

BODDAM PRIMARY SCHOOL PARENT COUNCIL



2020/2021 HANDBOOK



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Boddam Primary School Parent Council

Introduction and General Information

As a parent or carer of a child at school, you are automatically part of that school's parent forum. The Parent Forum is a collective name for every parent, carer or guardian at the school and under the Scottish Schools (Parental Involvement) Act 2006, each school's parent forum has the right to set up a Parent Council.

The Boddam School Parent Council is not a charity, but a voluntary group that is recognised under the above named Act. In practice, we are just a group of parents who have got together to positively support the life of the school and work alongside the school staff to help make Boddam Primary a great place for our kids to enjoy their primary school years.

No-one on the Parent Council is paid to take on any of the roles and there is no training. We all do it on a completely voluntary basis and try to do what we can to support the school and the pupils.

The following handbook should give parents an idea of how the Boddam School Parent Council operates and provide a platform for continued activity, involvement and growth.

To support our activities, we agreed the following aims and objectives:

- 1. Support the school in it's work with pupils and parents.**
- 2. Represent the views of parents.**
- 3. Promote contact and communication between the school, parents, pupils, the community, nursery and other providers.**
- 4. Report to the parent forum.**

We aim to meet these aims and objectives through ongoing communication with the school and school community via formal and informal meetings and community based fundraising events.

The Parent Council meets once per term at a formal meeting where all members of the Parent Forum are invited and there is input from the Chair of the Parent Council, the Head Teacher and an update from the Treasurer regarding finance. This is the forum in which we can hear from the school their plans for the coming year and discuss how the Parent Council can actively support these plans. We have aimed to keep these meetings as informal as possible to ensure maximum participation.

In addition to these meetings, the parent council also run regular fundraising meetings. This is to share ideas and organise and co-ordinate any fundraising ideas such as school discos, Christmas Fairs, Bingo Teas. Again, this is an open group and we actively encourage lots of new ideas and participation from all to make sure that our fundraising remains vibrant and engaging.

The more people who get involved and help out, the more successful our fundraising will be. Please remember you don't need to have any experience, just be enthusiastic and be prepared to take part.

The money that we raise all goes towards the school. Over the past 6 years we have raised around £17,000 which has paid for Christmas parties and gifts for the pupils, end of term fun days, provided transport for school trips and swimming lessons, bought resources and equipment for the school such as playground equipment, books, chrome books and i-pad keyboards and provided leaving gifts for our P7's and welcome gifts for our new P1's. What we raise money for and how we do it, is all agreed at our meetings, so if you have any ideas, please do get involved.

There are a few roles within the group that help things to run smoothly. You don't need to have any prior knowledge of skills, just be enthusiastic and happy to join in. Currently these are the three roles that help out group tick along.

Chair

The main activities for the Chair are setting the agenda for the parent council meetings, discussing issues with the school as they arise, trying to keep our meetings on schedule! Chairs do not need to have any prior experience, in fact the only rule is that the chair must be a parent/carer of a child at the school.

Secretary

The role of the Secretary is to make sure that minutes are taken at meetings (these don't need to be huge, we tend to just write what's been agreed at the meeting so a few sentences per item is more than enough.) The secretary can also take a role in writing out to parents and updating the facebook page so we keep as many parents/carers involved as possible.

Treasurer

We also have a Treasurer. The treasurer does not have to take on the sole responsibility for managing our finances or making decisions about where we spend things. The role of the

treasurer is to keep a record of how the parent council has spent money. Like the chair and the secretary, you don't have to be qualified or have experience to take on the role.

We hope this information has been useful. If there are any people who have been thinking about getting involved we hope this hasn't scared you off and has maybe encouraged you to come and say hello or come along to one of our meetings - we really would love to hear from you. As parents we really do have the opportunity to make a positive impact on our kids experience at school and the Parent Council can be a fun way to do this.



Boddam Primary School Parent Council

Constitution

This is the Constitution for Boddam Primary Parent Council as provided for in the Scottish Schools (Parental Involvement) Act 2006

Definitions:

In this document the term "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.

- a) Parent Forum – all parents of children attending Boddam Primary School*
- b) Parent Council – a group of parents who represent all the parents of Boddam Primary School*

AIMS AND OBJECTIVES

We have agreed to the following aims and objectives;

1. Support the school in it's work with pupils and parents.
2. Represent the views of parents.
3. Promote contact and communication between the school, parents, pupils, the community, nursery and other providers.
4. Report to the parent forum.

PARENT COUNCIL MEMBERSHIP

This section outlines who can be a member of the group.

- Parents from the Parent Forum can join the Parent Council.
- Parents shall always form the majority of the Parent Council.
- The Parent Council may invite additional people, including people from the local community who have an interest in supporting the school, to assist it in carrying out its functions.

- The Parent Council may form sub-groups by inviting members of the Parent Forum to carry out specific roles and tasks.

OFFICE BEARERS

These are the roles that make the group run a bit more smoothly, more information on these roles can be found in the handbook.

- Office bearers will be agreed by members of the Parent Council and can be: Chair, Treasurer, Secretary and such others as may be deemed necessary.
- The Parent Council will be chaired by a parent of a child attending Boddam Primary School. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.
- Office bearers will be agreed by the Parent Council at the AGM. They shall take on the role for the school year, and if willing and agreed this can continue following discussion at the AGM.
- Each office bearer shall be a parent of a child attending Boddam Primary School. If the child ceases to be a pupil or should a vacancy arise for any other reason, a new office bearer will be agreed at the next Parent Council meeting.
- If an office bearer wishes to step down from the role, this must be communicated to the group in writing and a new office bearer agreed at the next Parent Council meeting.

FINANCE

This section covers how we will manage finance and provide information to the Parent Council.

- The treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting and a full account for the AGM.
- The Parent Council accounts will be audited annually, and it is the responsibility of the Treasurer to ensure this is completed in a timely fashion.
- The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
- Should the Parent Council cease to exist, any remaining funds will be used for the benefit of Boddam Primary School.
- See our Managing Finance Policy for additional information.

MEETINGS

This section covers how often the group will meet and what information will be recorded.

- The Parent Council will meet at least once in every school term.
- The minimum number to hold a meeting will be four.
- Any member of the Parent Forum may attend meetings of the Parent Council.
- The Headteacher has a right and a duty to attend meetings, or be represented by another member of staff. The Headteacher attends in an advisory capacity.
- Agendas will be available for every meeting and will be drafted in consultation with the Parent Forum, members of the Parent Council and the Headteacher.

- Items for the agenda should be submitted to the Chair or Secretary at least one week before the meeting.
- The Secretary shall be responsible for taking accurate minutes of all meetings.
- Copies of the agenda and minutes of meetings will be available to all parents of children at Boddam Primary School from the Secretary of the Parent Council.

ANNUAL GENERAL MEETING (AGM)

The group agrees to have an annual meeting to review what has happened over the past year, and also plan for the year ahead. This section covers our responsibilities in relation to our AGM.

- The AGM will be held annually in Term 4.
- A notice of the meeting including date, time and place will be communicated to all members of the Parent Forum.
- The meeting will include:
 - A report on the work of the Parent Council
 - A report on the work of any sub-groups
 - A report on the accounts
 - Discussion of issues that members of the council may wish to raise (from notice)
 - Approval of the accounts and appointment of the auditor
 - Agreement of new role bearers of the Parent Council.

CONFIDENTIALITY

All of our meetings are open and we want to be as transparent as possible in any of the work we do.

In order for this to work, we are clear that any specific matters relating to individual teachers, children, and parents will not be the subject of discussion at Parent Council meetings. Any individual matters relating to individual teachers, children, and parents should be raised directly with the school by the individual concerned.

CONSTITUTION

- The constitution may be changed after discussion at a Parent Council meeting and obtaining consent from two-thirds of the members present at a meeting.
- The Parent Forum will then be informed of any proposed amendments and given reasonable time to respond to the proposed changes before any further action is taken.

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.



Boddam Primary School Parent Council

Members Code of Conduct

The following is in place to support all members understand their responsibilities as a member of the Boddam Primary School Parent Council.

Members Should:

- Support the ethos and values of the Parent Council and the school, and do what is reasonable to make it a welcoming place for all parents/carers, co-opted members and guests.
- Treat everyone as an equal and always be respectful towards each other.
- Be involved and help out where possible.
- Work with the utmost integrity, specifically in dealing with financial matters.
- Respect and keep to the decisions made at the Parent Council meetings.
- Remember that the Parent Council is not the place to discuss personal issues relating to children, parents or school staff.
- Ensure than any difficulties or disagreements that arise within the Parent Council are brought to the attention of the group.

At our meetings:

- Everyone should have an opportunity to speak and be heard.
- All contributions from members should be valued and respected.



Boddam Primary School Parent Council

Managing Finance within the Parent Council

It is recognised that the money held by the parent council belongs to the parent forum, not the parent council alone or individual members. In order to ensure decisions regarding parent council finances are made reasonably and transparently, all group members agree to the following practices:

- A financial report will be available at every parent council meeting, supported with bank statements. It is the responsibility of every committee member to understand and agree to these, although the treasurer will be responsible for carrying out the task.
- Any decisions made in relation to finance should be made within the termly parent council meetings, or where relevant, during separate fundraising meetings. (Eg management of expenditure for the purposes of fundraising.)
- In situations where decisions about agreed finance need to be made out with these meetings, it is agreed that at least 3 parent council members agree with the purchase. If goods are purchased without this agreement, the costs of items may not be met by the parent council.
- In circumstances where requests are made to purchase items that have not been previously discussed within a formal meeting, a short meeting must be called to discuss this further prior to any agreements being made.

- Cash handling before, during and after events needs to be carefully planned. All money/goods should be counted in and out and signed off by two people. All cash is to be banked promptly.
- Any parent can ask to see up to date financial reports at any time, and they have a right to see them.
- The parent council accounts should be inspected annually by someone who is competent with finance and unconnected with the group or its individual members. An individual should be identified at the AGM and it is the responsibility of the treasurer to ensure this takes place at the start of the following academic year.



Boddam Primary School Parent Council

Guidance for Organising and Event

The fundraising events are loads of fun and a great way to make money and provide great opportunities for the school community to come together. In order to make things run as smoothly as possible, here are some guidelines we have developed (Please note this is not an exhaustive list, and care should be taken to consider all factors when organising any event):

- Dates/times for event to be agreed at a parent council meeting.
- Make a request with the school administrator for a LEAT to be requested to use the school for those purposes out with school hours on the agreed date.
- Although we do not need school staff to run an event, it is always good to have as much staff support as possible. A request should be made to the staff via the headteacher.
- Parents informed via expressions/facebook or paper letter.
- Events are run completely by volunteers, volunteers are required to make provisions for and set up the event, run any sales at the event, manage any external providers and manage the associated finances.
- Goods will often have to be purchased for events, please refer to our Managing Finance document in relation to this.
- There must be an appropriate amount of adult volunteers at any event. Please consider this during planning.

- The school must be left clean and tidy after an. All rubbish to be disposed of, the hall floor swept, any items stored appropriately and all furniture returned to it's original place.
- Our financial procedure must be followed in relation to money handling for floats and paying in proceeds.

DISCO

- Ensure that any lights, sound system etc are all operational. (Equipment is held in the school, lights in the library and PA system in the school office.)
- Music can be purchased if required and played via MP3 or by using personal mobile phones that are compatible with the PA system.
- We must ensure enough adult volunteers to run the disco, in addition to supervision in the hall, the running of the disco (games etc), running any tuck, we must also have at least one adult in the corridor and at the front door at all times. This is to ensure pupil safety.
- Having a member of school staff present is really helpful if we have to contact parents/carers for any reason. If staff are not available, this must be considered.

PRIOR CONSENT

In some situations it will be appropriate for the parent council to seek consent from parents/carers eg glitter tattoos, taking of photographs, walking home after a disco etc. In situations where consent is required it is up to the parent council to ensure this consent has been given.

Consider if a letter home seeking consent is appropriate, or can consent be given on the day/at the event etc. If unsure, discuss with the head teacher who will advise.

Boddam Primary School Parent Council

Insurance and Lottery



SPTC Insurance

Aberdeenshire Council currently pays for subscription of the SPTC and also for our annual insurance which allows us to run events, covers aspects of finance etc. This information is sent to the school on an annual basis.

Lottery Licence

As a parent council it is our responsibility to ensure we act responsibly in relation to any lotteries or raffles. In order to comply with relevant legislation we hold a lottery licence with Aberdeenshire Council. This licence needs to be reviewed annually and a member of the group needs to be identified as the lottery licensee. Aberdeenshire Council will send out a renewal document to the school, the annual fee is currently £20. Please see enclosed for certificates.

Boddam Primary School Parent Council



Data Protection Policy

HEADING	EXPLANATION
Aims of this Policy	<p>Boddam Parent Council needs to keep certain information on Parent Forum and Parent Council members in order to keep them up-to-date with Parent Council matters.</p> <p>Boddam Parent Council is committed to ensuring any personal data will be dealt with in line with General Data Protection Regulation (GDPR) 2018.</p> <p>The aim of this policy is to ensure that everyone handling personal data is fully aware of the requirements.</p>
Type of information held	<p>Boddam Parent Council handles the following personal information:</p> <p>E-mail addresses from members Contact details for the purposes of fundraising (eg raffle tickets)</p> <p>Personal information is kept in the following forms: e-mail addresses within our e-mail account and contact details in paper form for the purposes of fundraising.</p> <p>Any member of the Parent Council may handle this information.</p>
Policy implementation	<p>In order to meet our responsibilities Boddam Parent Council will:</p> <ul style="list-style-type: none">• Ensure any personal data is collected in a fair and lawful way• Explain why personal data is needed at the start, how it will be used, and how long it will be kept• Ensure that only the minimum amount of information needed is collected and used• Ensure the information is up-to-date and accurate• Hold personal data only as long as initially stated at the time of gathering consent• Make sure it is kept safely• Update the information we hold every year, asking people to confirm the details are correct and to give permission for us to hold the information for another year• Ensure any disclosure of personal data is in line with our procedures• Deal with any queries about handling personal information quickly

Security	<p>Boddam Parent Council will take steps to ensure that personal data is kept secure at all times. The following measures will be taken: access to the e-mail account is by agreed members only, and contact details for the purposes of fundraising will be held securely at the school in a locked cupboard and will be disposed of within two weeks of any fundraising event.</p> <p>Any unauthorised disclosure of personal data to a third party by a Parent Council member may result in the member being removed from the group. The individual involved will be informed of the unauthorised disclosure of their personal data.</p>
Requests for access	<p>Anyone whose personal information we handle has the right to know:</p> <ul style="list-style-type: none"> • What information we hold and process on them • How to gain access to this information • How to keep it up-to-date • What we are doing to comply with GDPR.
Review	<p>This policy will be reviewed every 2 years to ensure it remains up-to-date and is compliant with the law.</p>
Declaration	<p>I confirm I have read and understood Boddam Parent Council's Data Protection Policy and will act in accordance to it.</p> <p>I am connected with this organisation in my capacity as a</p> <p style="padding-left: 40px;">Member of the committee Volunteer Member of staff</p> <p>Signature: _____ Print name: _____ Date: _____</p>

(Thanks to Connect Scotland for access to the policy template.)

Connect, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB Tel: 0131 474 6199 Email info@connect.scot

Boddam Primary School Parent Council



Privacy Notice (GDPR)

Why are we asking for your information?

Boddam Primary School Parent Council collects information about you in order to process your data for parent/carer activities, as part of our function. We will keep this information for a maximum of five years from the date it was initially collected.

We may share this information with Boddam Primary School, where necessary, as part of our function. The Boddam Primary School Parent Council does not use an automated process for making decisions about you or the services you may receive from us.

Your Data, Your Rights

You have legal rights about the way the Boddam Primary School Parent Council handles and uses your data, which includes the right to ask for a copy, inaccurate data to be update/amended, and to ask us to stop using your data. You may withdraw your consent by contacting the Parent Council Chair and/or Secretary.

More information about the rights you have is available on the Information Commissioner's Office (ICO) – www.ico.org.uk/for-the-public

You also have the right to make a complaint to the Information Commissioner's Office - www.ico.org.uk. They are the body responsible for making sure organisations handle your data lawfully.

Legal Basis for Processing

Boddam Primary School Parent Council understands that our legal basis for processing your data, is to provide you with services relating to your role in line with Article 6(1)(a) of the General Data Protection Regulation because you have consented by providing your information. You can withdraw your consent, at any time, as explained above.



Boddam Primary School Parent Council

Social Media Policy

Boddam Primary Parent Council is aware of its responsibilities towards the school community when using social media.

This policy relates specifically to the Parent Council's social media activity and is unrelated to Boddam Primary's own social media policy. The Parent Council has no administrative responsibilities for Boddam Primary's website or social media pages. Any queries relating to these should be directed to the school.

The Parent Council uses the Facebook page 'Boddam Parent Council'. This page is run as a private group and has been set up for the purposes of communicating with parents, carers and members of the school community. The page is an information only page (the page is not open for comments from the school community) and aims to publicise school and Parent Council events and activities.

It can also be used as a method of receiving comments to be raised at Parent Council meetings, as long as these are sent via direct/private message to the Administrators. Individual issues or concerns about matters relating to individual pupils or staff members should be raised directly with the school.

Marketing or posts promoting businesses are not allowed on the page.

Names or photographs should not be posted unless permission is granted by that person or the child's parent/carer.