

## **PINKIE PARENTS**

### **ROLES AND RESPONSIBILITIES**

#### **What is the Role of Pinkie Parents?**

- Support the school in its work with parents;
- Gather and represent the views of parents to the Head Teacher, Education Scotland and Education Authority;
- Promote contact between the school, parents, pupils, providers of nursery education and the community;
- Be involved in the appointment of senior staff;
- Consult with and report to the Parent Forum.

#### **What is the Role of the Chair?**

The Chair is responsible for:

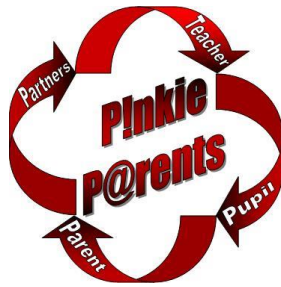
- Drawing up the agenda for meetings in consultation with the Head Teacher;
- Ensuring that the business within meetings is conducted properly;
- Summarising items once discussion has taken place and a decision is reached;
- Guiding the meeting, allow all members to have input;
- Being knowledgeable on the issues being discussed at meetings;
- Keeping strong communication channels open between Parent Council members and the Parent Forum;
- Consulting with the Head Teacher, Clerk and other Parent Council members.

#### **What is the Role of the Deputy Chair?**

The role of the Deputy Chair is to depute in the absence of the Chair, and assist where required.

#### **What is the Role of the Treasurer?**

- Manage the Parent Council bank account, including depositing of money, writing of cheques and withdrawal of cash;
- Provide update on balance of account and outstanding payments at each Parent Council meeting;
- Provide yearly audited accounts for each AGM.



**The role of the Clerk is a paid role provided by East Lothian Council, and does not have to be a parent. The Clerk's role covers:**

- Arrange for accommodation of Parent Council meetings;
- In liaison with HT and Chair - set agenda for meeting and issue, with relevant papers to members;
- Take note of meeting and provide full minute to members for approval;
- Publish minutes on school website;
- Manage Parent Council inbox - providing link from PC to East Lothian Council;
- Keep record of PC members and training attended.