



Comhairle nam Pàrant  
Taobh na Pàirce

[www.parantantaobhnairce.org.uk](http://www.parantantaobhnairce.org.uk)

## Roles within the Parent Council

### Non elected roles

#### Parent Council committee members

If you would like to get involved in the Parent Council you can be a committee member. By being a member of the Parent Council you can:

- Uphold the aims of the Parent Council as set out in [our constitution](#).
- Support the work of the school, for example, by advising the school on its policies.
- Be involved in the appointment of senior staff.
- Organise social and fundraising events.
- Promote contact between all parents and the rest of the school community.
- Discuss anything that's of interest to parents.
- Ensure all parents from different backgrounds are listened to and understand what the Parent Council does.

### Elected roles:

#### Chair

The chair is responsible for coordinating the PC and liaising between the PC and the school. This mainly involves planning and chairing the PC meetings, meeting with the senior management team of the school every month or two and making sure that the PC responds appropriately to important issues (recent examples are the issues around capacity at JGHS and the impact of the nearby building site on the school). It is not the responsibility of the chair to take on all this work themselves; rather, they need to delegate tasks to appropriate people.

The chair should:

- Make sure PC meetings run smoothly and efficiently.
- Delegate tasks to other members of the group and make sure they are completed appropriately.
- Ensure all PC members are there to represent all the parents in the school.
- Be the spokesperson for the PC and liaise with the senior management in the school.
- Be involved in school inspections.
- Give an annual report to the parent forum, usually at the AGM.

We have always had two co-chairs in the PC and have found this works well, although it would be perfectly possible for an individual to take on the whole role themselves. The current co-chairs will support the new co-chairs for the first few months as they settle into their new role.

## Treasurer

The treasurer is one of the signatories to the bank account and looks after the money. Currently cheques are signed by two signatories who are Officer Bears on the Parent Council.

It is useful to attend the PC meetings but not essential and actually it is a flexible role which can mostly be done from home by email. The treasurer would usually provide a brief financial report at the meeting or would provide it to the chair to read out.

When there is an event the treasurer generally has to provide a float to those organising the event and then collect the money afterwards and put it in the bank. The treasurer has to pay any expenses due to the organisers.

There is a spreadsheet template set up which can be completed throughout the year and which provides the accounts at the end of the financial year which is January to December.

You can also be involved in other things as much as or as little as you like. For example, the treasurer chairs the Small Sums Scheme committee.

## Secretary

The role of the secretary is a valuable one that helps the PC communicate with the Parent Forum. We think that this role would be suited to a job share so that an individual is not too committed to having to make every meeting. Key duties of the secretary are:

### Preparing for a meeting

- Propose the dates for the meetings for the next school year and liaise with the school Business Manager to book the lets with the Council.
- Send out notice of the meetings in plenty of time.
- Help to set the agenda with the Chair and make sure that any reports/papers are sent to committee members in advance of the meeting.
- Make sure that members have minutes of the last meeting.

### At the meeting

- Take notes of the meeting and record the key points and any decisions and proposals.

### After the meeting

- Prepare a draft of the minutes (we have a template for this).
- Run the draft by the Chairperson prior to circulating wider.

## Gaelic Medium Education Representative

The role of the GME representative is to act as a liaison between Comann nam Pàrant, the Taobh na Pàirce Parent Body and Edinburgh Council in issues relating to the development of GME in the city.

The Council hold four Gaelic Implementation Group meetings a year which look to monitor and implement the Gaelic Language Plan, of which the GME Growth Strategy is a key part.

The GME representative would also be required to attend additional meetings as required. These could include helping with forming a strategy for communicating with parents as we move towards the consultation phase for the new secondary school or attending meetings at James Gillespies's High School in relation to new transition arrangements for Taobh na Pàirce P7s. The Council also look to the parent body to feed into short life working groups on particular issues.

The GME representative would be required to report back to the Parent body via short reports and also in person at Parent Council meetings of which there are 4 a year plus the AGM.