

## Parent School Advisory Board Members – Roles Description

### The role of a parent School Advisory Board member

Being a parent School Advisory Board (SAB) member is a privileged and responsible role. They bring a unique parental perspective to the SAB and have the opportunity to make a difference, not only for their own children, but for children in years to come. They will also make a difference for other parents and influence the way in which the school works with them. They understand the diversity of parents' views and will be expected to remind the SAB how matters being discussed affect parents and to help facilitate effective school communication with parents. They are not delegates and do not speak 'on behalf' of the parent body, nor are they expected to 'poll' parents to determine their views. They make their own decisions, together with colleagues on the School Advisory Board

### Expectations of parent members

Parent SAB members will be expected to attend SAB meetings held **once a term** and play an active role in decision-making. They are also expected to prepare for meetings by reading any paperwork in advance and considering questions that may arise. The contributions and responsibilities of a parent member include:

- Helping the SAB **communicate** with parents and improve links
- Providing feedback on how to make the school more **accessible** to parents
- Encouraging the SAB to be more **visible** to the parents and community
- If another parent approaches them with a complaint, **signposting** that parent to the Principal.
- Being **approachable** to other parents, but making sure they are clear about their role.
- Being **diplomatic and positive** when discussing the SAB with others
- Always remembering they are **part of a group** and never acting alone.
- After having their say in meetings, always **supporting the decisions** of the full SAB, even if they disagree with them.
- Always **observing confidentiality** and not discussing highly sensitive and confidential information with non-members.

### Requisite qualities of a parent council members

Parents and carers do not need any specific skills or experience to be a member. However, they will need a commitment to the school and the welfare of the pupils as well as the time and willingness to get involved. Members will be expected to attend 3 meetings a year (once a term) and make themselves available for visits and school events. Members do not need to be experts in the field of education, but they

must be confident in reading the documents that will be sent to them before each meeting.

### **How parent council members are selected**

All parents, carers and guardians of children at the school are eligible to be candidates. Parents are elected unless there are fewer candidates than vacancies, in which case they are appointed. This follows a nomination process, whereby parents will be asked to describe whether they have the requisite qualities required of an SAB member and the capacity and time to fulfil expectations. Parent council members serve a three-year term of office. Speech and Language UK will give each new SAB member an induction, as well as providing training, information and guidance on the role. All council members are required to undergo an enhanced DBS check and must agree to adhere to the Code of Conduct.