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## Roles and Responsibilities

The role of the **Parent Council** is to work in partnership with the school:

- to create a welcoming school which is inclusive for all parents.
- to encourage links between the school, parents, pupils, JGHS Trust, feeder primaries, pre-school groups and the wider community.
- to develop and engage in all activities in the school.
- 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.
- to be engaged in strategic planning and appointments for the school.
- to carry out the functions required of it by the Scottish Schools (Parental Involvement) Act 2006.

**Chair** – tasks include:

- Liaising with school and PC Committee on agenda and meeting arrangements.
- Facilitating PC meetings by: welcoming members, introducing guests, ensuring fair discussion and ensuring meeting gets through agenda on time.
- Helping ensure decisions are carried out.
- Liaising with the Head Teacher/school/local authority.
- Giving an annual report to the Parent Forum – usually at the AGM.
- Monitoring the JGHS Parent Council Comms Mailbox (Gmail).

**Communications Officer** – tasks include:

- Maintaining the PC website.
- Monitoring the JGHS Parent Council Comms Mailbox (Gmail).
- Maintaining the Parent Forum Communication List (Google Drive/Sheets).
- Issuing communications relating to PC activities and events.
- Liaising with the Head Teacher to issue PC bulletins via the school email.
- Reviewing the use of social media and other technology for communicating with parents.
- Posting relevant notifications onto the JGHS Parent Community Facebook site.
- Assisting with running online PC meetings.

**Secretary** – tasks include:

- Helping to ensure meetings are well organised, liaising on the agenda, making sure papers are available at PC meetings, etc.
- Sending notice of PC meeting details to give parents two weeks' notice.
- Keeping a record of attendance/apologies.
- Taking minutes (or arranging for minutes to be taken) and note of action points and decisions.
- Sharing draft minutes with Committee and Head Teacher.
- Providing minutes of PC meetings for online and for agreement at next meeting.

**Treasurer** – tasks include:

- Maintaining bank account.
- Acting as principal signatory for bank account and online banking.
- Advising on expenditure.
- Running small sums fund process.
- Providing financial updates at PC Meetings and annual financial report.
- Paying agreed expenses.
- Preparing annual accounts and arranging for someone to audit these.

Any of these roles can be **shared**.

The PC constitution also allows for a **Vice-Chair**, who would be able to share the responsibilities of the Chair.

In addition to these roles, Officers can also act as signatories for the PC bank account, along with the Treasurer.