

Parent Council Official Roles

Our Parent Council has five Official roles that require to be filled at the Annual General Meeting at the start of the school year. Any Parent/Carer with a child at the school is eligible (through attendance at the PC meetings) to become a General Member of the PC and to take on these roles. You may nominate yourself or be nominated by another PC Member. A summary of the five Official roles is below :

PC Chair / Chairperson – Currently held by Carolann Cheetham

- To raise awareness of the role and requirements of the PC and to be visible and approachable to all parents
- To provide information about the PC to new P1 parents- written and by attending intake events
- You are the main link that liaises with the Head Teacher and Local Authority
- To be aware of issues, concerns and ideas raised by Parents / Carers and ensure these are raised at the PC meetings of dealt with in the appropriate forum
- To write, gain Head Teacher approval, issue and present (at the AGM) the PC Annual Report
- To set the Agenda for the PC meetings and to pass to the Secretary for distribution
- To chair the PC meetings ; sum up issues, points and decisions, ensuring all have a voice

PTA Chair – Currently held by Lynsey Duncanson

- To raise awareness of the role and requirements of the PTA and to be visible and approachable to all parents
- To provide information about the PTA to new P1 parents- written and by attending intake events
- To ensure PTA events run smoothly, have the required volunteers and reach their aim
- To ensure decisions and actions are carried out and funds are distributed/used as agreed

PC Vice Chair – Currently held by Caron McCulloch

- Stands in for the Chair and supports the chair with their role and duties
- Shadows the Chair in preparation for potentially taking on role the following year

PC Secretary – Currently held by Michelle McCord

- Supports the Chair
- Issues timeous notice of PC meetings, agenda and Head Teacher's Report to all PC members
- Records meeting attendees (and contact e-mails) and any apologies for absence
- Takes a minute of meetings, recording decisions and actions to be taken and by whom
- Provides minutes for all PC members prior to or at a meeting
- Handles and deals with all correspondence alongside the Chair
- Issues requests for volunteer help for various PC events

PTA Treasurer – Currently held by Lynsey Duncanson

- To keep accurate financial records
- To present a financial report at each Parent Council meeting
- Liaising with the bank and holding the cheque book
- Ensuring the proper counting and banking of money and making approved payments
- Providing and accounting for cash floats at events
- Preparing the annual accounts and arranging for someone to check these before the AGM