

Draft - Terms of Reference – Locality Meetings (Pupils with ASN in mainstream)

CHAired BY:	Education Officers: Communities and Families	TOR AUTHORISED BY/WHEN:	Locality Meetings January 2019		
DEPUTY CHAIR:	Delegate for Education Officers	TOR ANNUAL REVIEW DUE:	First Locality Meeting of each school year (c. September)		
MINUTE TAKER:	Provided by City of Edinburgh Council	FREQUENCY AND DURATION:	Four times a year, for 2 hours Prior to next scheduled Consultative Committee with Parents		
PURPOSE:	<p>To let Parent Councils get together to discuss common issues and have their views on local and citywide issues heard:</p> <ul style="list-style-type: none"> To receive presentations from Council officials on topics of mutual interest To identify and share areas of best practice between Parent Councils To provide input to the setting of the agenda for the Consultative Committee with Parents (CCwP) To escalate items to CCwP, where appropriate and raise to the Education Committee if required 	KEY RESPONSIBILITIES AND DECISIONS:	<ul style="list-style-type: none"> Appoint 2/3 members to attend the next Consultative Committee with Parents (CCwP) meeting. Appointed members will represent all parents. Agree key issues and topics to be escalated to the CCwP Identify topics for future discussion at Locality Meetings and/or CCwP 		
MEMBERSHIP:	<p>MEMBERS:</p> <ul style="list-style-type: none"> Education Officers or Quality Improvement Manager Parent Council Chair (or delegate) from each Parent Council in the Locality 	<p>ATTENDEES:</p> <ul style="list-style-type: none"> Parent Representative to Education Children and Families Committee Elected member representative for a Council ward within the Locality (by rotation) 			
INPUTS:	<p>The Education Manager:</p> <ul style="list-style-type: none"> Contacts all Parent Council chairs to notify them of the timing / TOR for Locality Meetings 	OUTPUTS:	<ul style="list-style-type: none"> Items for escalation to CCwP Minutes and action tracker 	ESCALATION MECHANISM:	Consultative Committee with Parents (and then to Education Children and Families Committee)

	<ul style="list-style-type: none">• Issues the Agenda and any Supporting Papers (sent out one week before the meeting)				
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