



## Role of the Parent Council Chair

The Chair leads the Parent Council ensuring that it meets its goals and obligations. The role includes preparing for and chairing regular Parent Council meetings, typically five per annum, and representing the Parent Council in locality meetings and other contexts. It may also include supporting the school with activities such as recruitment and school inspections. The time commitment for this role can vary depending on circumstances and activities within the school. Role-specific training is available from Connect and, although this is optional, post-holders are encouraged to take this up. This role can be shared, or aspects of it delegated to others within the Parent Council as agreed at the time of election.

### Leadership and Reporting:

- Liaise with the headteacher / school / local authority; the Head Teacher is an advisor to the Parent Council and will also inform the Parent Council Chair of events in confidence where necessary, for example early notification of key staff resignations.
- Meet with the Head Teacher and Chairs of other school groups (FET and CT) for annual agenda setting.
- In consultation with School, the FET and Charitable Trust, propose an annual agenda and activities to the Parent Council e.g. parent survey.
- Give an annual report to the Parent Forum – usually at the AGM.
- Act as the spokesperson for the Parent Council when required.

### Parent Council Meetings:

- Prepare Parent Council meetings with the Head Teacher and Secretary.
- Liaise with the Secretary around scheduling meetings throughout the year, including the AGM and issuing minutes.
- Ensure meetings go smoothly and efficiently, keep to time, and are run in an inclusive and friendly way.
- Delegate tasks to other members of the group and make sure these are completed.
- Make sure all Parent Council members know they are there to represent all the parents in the school – the Parent Forum.
- Where decisions are required, help the group to come to a decision. Take a vote if required.

### Other responsibilities:

- Act as the primary point of contact for Edinburgh Council Education Dept within the PC / Parent Forum.

- Collaborate with other PCs in the locality / city – attend locality meetings, or delegate, opportunity to attend CCwP or delegate.
- Register with the PC body, Connect – share information and encourage PC members to attend suitable training courses.
- When required, support the recruitment of senior posts in the school (perhaps by delegating to or in partnership with other PC members).
- When required, support the school inspection process.
- Liaise with the Secretary around public liability insurance, and legal commitments.
- Liaise with the Treasurer in financial management.
- Be a signatory to the bank account, if required.
- Liaise with other school group Chairs, when required – FET and Charitable Trust.
- Support the election of roles – seeking nominations and organising the AGM.

### Eligibility Criteria

- Must (by law) be a parent or carer of a child attending the school.
- Should, where possible, have been a member of the Parent Council for a minimum of 1 year over the preceding 2 years. *In the event that there are multiple candidates for the role, membership may become a criterion of election.*
- The PC Chair is elected at the AGM.
- The PC Chair can hold the post for a maximum of 3 years: it is good practice during this time to stand for re-election every year.

**If you are interested in this role, please contact the current Chair who will be happy to have an informal discussion prior to the AGM.**