

Dear Parents,

Thanks for the feedback on the constitution review. In response, here are suggestions on addressing the issues raised.

1. Fundraising - Have added clauses to draft docs to make explicit the ability of the PC to fundraise according to its stated aims. These look like this

9.2 The Council may fundraise for specific or general purposes providing all such money is used in accordance with the aims of the Council.

9.3 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

2. Secretary - Connect guidance below on the role of the Secretary within PC's clarifies that the Secretary must be a member of the Parent Forum (parent/guardian). However the PC can appoint a Clerk to perform the role.

GUIDELINES FOR THE PARENT COUNCIL/PTA SECRETARY

There are very few rules governing how Parent Councils and PTAs operate (unless they have charitable status), however it is good practice to have someone to take the role of Secretary. Some Parent Councils opt to pay a Clerk to the committee instead, and some have both! A Clerk can be paid for with the money a PC receives from the local authority. The Clerk is not a member of the PC and has no voting rights.

The main roles of the Secretary

The Secretary can be any member of the committee. The main role of a Secretary is to support the Chairperson to ensure the smooth running of the PC/PTA and to maintain effective communication links between committee members and between the PC/PTA and the school. Their role may also include:

- Ensuring meetings are well organised and minuted.
- Maintaining records and administration – these should be kept in a file or storage box to be handed on to the next Secretary.
- If the PC/PTA has charitable status, they should make sure legal requirements are met.
- Handling communication and correspondence.

Do you need a Secretary/Clerk?

There is no legal requirement for a Parent Council or a PTA to have a secretary although it certainly makes life easier. If your group finds it difficult to get anyone to volunteer to take up the post, then you could always offer it as a job share or pay a Clerk. A Committee member cannot also be a paid Clerk.

So it looks like the a good way to do this is to restrict the role of Secretary to a parent/PC member but allow the “and/or” appointing of a Clerk. Have added to draft docs the following clause;

3.3 If the event that the PC is unable to install a Secretary from within its membership or the installed Secretary is unable to partially or fully perform the role, it may appoint a Clerk instead. The Clerk will not be a member of the PC, have no voting rights and will be paid by the PC according to Dundee City Council guidelines.

If you've feedback on the feedback let us know!

Regards,

Selu Mdlalose

Lead, Constitution Working Group