

# **PEEBLES HIGH SCHOOL PARENT COUNCIL POST-HOLDER ROLES**

## **CHAIR AND VICE-CHAIR**

The Chair and Vice Chair have overall responsibility for the work of the Parent Council. Their main responsibility is communication between parents and the school.

### Regular Commitments:

- Set PC objectives for the year ("PC Annual Plan") in collaboration with the school and parents.
- Co-ordinate the process for funding requests, ensuring aligned to school improvement priorities.
- Prepare the Agenda for meetings and chair the meetings (approx. 6 per year).
- Oversee the Minutes produced from the meetings (prepared by the Secretary).

### General:

- Communicate with PC members and the wider parent forum to seek views and provide information on the work of the PC (assisted by the Communication Officer).
- Be a key point of contact for parents who want to raise a suggestion, issue or concern (assisted by the Secretary).
- Advocate/lobby on behalf of parents to the school, Local Authority and nationally when needed.
- Co-ordinate the work of designated sub-groups and track their activities.

## **SECRETARY**

The Secretary assists with administrative tasks of the Parent Council, chiefly the regular meetings.

### Regular Commitments:

- Take minutes at PC meetings.
- Distribute minutes to attendees and publish them on PC website.
- Send out invitations to PC meetings and manage attendance.
- Assist with ad-hoc meetings.

### General:

- Assist with monitoring the Parent Council email account.
- Assistance with any other administrative duties if able.
- This role can be shared.

## **COMMUNICATIONS OFFICER**

The Communication Officer supports all post holders in sharing relevant communications, promoting events and seeking feedback from parents.

### Regular Commitments:

- Issue regular communications to the school community to ensure parents feel informed and engaged.
- Provide an open forum for parents / community to access.
- Monitor social media feedback.
- Assist with monitoring the Parent Council email account.
- Oversee updates to the Parent Council website.

### General:

- Promote the school in the wider community.
- Promote PC activities and fundraising events.
- Celebrate successes.
- Conduct surveys as required by the Chair/Vice-Chair

## TASK FORCE CO-ORDINATOR

The Task force coordinator responds to the school's immediate needs for support, linking in volunteers with school staff to complete specific one-off tasks.

### Regular commitments:

- Establish and maintain links with a bank of parental volunteers who are willing to help with specific tasks.

### General:

- Respond to school needs as they arise, making best use of parents' skills, available time and web-based tools.
- Allocate tasks to individuals and groups, giving them the freedom to complete these tasks with minimal bureaucracy.
- Project manage tasks to ensure prompt completion.

## EVENTS COORDINATOR

The events coordinator coordinates support for school and Parent Council led events.

### Regular Commitments:

- Support regular school events (eg Spring and Christmas concerts) by sourcing helpers, catering etc.
- Collaborate with the SCIO post-holders to support fundraising activities.

### General:

- Build and coordinate a team of volunteers for events.
- Work with the Communications Officer to promote events, both before (getting buy-in and support) and after (thanking participants etc)

## WORKING GROUP LEAD

A Working Group Lead has responsibility for a time limited group of parents working to support a specific area of School Improvement Plan or Parent Council priority.

### Regular Commitments:

- Lead activities focussed on a specific area of improvement, within the agreed contract of the group.
- Report on activities and progress of the group to the Chair/Vice Chair, highlighting any potential issues.
- Provide updates to the wider Parent Council as appropriate to the timeline of the project.

### General:

- Work in partnership with the Parent Council and school to support agreed outcomes.
- Liaise with internal and external stakeholders as appropriate to the scope of the project.
- Create and manage short-term subgroups as appropriate to support the work of the group.

## FRIENDS OF PHS CHARITY CHAIR / NOMINEE

A representative from the Friends of Peebles High School SCIO will take responsibility for reporting on fundraising and financial activities to the post holders.

### Regular Commitments:

- Ensure all SCIO activities are aligned to the priorities of the Parent Council and school.
- Provide regular reports on the fundraising activities of the SCIO Trustees and post-holders.
- Provide regular reports on the financial activities of the SCIO, including managing the grant from SBC.