



## **ROSEBURN SCHOOL PARENT PARTNERSHIP (RSPP)**

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**Adopted – TBC 2024**

# **1. ROSEBURN SCHOOL PARENT PARTNERSHIP (RSPP) CONSTITUTION**

## **NAME**

Roseburn School Parent Partnership (RSPP) is the 'Parent Council' for Roseburn Primary School.

## **AIMS**

**The main aims of the Roseburn School Parent Partnership are:**

- to support the school in its work with learners for the advancement of education;
- to discuss matters of mutual interest relating to the education and welfare of pupils;
- to represent the views of parents / carers / guardians and to report to the Parent Forum;
- to promote close cooperation and communication between the school, parents, learners and the community
- to be involved in the appointment of senior promoted staff; and
- to support the PTA to raise funds for the school for the benefit of learners and is responsible for how these funds are spent.

## **POWERS**

The RSPP shall have the power to do anything considered by them to be in furtherance of the aims, but remembering they are there to represent the views of the Parent Forum.

## **PARENT COUNCIL MEMBERSHIP**

**What is the composition of the RSPP?**

The membership mainly consists of parents/guardians/carers of children attending Roseburn Primary School and Nursery as selected by the Parent Forum (which is the name for the collective group of current parents/guardians/carers with children at the school). The Parent Council will have 8-17 members. Membership will be as follows:

- One named parent representative per school class and one representing the nursery. They shall be a parent of a child in the class they are representing;
- One named parent to represent the views of parents of children with Additional Support Needs. They shall be a parent of a child with Additional Support Needs;
- One representative from the Parent Teacher Association (PTA) subcommittee;
- Up to Three co-opted members from the local community where possible with a relevant link to the school, such as council members or the Active School Coordinator; and
- The Head Teacher and another member of the school staff.
- Parents shall always form the majority of the Parent Council.

**How are members selected and for how long?**

- The process for selection of members will comprise an email via Parent Pay and a message via What's App to each year group, requesting volunteers, being distributed to all parents at the start of the school year in August. In the event of multiple volunteers for a class, the volunteers from the class will decide on a named representative. If the volunteers cannot agree on a representative the RSPP Chair can decide or the role can be shared, with one vote

available for that class. Vacancies may be filled at any time should further volunteers come forward.

- Members of the Parent Council are asked to commit to a one-year term as a minimum but may represent their year group longer if the Parent Forum agrees. Any parent member can ask another parent from the class they represent, to attend a meeting in their place.
- Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. In the event of a tie, the issue will be voted upon at the next meeting. It will be expected that the class representatives seek the opinion of the parents they are representing either via Parent Pay email or the class What's App group.

### **What are the key roles within the RSPP?**

The Office Bearers will be a Chairperson, Administrator, and Treasurer.

- The **Chairperson** will be selected at the first meeting after the Christmas holidays or whenever the post becomes vacant. They will continue in post for two academic years to provide continuity. The Chairperson will be a parent member and will run the Parent Council meetings. They will be responsible for drawing up the agenda for each meeting after consultation with other members.
- The **Administrator** shall be responsible for record keeping on behalf of the RSPP. They will take meeting minutes at every. The Administrator will make meeting minutes available to the Parent Forum via the Roseburn School website.
- The **Treasurer** will hold a dual role of Treasurer for the PTA and RSPP as they administer funds for both groups. The Treasurer will administer two bank accounts, one for the RSPP, and the other for the fundraising subcommittee, the PTA. Signatories against these accounts shall be the Chair, Treasurer and Head Teacher. The Treasurer will keep an accurate record of all income and expenditure and will provide a full account for the AGM or on request by the RSPP Chair.

Office Bearers will be asked at every two-year period of them holding the role if they wish to step down or continue in the role. Other RSPP members will be invited to volunteer taking up office bearer roles at these points.

If a RSPP member acts in a way that is considered by other members to undermine the objectives of the RSPP or is deemed to have misrepresented the Council, they shall be given an opportunity to explain their conduct at a Parent Council meeting. Their membership of the Council can be terminated, if agreed, by a majority vote of other members. That person will no longer be eligible to stand for membership of the Council for a further two years.

### **MEETINGS**

Meetings of the RSPP shall be held as required, be approx. 4 to 5 times per year, including the AGM. At all meetings of the Parent Council, 1/3rd of membership will form quorum (i.e. sufficient for the meeting to go ahead). All RSPP meetings shall be open, and any member of the Parent Forum may attend although they will not have voting rights. Meetings are not open to the public, unless on request, but public or local businesses with clear engagement and support of the school may ask to attend.

## **ANNUAL GENERAL MEETINGS**

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be issued to the Parent Forum and What's app class groups at least two weeks in advance. The business shall include:

- a) the work of the Parent Council and PTA;
- b) approval of the accounts and confirmation of the individual reviewed them;
- c) any resolutions submitted by the Parent Forum;
- d) confirmation of members to serve on the Parent Council in the coming year.

At all general meetings voting shall be based on one vote per parent/full Parent Council member present at the meeting. At all general meetings the quorum shall consist of 12 parents (Parent Council members or Parent Forum members).

Any two members of the Parent Council or 5 members of the Parent Forum shall have power to call an Extraordinary General Meeting. All parents will be given at least two weeks' notice of the date, time and place of the meeting.

## **FINANCE**

The funds of the RSPP shall be lodged in a bank account in the name of the Parent Council. Funds raised by the PTA subcommittee will be lodged in an account in the name of Roseburn School Parent Teachers Association. Both are administered by the Treasurer.

The Chairperson, Treasurer and Head Teacher will be signatories on the accounts. Cheques shall be drawn or withdrawals made against the signatures of at least two signatories. The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. Accounts will be brought to balance at the end of each financial year and independently reviewed by a representative appointed by the RSPP and Treasurer. More detail on the use of funds is provided in the 'Fundraising at Roseburn' section below.

The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council.

## **CHANGES TO THE CONSTITUTION**

The proposed change/s shall be presented by paper at a meeting and be approved by not less than two-thirds of those present.

## **DISSOLUTION**

In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or Local Authority as necessary, providing the funds continue to be used for the advancement of education.

## **2. ROSEBURN PRIMARY SCHOOL PTA SUBCOMMITTEE REMIT**

### **NAME**

The Parent Council for Roseburn Primary, the RSPP, has a subcommittee for the express purpose of raising funds to support the education and welfare of pupils at the school – the PTA. This remit provides the framework within which the subcommittee must operate and adhere to. Changes to the remit of this subcommittee may only be made by the RSPP.

### **AIM**

The purpose of the fundraising subcommittee is to raise funds to enable the provision of facilities to enhance education at the school. The fundraising subcommittee shall be known as the PTA.

### **MEMBERSHIP**

- The PTA shall consist of parent/carers/guardians of children attending Roseburn Primary School and Nursery and staff members of the school. Any parent of a child at the school may volunteer to be a member of the PTA, as may any school staff member.
- There shall be circa 12 parent members. Appointment of parent members shall take place at any PTA meeting during the year, separate to Parent Council meetings. Vacancies may be filled at any time should further volunteers come forward. PTA members will be selected for the period of a year after which they may put themselves forward for re-selection if they wish.
- Up to two staff members shall be selected by the school staff each year.
- The PTA subcommittee will appoint a Chairperson and Secretary, and the Treasurer shall be selected and shared with the RSPP. Each shall be re-selected by the PTA/RSPP on an annual basis at the PTA Annual Meeting.

### **MEETINGS**

- The PTA subcommittee will meet at least once in every school term.
- 50% of committee members will require to be present in order to declare a meeting quorate. Should a vote be necessary to make a decision, each parent member and staff member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
- All meetings will be minuted and minutes available for any parent/carer and school staff.
- The Annual General Meeting (AGM) shall be held prior to the Parent Council AGM. The PTA subcommittee will provide: a report on the PTA's activities and a statement of funds raised and monies spent.

### **POWERS & RESPONSIBILITIES**

- The PTA shall decide what events, activities and projects it wishes to pursue taking into account the views of the Parent Council where expressed.
- The PTA may enlist assistance in organising events, activities and projects from a broad cross section of the school community. This may include members of the Parent Forum, members of staff, pupils, ex pupils and pupils' extended family members such as grandparents.
- In carrying out its activities and projects the PTA shall not make any financial commitment that it cannot meet through funds already generated.

- In carrying out its duties the PTA must comply with any general policy or specific rule that the Parent Council has in place.
- Any complaint made against the PTA must be referred to the Parent Council for resolution.

### **FINANCE**

- Although the PTA is accountable to the Parent Council, it shall be run as an autonomous group and will maintain a separate bank account to that of the Parent Council.
- Funds raised by the PTA subcommittee will be lodged in an account in the name of Roseburn School Parent Teachers Association, which is administered by the Treasurer.
- The Chairperson, Treasurer and Head Teacher will be signatories on the accounts. Cheques shall be drawn, or withdrawals made against the signatures of at least two signatories. The Treasurer shall be responsible for keeping accurate records of the financial transactions of the PTA. Accounts will be brought to balance at the end of each financial year and independently reviewed by a representative appointed by the RSPP and Treasurer. More detail on the use of funds is provided in the 'Fundraising at Roseburn' section below.
- The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council.
- The PTA shall maintain a record of the business it conducts in the form of minutes. Minutes shall be made available via the school website.

### **LINKING WITH THE PARENT PARTNERSHIP**

- It is not necessary for the PTA to contain any members of the Parent Council however the PTA is accountable to the Parent Council, the RSPP, and communication between the two is important.
- The Parent Council shall provide a copy of its minutes to the PTA Chair.
- The PTA shall provide a copy of its minutes to the Parent Council Chair.
- The PTA shall report on its activities at the Parent Council's AGM.

### **INSURANCE**

- As a subcommittee of the Parent Council the activities of the PTA shall be covered by the Parent Council's Connect membership insurance.
- This provides cover for: Public Liability; Personal Accident; Fidelity Guarantee; Employer's Liability; Extended Public Liability for hired-in entertainers; All-Risks (for purchased equipment); and Short-term all-risks insurance for special events.

### 3. FUNDRAISING AT ROSEBURN

#### **GENERAL PTA FUNDRAISING**

Roseburn Primary School has a strong history of fundraising and holds events throughout the year which raise funds that directly benefit the school and pupils. These include a range of regular and unique events and activities which engage the parent forum, children, teachers and the local community.

There are two bank account administered by the Treasurer for the RSPP and PTA.

- **RSPP Bank Account** – This contains only funds which are allocated by the council on an annual basis to support the Parent Council in meetings and materials. This, in turn, can support fundraising activities but is not intended to be monies that are spent on non-parent council activities. The RSPP Chair must apply for this fund every year around August/September time and the money is sent direct from the council to this account.
- **PTA Bank Account** – This contains all funds raised by the PTA and school fundraising community. Funds are used for two purposes: to cover costs required to run fundraising events (i.e. these costs are then covered by monies raised); and funds paid out to the school for specific activities or projects as agreed with the RSPP and head teacher. These funds should be used for things that benefit all children at Roseburn, and where possible, do not benefit a specific year group.
- **Rosebud Fund** – This is not a fundraising fund, but is an account administered by the Head Teacher to support specific initiatives and pupils in need at Roseburn. The RSPP/PTA offer funds to support this initiative every year.

#### **Agreed annual funding**

The PTA can raise in excess of £5k in a year depending on circumstances. From these funds there are a number of items that the PTA regularly pay for the school community. We estimate we pay £2.5k per year for these items and the remaining funds are paid out for costs for events or items which then generate profit. The following items are ringfenced from PTA funds at the start of each school term and once actual costs are known, any unallocated/unused funds can be retained in the wider PTA pot for general use.

- Halloween party - £200
- Football equipment - £250
- Library - £300
- Rosebud - £500 (can be paid in cash or vouchers)
- Lagganlea bus – £1200

#### **Process for approval to use PTA funds**

Anything relating to the annual spend above can be approved by the PTA and reported to the RSPP. Anything else proposed spending needs to go to the RSPP meeting for decision.

#### **Accountability**

For good governance, PTA get accounts and books reviewed annually usually at no cost through a known accountant.

## **P7 FUNDRAISING**

As the PTA funds are to be equitably used for the benefit of all pupils at Roseburn, not just one year group, P7 activities are traditionally fundraised for separately by P7 parents. P7 activities can be quite expensive across the whole year for those parents, so fundraising is a way to bring down or negate the additional cost for families.

The principles below were agreed by P7 parents in the 2024/25 year group and proposed to the RSPP for approval. This was with a view to ensuring parents and the school understood what costs are covered, and what had to be paid for through either fundraising or by parents themselves. This guidance is intended to be useful for parents of future P7 parents, but they may choose to update this guidance or take a different approach.

### **Guidance for P7 Fundraising**

- P7 parents are responsible for raising funds for P7-specific leavers activities. Fundraising is a way to bring down or negate the additional cost for families. P7 parents can make a choice about whether they choose to fundraise or if they are happy to pay all costs themselves, but precedent is that most parents are happy to fundraise to make the year cheaper for all.
- P7 fundraising monies should be kept separate to the PTA monies. Ideally one parent will agree to hold a bank account to deposit P7 funds raised during the year and keep a simple account of what is raised and spent.
- PTA card readers may be used for the purpose of P7 fundraising and can be borrowed by prior agreement with the PTA Chair and PTA member parents who 'own' the card readers, but any funds raised must be transferred to the P7 savings account as soon as possible.
- Any funds raised for P7 should be used equally between all pupils, i.e. for activities that all the children can enjoy, or used to ensure all children receive a yearbook or receive the same amount of discount on the residential trip. The school can offer additional support to any families experiencing individual hardship and they apply for charity support for this purpose for the Rosebud Fund.
- Any unused funds left over at the end of the year can be distributed by the parents as they wish and in the past surplus has been donated to either the PTA or the school direct.
- The P7 activities from recent years which require funds to be raised are as follows (with indicative amounts next to them):
  - P7 Yearbook – approx. £300 (£6-8 per book for c36 pupils)
  - Lagganlia Residential Trip – parents can raise any amount they wish to bring down the per-pupil total cost of the trip (which is usually approx. £400 per pupil).
  - End of term party in Saughtonhall Rec (after a school party) – approx. £300 and BYOB
  - End of term BBQ (during last week of term) – approx. £300 and BYOB
- The P7 activities which do not require parents to fundraise are as follow:
  - Lagganlia bus – the PTA contributes £1200 to this cost and the school cover the rest.
  - The end of term party in school (on the last day) and the piper who pipes the leavers out at the end.
- Recent successful P7 fundraisers have included bake sales at the gates of the school (rugby matches and concerts are popular!) and sponsored walks.

## 4. FREQUENTLY ASKED QUESTIONS

### What is the Parent Forum?

The 2006 Parental Involvement Act states that every school in Scotland has a Parent Forum which consists of all the parents/carers who have a child at the school. They are automatically members, whether they like it or not! The table below shows you what the Parent Forum of a school should expect, and how this is supported at Roseburn Primary:

| <b>The Parent Forum can expect to:</b>                         | <b>In Roseburn</b>                                                                                                                          |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| receive information about the school                           | we received a weekly newsletter from Head Teacher; frequent information via parent-pay; and invitations to participate in school activities |
| decide on the format of the Parent Council and how it operates | The RSPP Constitution (dating from 2007) was updated at the September AGM and is agreed by Parent Forum members in the RSPP                 |
| identify issues for the Parent Council                         | via class reps; all parents are invited to contribute to RSPP meetings and topics for discussion                                            |
| be consulted by the Parent Council                             | via class reps; as required the class reps will consult with the Parent Forum                                                               |
| express views through the Parent Council                       | via class reps; all parents are invited to attend meetings                                                                                  |

### What is the Parent Council?

The Parent Council is the committee appointed by the Parent Forum to run matters on its behalf. A Parent Council is not run by the school or the local authority but by the parents in the school. The local authority should support a Parent Council both financially and with advice/support. The main aim of the Parent Council/RSPP is to help the school operate as a successful school and to try to represent all parents/carers.

### What is the RSPP?

The RSPP is our Parent Council. It is run by parents of children at Roseburn Primary. The definition of “parent” is very wide and includes everyone with a parenting role for a pupil. Issues relating to individual parents/children should not be the subject of the RSPP but it is a way to identify and explore issues in a more general way.

### Where can you find information on the Roseburn Parent Partnership:

<https://roseburnprimary.co.uk/roseburn-parent-partnership/>

Chair: Gail MacLeod

Email: [RoseburnSchoolParentPartnership@outlook.com](mailto:RoseburnSchoolParentPartnership@outlook.com)

### Do we have an RSPP constitution?

It is good practice to have a constitution as this gives a framework to your group and should contain a description of your Parent Council and how it will carry out its objectives. This is on the Roseburn Primary website.

### What do Parent Councils do?

The council provides guidance to Parent Councils about how they can achieve their aims and their general role. The table below shows you how we do this at Roseburn Primary:

| General roles                                                                                                                                                                                                          | In Roseburn                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| There is an important role in improving links between all parents and the school; the Parent Council should report to parents at least once a year (at the AGM) but it is good practice to do this on a regular basis. | All parents are invited to every RSPP; agendas circulated via Parent Pay and this includes minutes of previous meeting.                                                                                                              |
| Try to make sure that parents get the information they need in an accessible way and that the school staff gets feedback on parents' views.                                                                            | All minutes are clear and concise; class reps raise issues at each meeting; many class reps provide updates to their WhatsApp groups immediately after meeting; parents and the RSPP can communicate in person, by text or by email. |
| Discuss any issue of interest to parents, including school policies on such things as bullying, sexual health and relationships education, homework and school uniform.                                                | Class reps invite agenda items from the parent forum.                                                                                                                                                                                |
| A PC may set up extra-curricular activities and after-school/breakfast or homework clubs in cooperation with the school.                                                                                               | A separate parent committee runs Roseburn School afterschool/holiday club and they send a rep to each RSPP meeting.                                                                                                                  |
| As part of Curriculum for Excellence, parental involvement in their children's learning is recognised as very important: the PC has a role to play in helping this happen.                                             | Frequent topics of discussion in RSPP reference to home learning, pupil demonstrations of learning and CFE.                                                                                                                          |
| Represent parents' views to the education authority and others on those issues that are of concern to parents, pupils and staff with an awareness of equality and fairness.                                            | Chair of RSPP is a member of the Locality Group for Parent Councils which is attended by education authority staff. This is a route to raise issues.                                                                                 |
| PC should be involved in the recruitment of new Headteachers and/or senior staff.                                                                                                                                      | This has happened in recent recruitments.                                                                                                                                                                                            |
| PC has an important role during and after a school inspection.                                                                                                                                                         | Information on inspections is shared by the HT at RSPP meetings and support from parents is welcomed.                                                                                                                                |
| PC may take on those social and fundraising activities previously run by the PTA.                                                                                                                                      | PTA run these as a sub-committee of the RSPP.                                                                                                                                                                                        |

### Who is the RSPP rep for my child's class?

The school office holds a current list of class representatives. Another way to find this out can often be a quick message round the class WhatsApp group if you are a member of one.

### How do I become a member of the RSPP?

Each class has a representative. These representatives are agreed by the parents of that class. In practice, this usually happens through class WhatsApp discussions and individuals volunteering (links to class WhatsApp group can be obtained from the School Office).

**When and where are meetings held?**

Four or five meetings are held each school year. Dates are agreed at the AGM every September and will be circulated to the Parent Forum via ParentPay or you can contact

[RoseburnSchoolParentPartnership@outlook.com](mailto:RoseburnSchoolParentPartnership@outlook.com).

**How can I put something on the RSPP agenda?**

You can either ask your class rep to put it on to the agenda, or you can email

[RoseburnSchoolParentPartnership@outlook.com](mailto:RoseburnSchoolParentPartnership@outlook.com).

**How do I find what has been discussed at previous meetings?**

The RSPP administrator posts the minutes of meetings on the school website on the RSPP page. Many class reps send WhatsApp messages round after the meeting that focus on issues relevant to their class.

**Do we have a PTA alongside our RSPP?**

Yes, our PTA is a sub-committee of the Parent Council. The PTA (sometimes called a Parent Staff Association (PSA) or Parents Association (PA)) is mainly responsible for arranging events for parents and raising funds for the school. It is important to us that our PTA represents the rich diversity of our school community. All parents are welcomed and encouraged to volunteer. The sub-committee should submit reports on all their activities and finances to the Parent Council and should abide by any general policies decided by the RSPP.

**How do I contact the Parent Teacher Association (PTA)?**

please contact the PTA if you want to join in. Roseburn Parent Teacher Association:

[roseburnpta@yahoo.co.uk](mailto:roseburnpta@yahoo.co.uk)

Chair: Liz Pearson

**Do we have to be called a Parent Council?**

No, you can call your group anything you want. Our parent council is called Roseburn School Parent Partnership.

**Are there any rules about who should be on our Parent Council?**

Although the number of members is not specified in the legislation, there are certain things that are fixed:

- The majority of Parent Council members must be parents of children at the school.
- The definition of “parent” is very wide and includes everyone with a parenting role for a pupil; this could include foster parents, family members who have care of a child and divorced/separated couples.
- The Chairperson must be a parent with a child at the school.
- The Parent Council should promote equality and fairness in their activities and recognise the diversity in the school community.
- The Headteacher (or his/her representative) has a right and a duty to attend all Parent Council meetings.

**Who can come to meetings?**

Every parent of a child in Roseburn School is welcome to RSPP meetings.

**May we include other people on our Parent Council?**

Yes, you may, but this must be decided by the Parent Forum. Most parents want representation from the school staff, both teachers and support staff. Your Parent Council may also find it useful to co-opt/ask other people to come along on a “needs” basis. For example, if you are going to discuss road safety then the community police officer may be helpful to you. You might also wish to invite other family members, friends of the school, local councillors, community councillors and people from community groups, e.g. ethnic minority groups. Always remember that parents must be in the majority.

**Can a parent be on more than one Parent Council?**

Yes, provided they have a child at each school.

**Can a teacher be a parent-member on a Parent Council?**

Yes, they can if they have a child at the school. However, it is important to remind them they are there as a parent and not as a teacher.

**What is the role of the Headteacher on the Parent Council?**

- The Headteacher has a right and a duty to attend meetings of the Parent Council or they can send a representative.
- The Headteacher is an advisor to the Parent Council and does not have a vote.
- The Parent Council may ask the Headteacher to report to their meetings but remember that parents decide on the agenda and the HT’s report should not dominate proceedings.
- The Headteacher should involve the Parent Council in the School Improvement Plan and encourage the Parent Council to have an active role in the development/review of school policies.

**Do we have to get our accounts professionally audited?**

No, but our accounts must be reviewed and presented at the AGM, and we try to find someone who is used to this sort of work, e.g. someone who works in a bank; they may be another parent but should not be a member of the Parent Council or a relative. The rules are different for those PCs with charitable status.

## 5. OTHER PARENT ENGAGEMENT GROUPS

Please find below a summary of parent engagement in the City of Edinburgh Council Area. For more information please contact the Chair of the RSPP, contact the council direct at [parental.engagement@edinburgh.gov.uk](mailto:parental.engagement@edinburgh.gov.uk), or see lots of resources and further information at [Home :: Connect](#) and [www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk).

### Parental Engagement in Edinburgh (Summary)

|                                                                              |                                                                                                        |
|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| Parent Forum                                                                 | All parents and carers of children at a school                                                         |
| Parent Council                                                               | Representative body of parent views                                                                    |
| Locality Groups – 4 mainstream, 1 special schools and 1 ASN mainstream group | Representatives from Parent Councils meet to discuss local issues                                      |
| Consultative Committee with Parents (CCwP)                                   | City of Edinburgh Council Sub-Committee.<br>City-wide forum with representatives from Locality Groups. |
| Education, Children & Families Committee                                     | City of Edinburgh Council Committee.<br>Parent representative from CCwP attends.                       |
| National Parent Groups                                                       | National Parent Forum of Scotland /<br>Connect (formerly Scottish Parent Teacher Council)              |

### Engagement Groups – Additional Information

|                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parent Forum                               | A collective term used to describe both (a) all parents and carers of school pupils; and (b) the 'Annual General Meeting' of the Parent Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Parent Council                             | Representative body of parent views – representing all parents and carers of children at a school. Some schools will operate with both a Parent Council and a Parent Teacher Association (PTA) whilst some choose to cover all aspects with just a Parent Council in place. Each Parent Council will have a constitution which states the aims and operating principles of the group, and how they intend to support their associated school.                                                                                                                                                                                                                                                                                                                                                             |
| Locality Groups                            | Representatives from Parent Councils meet to discuss local issues. Provides an opportunity for Parent Councils to share information or best practice and receive updates from the Council on policy or processes effecting schools and education. Also provides an opportunity to share information or debate issues or any concerns that may be experienced by schools in the same locality area, e.g.: catchment area reviews; building works.                                                                                                                                                                                                                                                                                                                                                          |
| Consultative Committee with Parents (CCwP) | The CCwP is a forum that gives parents from across the city the chance to discuss citywide and national issues with members of the Council and other groups. Representatives attend from each of the city's Locality Groups and the Committee meet four times a year. This forum provides a parent perspective at local and national level; identifies common areas of discussion; makes a recommendation to the Council on the appointment of a parent representative (non-voting) to the Education Children and Families Committee; ensures parent groups e.g. National Parent Forum and Scottish Parent Teacher Council are represented; provides an opportunity to for the Council to communicate with neighbourhood groups and the wider parent councils on government and council education policy. |

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Education, Children &amp; Families Committee</p>           | <p>City of Edinburgh Council Executive Committee; main purpose to develop and approve policies, strategies, programmes and projects relating to education, children and family services and work with officers, communities and partners to implement them. Their remit covers the Council's education, children and families services; Lifelong Learning and Libraries; and major capital programmes or projects implementation, asset planning and facilities management for the Council's education, children and families services.</p> <p>The committee has one parent representative – they do not have a vote, but they can speak on the behalf of parents, taking their views from Locality groups and the Consultative Committee with Parents (CCwP).</p> |
| <p>Connect<br/>(formerly Scottish Parent Teacher Council)</p> | <p>Connect is an independent charity funded by membership. Their purpose is to make parental involvement in education as good as it can be by working with Members, parents and education partners; and by delivering a range of training schemes and projects.</p> <p>They provide professional learning opportunities for those working in Education; training and events for parents; and a huge range of support materials to help Parent Councils and Parent Teacher Associations (PTAs) set up and manage their responsibilities.</p>                                                                                                                                                                                                                        |
| <p>National Parent Forum of Scotland (NPFS)</p>               | <p>The Forum works in partnership with national and local government and other organisations involved in education and child wellbeing issues to ensure that parents play a full and equal role in education. The overall aim is to help every child to maximise their potential through their school life. The NPFS runs focus groups and online surveys for parents to have their say; holds national and local events such as conferences and information days; keeps parents up to date with the latest educational developments through their website, e-newsletter and social media channels; and can provide support to local parent councils by providing advice, information and practical help.</p>                                                      |