

# Scottish Borders Council

## Feedback on issues discussed at Parent Council

ISSUE 1 – How should we organise our Borders-wide Parents Council meetings? How do we construct the agendas and how can individual Parent Councils influence topics for discussion?

### **Purpose of meetings**

- We need to be clear what the meetings are for – sharing good practice; strategic issues; workshops/ Q&A sessions etc

### **Regularity of meetings**

- Annual schedule of meetings to allow people to get them in their diaries
- Three meetings per school year – with ability to call special meetings if required

### **Agenda setting**

- A learning/briefing session at each meeting e.g. GLOW
- We should be able to add items on to agenda – possibly through the Parental Involvement Officer
- Half of the agenda time should be the council's and the other half parents

### **Issue of papers/briefings prior to meetings**

- Issue papers/briefing notes beforehand ( at least one month before the meetings) to allow people to prepare and consult prior to attending
- Send out detailed written briefing prior to meetings – in laymens terms so we can all understand
- Make sure the agenda is more detailed

### **Communication methods**

- A website would be a good way to issue info and would avoid too many meetings
- Use e-mail more through our personal addresses

### **General**

- FAQ for new members

**ISSUE 2 – How do we as Parent Councils interact with the emerging Learning Community Boards? What is discussed at local level and what comes to this forum?**

**General**

- Not clear at the moment as we need to understand the Learning Community role
- We need a briefing about role and function of the LC – this could be a session at one of our region-wide meetings

**Specific**

- We should get LC Board agenda and minutes
- Could parent councils have a representative sitting on the LC Board
- Could discuss key learning initiatives at LC Board level i.e. GLOW

### ISSUE 3 – How do we establish and sustain a communications system between the centre and you as individual Parent Councils and between School Councils?

#### **For parents and parent councils to communicate with the LA**

- What about a [parentcouncil@scotborders.gov.uk](mailto:parentcouncil@scotborders.gov.uk) inbox

#### **LA communication with parent councils**

- Use our own personal e-mail addresses to contact us or an inbox at a school address if some prefer it.
- Could we use Group call
- E-mail; and hard copy information to PC chairs

#### **Interactive communication**

- A website and online forum for PC
- An interactive website where individual PCs can upload material
- Can we utilise Online Borders?
- Set up a forum on GLOW eventually
- Establish a system when PCs can communicate directly with each other rather than always through the council.

## ISSUE 4 – What types of support and training do you need to help you be more effective in your role?

### **Parent council members**

- General training and induction for members of PCs
- The autumn session could be an induction session
- Basic training for all PC members

### **Chairs**

- Induction training for chairs
- Training for chairs

### **Specific issues**

- Calendar of cyclical issues which come up in council and relate to parent councils i.e. budget prep
- Training in GLOW when it comes on stream

### **Sharing good practice**

- Good practice repository

ISSUE 5 – As a regional group of Parent Council chairs, how often do we need to meet, where should we meet and what would be the best time?

**Regularity**

- 2/3 times per year with a learning topic
- Twice a year plus the budget briefing meeting
- At least once per school term would be good - better nearer the start of term

**Notice**

- Give at least one month's notice of a regional meeting
- Set meeting dates for the whole year in advance to allow PCs and chairs to plan