

Kinross High School Parent Council Handbook 2023-24



 linktr.ee/kinrosshparentcouncil

1.The Role of our Parent Council

Parent Councils are statutory bodies with rights and responsibilities set out in legislation [the Scottish Schools (Parental Involvement) Act 2006]. These include the responsibility to seek the views of, and represent, all parents and carers of pupils at the school (the Parent Forum), the right to take part in the recruitment of senior staff and to support the work of the school through performing these duties. In doing so, we aim to work in partnership with the school to improve experiences and outcomes for our young people and aid parents to be partners in their child's educational experience. You can find out more about the roles of Parent Councils here.

<https://www.gov.scot/publications/guidance-scottish-schools-parental-involvement-act-2006>

2. Constitution

The work of the Parent Council is governed by its constitution and can be seen here.

<https://www.kinrosshighschool.org.uk/assets/3-Parents/Parent-Council/KHSPC-Draft-Constitution-13.6.23-FINAL.pdf>

3.How can I become a member or participate in KHSPC?

Office bearers are elected at our Annual General Meeting where parent/carers can also request to join as ordinary members (entitling them to voting rights within the Parent Council). Any parents/carers can attend meetings, and all have the right to express their views and experiences equally.

4. Meetings

Meeting dates can be found on the school website, in Kinross Community Newsletter and on our Facebook page.

Requests for the inclusion of items on the agenda should be emailed to kinrosshparentcouncil@gmail.com at least 2 weeks before the meeting date and these will be considered by Parent Council office bearers. Agenda and meeting papers will be distributed one week prior to the meeting. To allow all attendees to participate at meetings, we ask you to respect the time allocated to discussion. All questions or comments are to be directed to the Chair and actions to be taken forward will be decided at meetings. Please note that statutory guidance (sec 31), allows Parent Councils to make general representations on matters arising from individual complaints where these raise issues of a wider policy or strategic concern but that any individual issues must be raised with the school in the first instance.

Discussions at KHSPC meetings are open to the public unless matters relate to issues impacting confidentiality or that of the school. In such cases, only KHSPC members and the Headteacher are entitled to be present.

5. Codes of Conduct

It is important that the code of conduct is followed so that all members will feel that their work makes a difference to the school community. Non-compliance will not be tolerated and could result in withdrawal from the Parent Council.

Members must	<ul style="list-style-type: none">• support the aims of KHSPC.• be welcoming to all parents/carers, co-opted members and guests.• be aware of equality and fairness.• treat everyone as an equal and be respectful towards each other.• keep to the decisions made at KHSPC meetings.• be involved and help wherever possible.• work with the utmost integrity, especially with financial matters• declare any potential conflict of interest and avoid situations which could cause improper conduct.• be aware of the voting rights of members.
Members must not	<ul style="list-style-type: none">• undermine decisions made by KHSPC.• discuss personal issues relating to children, parents or school staff other than where required to discharge the aims and functions of KHSPC.• speak with the media on behalf of KHSPC without unanimous prior agreement of the elected office bearers.

Meetings	<ul style="list-style-type: none">• where possible, everyone should be given a chance to speak and be heard, directed by the Chair.• all speakers should address the Chair.• members should contribute constructively at meetings.• each contribution should be valued and respected.• no-one should leave a meeting feeling belittled or excluded.• decisions will be made in the best interests of the parent forum.• if required, members of KHSPC will vote in accordance with its constitution.
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6. Finance Procedure

The treasurer will provide a finance summary to the Parent Council on a monthly basis and will arrange for an independent review of the financial records on an annual basis.

- At least two PC/committee members shall count money following any event and sign off a record of takings. These will be transferred to the Treasurer.
- Banking arrangements – the bank account requires **at least** two signatures (including the Treasurer and one other approved KHSPC member) on cheques or certifying online banking transactions. The same applies to any Connect membership-linked insurance documents.
- Spending money raised through fundraising shall be undertaken after Parent Council approval.
- A Sub-group within KHSPC can be established for fundraising.

7. Complaints Procedure

The following steps can be taken by a member of the Parent Forum where they have a concern.

- Check the Parent Council constitution to confirm whether the Parent Council is complying with this.
- Contact the Parent Council informally to raise a concern to see if the matter can be resolved.
- The next step would be to put comments in writing to the PC Chair.

8. Safeguarding Policy

Where the Parent Council or one of its members are made aware of concerns regarding a child's safety directly through their role within KHSPC, advice will be taken in line with PKC guidance.

https://www.pkc.gov.uk/media/7838/Child-Protection-and-Duty-Team-Leaflet/pdf/Final_CP_Duty_Team_Leaflet_-_Jul_2018.pdf?m=636664868248070000

No member of the Parent Council is expected to undertake regulated work within their roles that would require membership to the PVG scheme. (Incidental events such as public events or those carried out under supervision are excluded from the scheme).

Should the need arise in the future for regulated work to be undertaken by a member of the Parent council, the following shall apply:

- Selection for the task shall be undertaken with a suitable reference;
- A PVG shall be applied for, and no work shall be undertaken until received.
- Our Child Protection Agreement form shall be completed by all members aiding events.

9. Data Handling Policy

KHSPC Privacy Statement

KHSPC may hold personal data as data controllers in our own right, to allow us to carry out our duties, so long as we adhere to UKGDPR protection principles. Contact details such as name, email addresses and phone numbers provided to us by you may be held for the purposes of communication and provision of appropriate information such as newsletters, agendas, minutes or information on events.

Any personal information gathered will be used only for the specific purposes consent was given, shall be stored and accessed only by KHSPC office bearers or those authorised by them from time to time and shall be destroyed when no longer required or on request by you.

10. Equality and Fairness Policy

Guidance from the Parental Involvement Act (sec 12)

‘The Parent Council should have arrangements in place for ascertaining the views of members of the Parent Forum on the standards and quality of education provided by the school, or on other matters that appear to the Council to be of interest or concern to members of the Forum’.

To provide for this Parent Council will hold monthly meetings during termtime. Parent forum members can contact us via our email if they do not feel confident sharing views in an open forum. All information shared throughout the year shall be collated and shared with KHS and the Parent Forum when advised by the Headteacher that it is required to support the school improvement plan. If certain matters are urgent, they shall be addressed at the following Parent Council meeting or the Chair shall approach the Headteacher. This again shall be fed back to the Parent Forum at the next meeting and details will be available within the minutes of meeting.

To promote equality of provision of information to all parents, KHSPC requests that all information provided by the school to the Parent Council will be published via the school website/Kinect magazine a week in advance with all the other material for the meeting. Following this, members of the Parent Forum will be provided an opportunity to discuss or request clarification at Parent Council meetings.

KHSPC will endeavour to communicate with the Parent Forum in a manner that is accessible to all parents whenever possible.

To maintain transparency of approach, at least 2 KHSPC office bearers shall attend any school meetings to which the Parent Council is invited. The Parent Forum shall be informed of any additional meetings that have taken place. A note of meeting shall be kept for Parent Council records, and this will be made available to any member of the Parent Forum on request.

2 members are co-opted this year to represent the Community and Additional Support Needs.

11. Sub-Group Procedures

From time to time, sub-groups may be established to carry out specific roles on behalf of the Parent Council. Sub-groups must abide by the constitution. Terms of reference shall be agreed between the subgroup and the office bearers, and the sub-group will report to KHSPC office bearers in the first instance. Under the Parental Involvement Act, members of Parent Councils are not personally liable for anything done in good faith. Members of sub-groups of Parent Councils are also covered by the Act.

In order to engage with the wider pupil community, from time to time we may request that a sub-group of pupils share views, experiences and matters that interest them. This shall be done in consultation with the school.

12. Social Media Policy

Social media can be an effective tool for parental engagement, as a way of communicating information and as a means of stimulating discussion. It can reach parents who can't always make it to meetings and allows for their valuable contributions.

This policy sets guidelines for parents and carers on using our Facebook page, 'Kinross High School Parent Council' sensibly, rationally, and respectfully and the procedures for dealing with unacceptable behaviour.

<https://www.facebook.com/groups/531002963722962>

[Please note: KHSPC has no administrative responsibilities for the KHS website or Twitter feed and any queries relating to these should be directed to the school.]

To make our page as inclusive and safe as possible for parents, we have adopted measures to maintain the integrity and safety of our group.

- We are a closed group to allow for privacy of discussion only with group members.
- A social media sub-group of KHSPC exists in the form of administrators and moderators to make sure group rules are followed and that all members can be verified as parents. We reserve the right to refuse any profile that we are unsure of and any parent who feels they have been wrongly removed, may contact the Parent council via email. Regular membership reviews are undertaken.
- Members must adhere to the rules that govern the use of the page.

These rules are:

- **Be kind and courteous.** We're all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required.
- **No hate speech or bullying.** Make sure that everyone feels safe. Bullying of any kind isn't allowed, and degrading comments about things such as race, religion, culture, sexual orientation, gender or identity will not be tolerated.
- **No promotions or spam.** Give more to this group than you take. Self-promotion, spam and irrelevant links aren't allowed.
- **Respect everyone's privacy.** Being part of this group requires mutual trust. Authentic, expressive discussions make groups great, but may also be sensitive and private. What's shared in the group should stay in the group.

- KHSPC has a zero- tolerance policy for any content deemed abusive, bullying, discriminatory or threatening or anyone who behaves contrary to expectations set out in our social media Policy.
- Written permission must be provided to KHSPC before using any photos. Copyright images must not be used.
- This policy will be reviewed every school year to reflect the changing nature of social media and to ensure it remains up-to-date and is fit for purpose.
- No posts should name individuals (including staff) and any complaints relating to individual issues must be directed appropriately as outlined below.

<https://www.pkc.gov.uk/media/16014/Customer-Service-Standards-leaflet/pdf/customerservicewebJuly2010><https://www.pkc.gov.uk/media/16014/Customer-Service-Standards-leaflet/pdf/customerservicewebJuly2010>

Acknowledgements- Connect.scot

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