of an individual who will review the annual accounts
4. any resolutions submitted by the Parent Forum
5. election of members to serve on the Parent Council

At all general meetings voting shall be on the basis of one vote per parent/full PC member present at the meeting.

At all general meetings the quorum shall consist of (any number)\*.

*As long as all parents have been told of the meeting and of the main items of business in adequate time, there is no need to have a large quorum which might be difficult to achieve and which might prevent the PC from holding a proper AGM.*

*\* A number between 5 and 20 – perhaps equal to the number of Council members – depending on the size of the school – would be appropriate.*

The PC or (any number)\* of the Parent Forum shall have the power to call an Extraordinary General Meeting.

*\*Again, we suggest a number equal to the number of PC members.*

### **PC MEMBERSHIP**

Members of the PC shall be appointed at the AGM. They shall be elected for a one-year term and be eligible for re-election. Parents shall always form the majority of the Parent Council.

*The term of office can be anything you choose but “one year” and “eligible for re-election” offers the greatest flexibility.*

**The Office Bearers will be Chairperson, Secretary, Treasurer and such others as may be required. The Office Bearers will be elected by the PC at the first meeting after the AGM.**

*Although there is no requirement to have office bearers, there are clear tasks that have to be done. It is possible to have office bearers elected at the AGM. The advantage of having them appointed by the PC is that if someone has to stand down during the year, a replacement can be appointed without having to call an Extraordinary General Meeting.*

**The PC may co-opt** any other member to fill a vacancy occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election.

**The Headteacher or his/her representative** has a right and a duty to attend meetings of the Parent Council.

*The Headteacher attends meetings in an advisory capacity and does not have voting rights unless these are given by the Parent Council/Parent Forum.*

**The PC shall invite the church/denominational body** to nominate a representative to be co-opted onto the Parent Council.

*This is only mandatory in denominational schools.*

**The PC may co-opt up to** (insert a figure which has been agreed by the Parent Forum) to help carry out its functions. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

**Each member** of the PC shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote. The Chairperson’s casting vote shall be used only in the event of a tie.

**The Secretary** shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum.

**A member of the PC** failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council. *It may also be useful to think about what to do if a member acts in a way that is not within the aims/objectives of the PC or brings it into disrepute. It may not be necessary to write this into the Constitution but it may be a good idea to have guidelines/procedures in writing.*

## **MEETINGS**

Meetings of the PC shall be held as required. At all meetings of the PC a third of members, at least two of whom are office bearers, shall form quorum. *A quorum is only valid if all the PC members have been informed of the meeting, and sent notice of the items of business, in advance.* All PC meetings shall be open and any member of the Parent Forum may attend although they will not have voting rights.

## **FINANCE**

The funds of the PC shall be lodged in a bank, building society or other account in the name of the Parent Council. Cheques shall be drawn or withdrawals made against the signatures of at least two named PC members. *If there is a PC clerk then they may be added to this clause.*

**The Treasurer shall be responsible** for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum. *The individual does not have to be a qualified accountant, just someone who is comfortable working with figures, who is not a member of or related to a member of the PC and whom everyone trusts.*

**The PC** shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council. *“Aims of the Parent Council” include “supporting and advancing the education of the pupils”, eg buying computers etc. Wrangles over money are the most common cause of problems for parents’ groups. It is important to keep good records and it helps if the PC determines how the money they have raised is spent – that it is not simply handed over to the school. A report should be made to the Parent Forum at the AGM (see “General Meetings – business”) of what’s been bought.*

## **CHANGES TO THE CONSTITUTION**

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

## **DISSOLUTION**

If the PC ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or local authority as necessary.

*You are welcome to use information from this leaflet. However, if you do, please acknowledge Connect.*

**APPENDIX 2: CONSULTATION TEMPLATE / PROJECT MANDATE**

[enter the name of the consultation]

Led by [enter the name of the person responsible for the consultation and their department]

[enter the **start date**]

<b>Contents</b>	<b>Page Number</b>
<b>1.</b> Introduction	<b>3</b>
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<b>4.</b> Consultation stage	<b>7</b>
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<b>5.</b> Post-consultation stage	<b>8</b>
5.1 Analysis	
5.2 Follow up work	
5.3 Feedback	
5.4 Process evaluation	
<b>6.</b> Checklist	<b>9</b>
Appendix 1 – [insert title]	
Appendix 2 – [insert title]	

## 1. Introduction

This document should be completed as part of your planning, pre-consultation, consultation and post-consultation stages. It will then form a comprehensive record of the consultation process.

Guidance on how to complete this can be found in the document 'Consultation Guidance'. Please also use the tick list to monitor progress.

## 2.Planning stage

### 2.1 Context

<<Detail the context of the consultation.>>

### 2.2 Planning team

<<Provide details of those involved in the planning team such as:

- Their name, job title/role and the organisation/community they represent
- The reason for their involvement
- The knowledge, skills and/or experience they brought.>>

### 2.3 Purpose and considerations

<<Explain the clear purpose for the engagement.>>

### 2.4 Timescales

The timescales identified for each stage in the consultation process are detailed below.

Consultation stages	[insert dates]	[insert dates]	[insert dates]	[insert dates]
Planning				
Pre-consultation				
Consultation				
Post-consultation				

### 2.5 Resources

<<Detail the work done to identify the cost of the consultation and ensure best value. Include any changes made to original projections and the reasons for this.>>

### 2.6 Stakeholders

Stakeholders are an individual, group or party that either affects or is affected by an organisation, policy, programme or decision.

<<List the people who were identified as stakeholders and the reasons for this.>>

## **2.7 Methodology**

*<<Detail the consultation methods to be used with stakeholders.*

*Outline plans to ensure that the methods of communication used during the engagement process would meet the needs of all participants. Explain how:*

- information would be made available in appropriate formats*
- without breaking confidentiality, participants would have access to all information that was relevant to the engagement*
- information which is important to the engagement process would be accessible and shared in time for all participants to properly read and understand it.>>*

## **2.8 Evaluation plan**

*<<Detail plans to evaluate the consultation.>>*

## **3. Pre-consultation stage**

### **3.1 Test the questions**

*<<Explain how questions to be used with stakeholders during the consultation were tested and, where necessary, changed to ensure that they were easy to understand.>>*

### **3.2 Agree the plans with stakeholders**

*<<Describe how the people and groups who would be affected by the focus of the engagement were involved at the earliest opportunity and that a clear engagement plan was agreed with stakeholders.>>*

### **3.3 Brief helpers**

*<<Insert details of staff, volunteers and/or partners who will help to run events during the consultation stage and the briefing provided to them.>>*

## **4. Consultation stage**

### **4.1 Advance information**

*<<Explain how and when information about the topic and process was communicated to stakeholders in advance of the first consultation event.>>*

### **4.2 Implement the plan & respond to stakeholders**

*<<Provide details of the consultation events and activities along with the stakeholders who attended.*

*Provide details of the data collected, including numbers. Attach any documents used in an appendix e.g. surveys and forms.*

*Finally, describe the evaluation with stakeholders to determine their levels of satisfaction with the consultation.>>*

## **5. Post- consultation stage**

### **5.1 Analysis**

*<<Describe how information obtained during the consultation was analysed. Provide evidence that the process was transparent, and the analysis was rigorous, accurate and non-interpretive.*

*Summarise the findings. Include detailed information in an appendix.>>*

### **5.2 Follow up work**

*<<Provide details of any work required in response to the consultation and analysis of information. This could include meetings with stakeholders or updates.>>*

### **5.3 Feedback**

*<<Describe the feedback which was provided to communities, partners and decision-makers, evidencing that it was a true representation of the range of views expressed during the engagement process and included information on:*

- the engagement process*
- the options which have been considered; and*
- the decisions and actions that have been agreed, and the reasons why*

*Evidence that information on the community engagement process, and what has happened as a result, was clear and easy to access and understand.*

*Explain how decisions which were taken reflected the views of participants in the community engagement process and demonstrate that feedback was provided to the wider community on how the engagement process has influenced decisions and what has changed as a result.>>*

### **5.4 Process Evaluation**

*<<Provide details of your evaluation, describing how partners were involved in monitoring and reviewing the quality of the engagement process and what happened as a result.*

*Explain how the outcomes the engagement process intended to achieve were met. Moreover, demonstrate how local outcomes, or services, were improved as a result of the engagement process and participants have improved skills, confidence and ability to take part in community engagement in the future.*

*State what was done with your findings so this learning and evaluation helps to shape future community engagement processes.>>*

## 6. Checklist

Complete each section of this checklist before progressing to the next stage in the consultation process.

### Planning stage

- The consultation is required
- A planning team has been formed
- Work is being recorded
- There is a clear purpose for the consultation
- Timescales are realistic
- There are sufficient resources
- Stakeholders have been identified
- Methods have been agreed
- An evaluation plan has been created

### Pre-consultation stage

- Consultation questions have been tested and only supply information which is necessary to achieve the consultation's purpose
- Plans have been agreed with stakeholders

### Consultation stage

- Information about the topic and process has been communicated to stakeholders at least two weeks in advance of the first consultation event
- The methods used were accessible and acceptable to participants
- Participants were supported and their needs have been met
- Without breaking confidentiality, participants had access to all information that is relevant to the consultation
- Information was made available in appropriate formats
- Stakeholder's contributions were acknowledged
- Stakeholder's complaints and issues were logged and addressed
- Stakeholders were informed of developments on a regular basis
- Stakeholders have been thanked for participating
- Stakeholders were reminded how they would receive feedback
- An evaluation with stakeholders has been completed
- Information from stakeholders was recorded as accurately as possible
- Data was stored responsibly and in accordance with the Data Protection Act

**Post-consultation stage**

- Data analysis was transparent, rigorous, accurate and non-interpretive
- Feedback was provided to stakeholders and the wider community on:
  - the engagement process
  - the options which have been considered; and
  - the decisions and actions that have been agreed, and the reasons why
- Feedback was a true representation of the range of views expressed during the consultation
- Information on the process, and what has happened as a result, was clear and easy to access and understand
- The consultation process has been evaluated and findings shared with colleagues, including the Community Engagement Manager

## APPENDIX 3 PARENT COUNCIL

### END OF YEAR FINANCIAL STATEMENT 2018/19

## PARENT COUNCIL

A. No. of Meetings (1 April 2018 - 31 March 2019)

B. Please complete **only in respect of funds provided by the Education Authority** as your Parent Council Administration and Training Allowance for the period 1 April 2018 to 31 March 2019.

1. Allowance received from Education Authority
2. Clerk's Fee (sum paid since 1 April 2018)
3. Auditor's Fee
4. Clerk's Travel  
Parent Council Members' Travel
5. Administration:
  - Stationery & Reprographics
  - Postages
  - Other (please detail)
6. Training
7. Other (please detail)
8. Income carried forward from previous financial year
9. Interest accrued

	Income	Expenditure
<b>Total Income</b>		
<b>Total Expenditure</b>		
<b>Balance Remaining</b>		

C. Balance (please ✓ as appropriate)

The Parent Council intends to carry the **full** balance forward into the next financial year.

\*The Parent Council wishes the full balance to be credited to the school's per capita allowance.

\*The Parent Council wishes to carry forward £ \_\_\_\_\_ and to credit £ \_\_\_\_\_ to the school's per capita allowance.


**\*A cheque for the sum to be credited to the school's per capita payable to the**

**Director for Finance should be enclosed**

Signed: \_\_\_\_\_ (Treasurer) Email: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Chairman) Email: \_\_\_\_\_ Date: \_\_\_\_\_

I have examined the above End of Year Financial Statement and find it correctly stated in accordance with the books, vouchers and other information submitted to me.

Signed: \_\_\_\_\_ (Auditor) Date: \_\_\_\_\_

Please return to, Education Support Services, 122-124 Irish Street, Dumfries, DG1 1PB Drop Point 225 no later than Friday 5 July 2019

## PARENT COUNCIL ADMINISTRATION AND TRAINING ALLOWANCE NOTES

The annual administration and training allowance for Parent Councils should be used exclusively to cover the following during the year for which it is allocated.

1. Cost of engaging the services of a Clerk (not a Parent Council Member).
2. Cost of engaging the services of an independent Auditor.
3. Travel expenses for Parent Council Members.
4. Travel expenses for the Parent Council Clerk
5. Administration costs related to the Parent Council's own activities (e.g. photocopying, stationery, postage, etc).
6. Expenses associated with training (other than that run and funded centrally by Education, Social Work and Community Services).
7. In line with the Scottish Schools (Parental Involvement) Act 2006, any expenses associated with the active involvement of parents and carers in school life.

**As from 2018, the Education Authority will pay SPTC membership for all Parent Councils centrally. This amount will then be deducted from the allowance. Only after the end of the financial year for which they were allocated may the funds be used for any other purpose.**

### END OF YEAR PROCEDURE

1. The Parent Council may -
  - a) carry forward any surplus;
  - b) allocate some or all of the surplus to be used for the benefit of the school.
2. Where a Parent Council decides to allocate funds to be used for the benefit of the school this must be done by assigning the amount in question to the school's per capita. (**Note:** No money should be assigned to the School Fund). The procedures for assigning monies to the school's per capita are as follows:
  - a) The Parent Council advises Education Support Services in writing, of the sum to be assigned to the per capita. (This should be in the form of the end-of-year financial statement). A cheque for this amount should be enclosed made payment to Director of Finance.
  - b) The Headteacher, in conjunction with the Parent Council, can draw on the per capita in the normal way, i.e. by placing requisitions with suppliers.

**Note:** It is essential that the above procedure is adhered to in order that VAT relief is obtained and that the Education Authority can assume responsibility for items purchased. (This is particularly relevant in respect of items requiring maintenance).

### GUIDANCE TO AUDITORS OF THE PARENT COUNCIL'S ACCOUNTS

Auditors are required to certify that they have examined the end of year financial statement in conjunction with the books of account and supporting information and that in doing so they find the year end statement to be correctly stated. In undertaking these checks they should ensure that the books of account are correctly and completely prepared, by reference to the bank statements for the Parent Council's accounts and to the invoices etc received by the Parent Council.

## APPENDIX 4 PRIVACY NOTICE AND MEMBERSHIP

### PRIVACY NOTICE Schedule of Processing AND Personal Data

1. The Parent Council shall inform DGC if they are processing any other personal data
2. Any other personal data being processed shall be incorporated into this Schedule.

Description	Details
Subject matter of the processing	<i>Dumfries and Galloway Council is required by law to promote the establishment of, and provide support for the operation, of Parent Council. In general, this will entail the creation of a Parent Council for each school.</i>
Duration of the processing	<i>Each Parent Council will run on a year to year basis, from one Annual General Meeting to the next. They may continue for as long as the relevant school continues to be in existence.</i>
Nature and purposes of the processing	<p data-bbox="620 972 1453 1043"><i>[Please be as specific as possible, but make sure that you cover all intended purposes.]</i></p> <p data-bbox="620 1081 1426 1189"><i>Each Parent Council shall collect and store details of the name, address, email address and contact telephone number of Parent Council Members.</i></p> <p data-bbox="620 1227 1331 1299"><i>The purpose is statutory obligation under: The Scottish Schools (Parental Involvement) Act 2006</i></p>
Type of Personal Data	<p data-bbox="620 1344 1129 1375"><i>Details of Parent Council Members:</i></p> <p data-bbox="620 1379 727 1411"><i>Names</i></p> <p data-bbox="620 1415 775 1447"><i>Addresses</i></p> <p data-bbox="620 1451 828 1482"><i>Email address</i></p> <p data-bbox="620 1487 895 1518"><i>Telephone number</i></p>
Categories of Data Subject	<i>Parent Council Members</i>
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	<p data-bbox="620 1680 1437 1751"><i>[Describe how long the data will be retained for, how it be returned or destroyed]</i></p> <p data-bbox="620 1789 1426 1968"><i>The Information shall be kept from AGM of the Parent council to AGM. At each AGM the information shall be updated. New member details will be added and retiring member information shall be destroyed or deleted within 14 days.</i></p>

Name: Address: Telephone Number: Email:  
 Role on PC  
 Parent / Office Bearer  
 Co-opted Members

We the undersigned, as members of ..... Parent Council,  
 hereby agree to adhere to the foregoing Scheme for PC in Dumfries and Galloway

Date	Full name of Parent	Role	Signature

**APPENDIX 5 Code of Conduct for Members – Exemplar**

**Introduction**

This code of conduct is to ensure that the Parent Council members understand their expectations, obligations and duties placed on their conduct. The code will ensure that members exercise their roles effectively and have the highest standards of integrity. The code of conduct is an assurance, for outside bodies, that members will be acting in an appropriate manner.

The key principles of the code will be the **School Values:** << *Values should be inserted here*>>

AND

**INTEGRITY:** We will listen to what parents say and genuinely consider the views expressed.

**VISIBILITY:** We will make sure all parents know about chances to give their views.

**ACCESSIBILITY:** We will design information, methods and activities so they are attractive, and all parents can access them and join in.

**TRANSPARENCY:** We will explain to parents what the involvement processes are and how their responses will be used.

**DISCLOSURE:** We will be clear about what areas of the issue they can influence, how much influence they can have and what decisions have already been taken.

**FAIR INTERPRETATION:** We will collate and interpret responses to reflect the views parents have expressed where appropriate.

**PUBLICATION:** We will publish the results of consultations when parents have been involved.

**<<School Name>>: Parent Council members' obligations**

1. Always act in a way which maintains and protects the ethos of <<School Name>>
2. Behave appropriately at school events towards other Parent Council members or members of the public.
3. Respect and adhere to the decisions taken by the parent council members' restrictions.
4. Not to abuse their position for personal advantage or gain.
5. Personal issues relating to members' children, at school, will not be discussed at meetings.
6. Confidential issues will not be discussed out with the Parent Council meetings.
7. Not to accept bribes for the influencing of any decisions.
8. Use of social media to post content that is negative, defamatory or abusive towards the school and its members.
9. Not to discuss issues with the press without prior agreement.

The Parent Council members will also share the following principles and values with the wider Parent Forum to help build a school community where parents are confident in, and comfortable with, their relationship with the school by understanding how they can work together better by using these principles. This code will help the <<Name of School>> Parent Council group fulfil the aims and objectives of the Scottish Schools (Parental Involvement) Act 2006.

The Parent Council will ensure that new members will receive a copy of the Code of Conduct and Constitution. New members will also be supported with any training and help needed to fulfil their roles.

If a member of the Parent Council acts in a way that is considered to undermine the objectives of Parent Council and the School, their membership of Parent Council shall be terminated if the majority of parent members agree.

Termination of membership would be confirmed in writing to the member by the Chair.

Signed.....Dated.....

The School Values should be inserted into the main body of this code of conduct. Each member of the Parent Council is required to sign this Code of Conduct on joining the Parent Council.

In writing this Code of Conduct, reference was made to the Connect website and the Parental Involvement and Engagement Strategy Dumfries and Galloway Council.

## References and links

(Guidance on the Scottish Schools (Parental Involvement) Act 2006, Section D, Role of Parent Council): <http://www.scotland.gov.uk/Publications/2006/09/08094112/0>

<http://www.gov.scot/Resource/Doc/148166/0039411.pdf> which can be found as an appendix to the Guidance document listed above.

This also make representations on such matters to other persons, including HMIE... (Guidance on the Scottish Schools (Parental Involvement) Act 2006, Section D, Representing the views of parents):

<http://www.scotland.gov.uk/Publications/2006/09/08094112/0>

The Scottish Government has published 'The United Nations Convention on the Rights of the Child (UNCRC) Explained: A report on your rights in Scotland,' which can be viewed at <http://www.scotland.gov.uk/Resource/Doc/216011/0057744.pdf>

Vanessa Morris

Support Officer

July 2018

**Updated August 2019**

<< insert network drive file path as reference

