

Parent Council Health Check* Summary
(*Health Check documents taken from Connect Scotland)

Green

Committee Business

Office bearers & Committee members understand their roles.

Constitution is up to date.

Regular committee meetings are held with well publicised dates.

The Agenda is set by parents.

Headteacher (or Deputy) reports to parents.

All committee members contribute to meetings.

Subcommittees report to each Parent Council (PC) meeting through their committee link.

An AGM is held each year and the Parent Forum (PF) aware of date and timing in advance.

We try and involve all parents and ensure accessibility of meetings.

The Local Authority are told when there is a change of Chairperson.

We get financial support from the Local Authority.

School Matters & Education

We know who to contact if there is an issue or complaint.

We aim for all PC communication, and school communication to be written in parent-friendly language.

We meet with the Pupil Council.

Our work and achievements are publicised to all parents and others in the school community.

Success is celebrated and we thank helpers.

The Local Authority Education officer is known to us, and asked for support and advice when needed.

Communication

Meetings take place at a time and place that suits most parents.

We use different ways to communicate with parents.

We have our own noticeboard.

We produce our own newsletter (and monthly round up!).

We have a page on the school website.

The PF can access clear information about what the PC does.

We have produced a leaflet about how PC & PF work.

The PF know who is on the PC.

The PF know how to contact the PC.

We have a GDPR policy.

Year Reps have a role within PC.

Minutes and accounts are available to parents on request.

We use the local media to publicise events and activities.

We are aware of the challenges some parents face when trying to engage with the school and/or PC.

We welcome all parent's participation and help.

Money Matters

The money we receive from the Local Authority goes directly into PC funds.
The Treasurer organises cash floats for our events.
After events, money is always counted by at least two people.
Any fundraising money is banked promptly.
If we can't bank money promptly after an event, the Treasurer makes sure the money is kept in a safe place.
We require at least two people to sign cheques.
People are asked to provide receipts for expenses where possible and expenses are paid promptly.
Our accounts are kept up-to-date and agree with our bank statement.
Treasurer reports at every PC General meeting.
Accounts are available to any parent on request.
An independent accountant checks our accounts at least two weeks before our AGM and we ask them to sign an audit statement.
The Treasurer presents the annual accounts at the AGM.

Amber

Committee Business

We are aware of the role of the Headteacher (HT) on our PC.
The Chairperson meets the HT before each committee meeting to discuss the Agenda.
Our meetings run to time.
Members of the PF/PC are able to suggest items for the Agenda.
All committee members send their apologies if they cannot attend meetings.

School Matters & Education

We support the school to make improvements.
We help to decide how the Pupil Equity Funding (PEF) should be spent.
We take part in the recruitment of senior members of staff.
We work with the school to provide parents with information on how they can help with their child's learning and homework.
We have a presence at all school events.
We regularly ask parents if they have skills/talents they could contribute and encourage them to do so.
Everyone on the PC is made aware that they do not represent their own interests but the interests of all parents in the school.
We organise presentations by staff at our committee meetings.

Communication

PC are welcoming and friendly.
We meet/greet new committee members and guests.
We have clear guidelines on the safe and appropriate use of email & Facebook.
We make an effort to involve all parents including single-parents, non-resident parents, and parents from ethnic and cultural groups.

The PC gives a talk to all new P1 parents.

Money

We use online banking and require at least 3 people to have access to this.

Red

Committee Business

The Minutes are sent out promptly after the meeting.

We issue an annual report of our activities.

All PC members are aware of the PVG membership scheme (Disclosure) and under what circumstances someone should be asked to join it.

We have a child protection policy and all PC members are asked to read it and sign an agreement form.

We have organised free Connect information sessions and are aware of Connect membership benefits.

School Matters & Education

The PC helps to draft the School Improvement Plan.

The PC helps to draft school policies.

We make sure all parents understand and have access to school policies.

We help to organise after-school activities.

Members of the PC attend school committees.

We have discussions with the HT about the school budget.

The PC helps to draft the School Handbook.

We know how parents may be involved in school inspections.

Communication

We run questionnaires/surveys to gauge parental opinion.

All parents know what our fundraising money is spent on.

Money Matters

We discuss how to spend our fundraising money with the HT and others in the school community (support staff, class teachers, pupils, etc).

The HT makes sure donations from the PC are recorded in the accounts and reports back on how the money was spent.

We make sure that all equipment and resources we buy for the school is labelled, for example: *bought with funds donated by the Parent Council.*