



Role of the Parent Council Secretary

The role of the Secretary is to support the Parent Council Chair to ensure the smooth running of the PC, to provide administrative support, and to maintain effective communication links between committee members and between the PC and the school. Key tasks include preparing agendas and minutes for PC meetings, of which there are typically five per year, and maintaining accurate membership records. The Secretary may also be called on to act as delegate for the Chair. This role can be shared.

- At the beginning of each year, compile an up-to-date membership list, work with school to close gaps in representation of classes, and communicate membership to the parent forum e.g. via noticeboards.
- Scheduling meetings throughout the year, setting up online meeting invitations / room lets as appropriate.
- Invite agenda items from PC members, encouraging them to consult their classes.
- Draft the agenda, and check with the Chair and Head Teacher.
- Issue the agenda, meeting invite to the PC, Parent Forum, local councillors, Head Teacher and Teacher rep, and other groups who have representatives on the PC.
- Ensuring meetings are well organised and minuted.
- Ensuring draft minutes are issued to membership promptly following a meeting, and, once finalised, to the Parent Forum.
- Documenting and tracking agenda items and following up on action points prior to subsequent meetings.
- Maintaining records and administration, including an email list for members – these should be kept securely in a file or electronic storage box to be handed on to the next Secretary.
- Handling communication and correspondence on behalf of the PC.
- This is a post holder role, and as such could delegate for the PC Chair. This role is commonly also a signatory to the PC bank account.

Eligibility Criteria

- Any member of the Parent Council can become Secretary. This includes new members (those who have not previously been members of the PC), and those members who are not parents / carers of a child attending the school.
- The Secretary is elected at the AGM.
- The Secretary 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 Secretary who will be happy to have an informal discussion prior to the AGM.