

## **General overview of the role of KHS Parent Council**

### **Objectives**

1. Work in partnership with the school to create a welcoming school which is inclusive for pupils, academic and support staff, and parents;
2. Promote partnership between the school, its pupils, its parents; and the local community;
3. Develop and engage in activities which support the education and welfare of the pupils;
4. Identify and represent the views of parents on the education provided by the school supported by the Education Authority and other matters affecting the education and welfare of the pupils.
5. Be consulted in and to contribute to the selection and appointment of senior academic staff at KHS.
6. Fundraising to support the school - *this now comes under the remit of the Parent Council, though due to Covid there have been limited opportunities to develop this since we took it on.*

### **Parent Council Clerk**

The Parent Council employs a Clerk (Rosemary Cameron) who maintains the Parent Council mailing list, keeps an eye on the Parent Council Facebook page, produces the agendas for meetings, and circulates them to the Parent Council mailing list. The Clerk also writes the minutes.

The following roles need to be filled at the AGM this year. If you might be interested in standing for any of these roles, please contact Laura Alexander (current Chair) or Rosemary Cameron (Clerk) to find out more, by emailing [kinrosshsparentcouncil@gmail.com](mailto:kinrosshsparentcouncil@gmail.com).

### **Chair of KHS Parent Council -what do they do?**

Because we have an excellent Clerk, and supportive fellow Parent Council members, the role of the Chair of the Parent Council is not too onerous. Essentially the job involves

- Chairing 7 Parent Council meetings each year, approx. 2 hours in length, ensuring these follow the agenda and allowing everyone present to participate in a constructive way (generally between 8 and 20 attendees).
- Agreeing the agenda for each meeting, in consultation with the rest of the Parent Council and the Clerk, bearing in mind the objectives listed above.
- Representing the Parent Council in the selection and appointment process of senior academic staff at KHS (Head and deputy heads), or nominating a deputy from the Parent Council body.
- Responding to any direct contacts from parents who have general concerns they think the Parent Council should raise (concerns specific to an individual child are not dealt with by the Parent Council but through the appropriate PKC processes).
- Responding to any approaches from KHS to feed in the views of parents and carers, ensuring a range of views are heard.

- Representing the Parent Council at the Christmas concert and the summer annual awards evening, or nominating a deputy

Apart from the actual meetings, in general I would estimate I send/receive on average 2 emails a week for Parent Council business, have around one phone call a month and attend two events at the school each year.

It is worth noting that due to Covid all the meetings have been online this year (using Zoom). This has meant an additional role for the Chair in managing online meeting etiquette etc. The plan is for our Clerk to take over as Zoom facilitator, leaving the new Chair free to focus on chairing the meetings in as normal a way as possible. Hopefully face to face meetings will be possible again soon

### **Vice Chair of KHS Parent Council -what do they do?**

Support the Chair in all the work listed under this role, particularly acting as deputy in the event that the Chair is unavailable.

### **Treasurer - what do they do?**

The treasurer is responsible for the oversight of the funds held by the parent council. Two accounts are held by the council.

1. The first account is the everyday business account into which our Perth and Kinross annual grant is deposited. This account is used to pay the clerk and meet any expenses of those individuals on the council. Payments to the clerk are made by cheque following each meeting.
2. The second account is dedicated to funds raised by the parent council. Currently these are largely as a result of the marginal profits gained by blazer sales. Until recently the Parent Council was not responsible for fund-raising events, this being undertaken by a separate committee. This committee has now been disbanded and the existing funds transferred to the Parent Council in 2020.

The funds in this second account are donated to the school. Initially this was performed by applications from individual departments but in 2020 a decision was made to provide the school with a single annual payment from which they can distribute as they see fit. The amount donated is variable dependent on funds available and is discussed by the parent council with advice from the treasurer and blazer sales lead.

The treasurer, along with two other signatories on the Parent Council, is responsible for signing cheques and depositing income into the appropriate account. The grant from PKC is transferred electronically following the annual submission of independently audited accounts. PKC request only audited accounts on the first bank account, although the second bank account is also audited for reasons of transparency. We have an independent auditor who is a parent of an ex-pupil and she is willing to continue with this task for no fee.

The treasurer produces a financial report at each meeting, but a full report of the year's finances is delivered at the AGM.

The task is not onerous but the bank accounts are held with the Royal Bank of Scotland and any business requiring face to face discussion (rare) needs travel to banks in either Perth or Dunfermline since the closure of The Royal Bank of Scotland premises in Kinross. Electronic banking is not permissible with these Treasurer Accounts.