

Education Procedure Manual 3/46

PARENT COUNCIL CLERK

For
Teachers and Employees on Scottish Negotiating Committee
for Teachers (SNCT) Conditions of Service

Effective from: March 2024

Education, People & Business



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本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgriobhainn seo cur gu Gàidhlig ma tha sin a dhith oirbh. Cuiribh fòin gu 0300 123 4510

अनुसोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फोन कीजिए।

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Version Control History

Version No.	Effective Date	Details of change from previous version	Date Approved	New version no.
-	-	New Procedure Manual	15/03/2024	1.0

GDPR Statement

East Dunbartonshire Council holds, uses and processes information in accordance with the General Data Protection Regulations and all other relevant national data protection laws. Further information detailing how East Dunbartonshire holds and uses personal information and copies of privacy notices used throughout the Council are available on our [website](#).

Policy Review Statement

This policy will be reviewed in line with:

- Legislative Change
- Changes to SNCT National Conditions of Service
- Other external factors
- Feedback on the effectiveness of the policy
- Requests for review by Elected Members, Trade Unions and/or Management.

1.0 Purpose

- 1.1 The purpose of this procedure manual is to provide guidance on the role of the Parent Council Clerk.

2.0 Scope

- 2.1 This procedure manual applies to all Parent Council Clerks within East Dunbartonshire Council.
- 2.2 This procedure manual also applies to the Parent Council Chairman, Head Teacher and any other associated officers with the Parent Council, as outlined in the process below.

3.0 References & Related Documentation

- 3.1 [National Minimum Wage and National Living Wage Rates.](#)

4.0 Procedure

4.1 Introduction

The exact nature of the clerk's duties may vary between parent council areas. This manual provides the detail of the specific duties for East Dunbartonshire parent councils.

There are, however, a number of activities which could be considered to form the principal duties of a Clerk, which are outlined below.

For the purposes of clarity, all references to 'the Council' pertain to the Parent Council, and not the Authority.

4.2 Correspondence

The Clerk handles the Council's mail and sends out all correspondence from the Council. It is recommended that all letters from the Council are signed by the chairperson.

4.3 Agenda and Meeting Papers

The Chairperson, Head Teacher and Clerk should consult in drawing up the agenda.

The Clerk issues the agenda and meeting papers, along with a copy of the minutes of the previous meetings, to members, the Head Teacher, Local Councillor(s) and, if requested by the authority, designated officials. The agenda and papers must also be made available for public inspection within the School.

4.4 Minute Taking and Preparation of Minutes

- 4.4.1 The Clerk takes the minutes at Council Meetings (suggested minute template attached at [Appendix 1](#)). However, it is a matter for the Council to decide whether the minutes

should be a comprehensive record of discussion, or a summary of decisions taken and action points. Minutes should clearly show, as a minimum:

- The date of the meeting
- Attendees & Apologies
- Decision(s) taken,
- Action(s) to be followed through and the person(s) responsible for this.

As soon as possible after the meeting the Clerk prepares a draft minute for approval by the Chairperson. Once the draft minute has been approved copies are circulated to members of the Council, the Head Teacher, Councillors and Officials as per [Appendix 2](#). A copy should also be displayed on the School notice board and an electronic copy should be e-mailed to [Shared Services – Education Support](#).

4.5 Advice on Procedures and Statute

The Clerk should be able to advise the Chairperson and the Council on procedural and statutory matters and should have a working knowledge of the legislation relating to Parent Councils and the Council's own Standing Orders. Advice on procedural and statutory matters can also be obtained from the Parental Involvement Officer.

4.6 Parent Council Membership

The Clerk must notify [Shared Services - Education Support](#), in writing of any changes of membership giving name, address and home/business telephone numbers/e-mail address of any new member.

The Clerk should receive in writing resignations from Council members.

4.7 Clerk's Fees Claims /Appointment Form

Newly appointed clerks must complete the Appointment Form which will be emailed to them upon confirmation of appointment. The completed form should be returned to Shared Services (Education) with their first Clerk's Fees Claim Form.

Clerks are paid fees in connection with their work for the Parent Council. All claims for payment should be made on the Clerk's Fees Claim Form (sample enclosed) and submitted to [Shared Services – Education Support](#).

Clerk's fees are paid in line with the [National Minimum hourly wage](#) for the duration of any business meeting and for a maximum of six hours, for a total of 8 meetings per year which is inclusive of preparation and follow-up work.

Clerks are not entitled to travelling expenses.

Clerks who are council employees will receive payment for their fees together with their salary/wages in respect of their council employment.

However, Parent Council clerks who are not council employees will receive payment on

the Thursday before the last Friday of the month. Please note that the “cut-off” date for claims for payment is two weeks before the above date.

Please note that all claims must be authorised by the Parent Council Chairperson.

PLEASE E-MAIL A COPY OF ALL MINUTES AND AGENDAS TO –
sharedservices.education@eastdunbarton.gov.uk

**ALL CLERK’S FEES CLAIMS, NOTIFICATION OF CHANGE OF MEMBERSHIP
SHOULD BE ADDRESSED TO: Shared Services –**
sharedservices.education@eastdunbarton.gov.uk

Appendix 1: Suggested Minute Template

Minute of meeting of _____ School Parent Council held on _____
at _____pm.

Present:

1. Apologies:
2. Minute of Previous Meeting
3. Matters Arising
 - i)
 - ii)
 - iii)
4. Correspondence
 - i)
 - ii)
 - iii)
5. Head Teacher's Report
6. Chairperson's Report
7. Agenda Item
8. Agenda Item...
9. Any Other Competent Business (AOCB)
10. Date and Time of Next Meeting

Appendix 2: Distribution of Minutes

1. Shared Services (Education) Email to: shareservices.education@eastdunbarton.gov.uk
2. William Patrick Library Email to: libraries@eastdunbarton.gov.uk
2/4 West High Street
Kirkintilloch
G66 1AP
3. Councillors (all councillors connected with the school)
Mail to: Email to: forename.surname@eastdunbarton.gov.uk
Members' Support Unit (This will change for each councillor)
The Marina
12 Strathkelvin Place
Kirkintilloch
G66 1TJ