

Attached Constitutional Supporting Documents

Chair

- Arrange yearly PC meeting dates (in May/June) with Head Teacher.
- Complete lets application form for meetings & submit via the school Business Manager.
- Arrange update meetings with Head Teacher (1 week prior to PC meeting) to discuss and agree agenda. (Vice chair and/or secretary to also attend?)
- Email agenda points to secretary (if secretary not present at meeting with HT)
- Chair the Parent Council meetings.
- Communication between chair & secretary regarding final agenda points e.g. AOB & apologies.
- Help the school with any matters that arise over the year.
- Attend City of Edinburgh run parent groups e.g. North West Locality meeting.
- Periodically check the Parent Council email account & ensure any emails received have been seen by/forwarded to the relevant people.

Vice Chair

- Support the chair in all of the above.
- Chair the Parent Council meetings if the chair cannot attend.

Secretary

- Email everyone in the 'PC meetings' email group from PC email account
- (ckparentsCouncil@gmail.com) around 2 weeks before the meeting asking for agenda points & AOB.
- Create agenda from list of agenda points given to you by Chair. This should be emailed to everyone in the 'PC meetings' email group 1 week before the meeting.
- Bring printed copy of the agenda to the meeting & photocopy at the school so everyone has access to it.
- Ensure any AOB points received in the PC email account have been passed to the Chair.
- Take minutes & record those present at the meeting & send these to Chair, Vice Chair & Head
- Teacher for them to check there's no omissions.
- Email final minutes to 'PC meetings' email group within a week of the meeting.
- Where new parents attend the meeting, welcome them & take their name & email address to add to our contacts list. Add their email to 'PC meetings' list & also forward to the relevant year rep.
- Periodically check the Parent Council email account & ensure any emails received have been seen by/forwarded to the relevant people.

Treasurer

- Have a clear & accurate bookkeeping system that records any money received & how the money is spent. (Already set up.)
- Maintain the bank account. This includes changing the three Office Bearer authorised signatories, when necessary. (Usually when posts change.)
- Manage each transaction involving the withdrawal of funds (cheque issue) ensuring each is signed by a minimum of two authorised signatories to the bank account. (Treasurer, chair, secretary.)
- Produce a report each meeting, stating money paid into, or out of, the account since the last meeting. (Template provided.)
- Advise on the amount of money available for the group's work & warn of any excess
- Produce yearly accounts (template provided) & have them audited independently & checked with the chair.

Facebook

- Post all information on behalf of the Parent Council & school.
- Monitor the Facebook page (with other admins), making sure everyone stays within the rules.
- Approve/decline requests to join the Facebook group (with the other admins).
- Create an event inviting everyone to the PC meetings (1 week before it is due to take place).
- Post the following;
 1. information the PC wants to let everyone know about
 2. letters given out to the whole school
 3. reminder about milk money due dates & amount
 4. holiday dates & reminders nearer the time
 5. school calendar at the start of each term
 6. Reminders of school holiday dates
 7. Carrick Knowe School calendar at the start of each term.
 8. Any information the school wants to advertise.
- Reply to comments if you know the answer (normally from previous letters sent out)
- Find out answers to questions/queries people have from the school but not personal ones.
- The Facebook rep and admins should remember that their posts on the school Facebook page should represent and support the role of the parent council.

Year Rep

- For new reps appointed, send a communication to parents in your year, introducing yourself & explaining your role.
- Near the beginning of the new school year, meet with the teachers for your year group & agree how you can be involved/help.
- At year group parent assemblies, try to gather parent email addresses.
- Prior to each PC meeting, send an email asking for agenda points & then send the final agenda.
- To attend Parent Council meetings.
- Give feedback at PC meetings on any matters you are working on as a rep.
- After the PC meeting, complete any actions given.
- Email the minutes to year group.
- Send any other year group specific emails e.g. up-coming events, requests for parent helpers etc.