

Review of Arrangements

Consultative Committee with Parents

10 March 2009

TABLED
Additional
Paper

Purpose of report

- 1 To start off discussion and consultation with Parent Councils and Forums with regard to the current CCWP arrangements.
- 2 As per the approved minutes from the CCWP on 15 January 2008, to review the current CCWP arrangements with regard to membership, terms of office, remit and arrangements for members with support needs and to reconsider the format, frequency and content of meetings to ensure the purpose of the Committee is met.

Main report

- 3 Current Position

Membership

- a) The current structure is:-
 - i Two/ three Secondary Parent Council members per Neighbourhood;
 - ii One/ two Primary Parent Council members per cluster;
 - iii Three Special School Parent Council Members;
 - iv Two nursery Parent Council Members;
 - v One Special Needs Forum member;
 - vi Four Head Teacher members (one from each sector);
 - vii One teacher representative;
 - viii One observer from the Scottish Parent Teacher Council.
- b) It should be noted that the primary membership is over-represented in one secondary cluster and under-represented in 4 secondary clusters.
- c) Equalities need to be considered in terms of membership including ethnicity, gender and disability.

Terms of Office

- d) Membership is for a minimum period of 2 years, commencing November 2007 until 31 October 2009. The Parental Involvement Unit are due to contact Parent Councils, Head Teacher Associations and others to seek nominations in September 2009. Existing members are able to nominate themselves again, if eligible.

Remit

- e) Members will be expected to seek the views and consult with all Parent Councils or appropriate representative groups and to feed these views to the wider CCWP.
- f) The role of all members of the CCWP Members is to:-
 - i Attend and contribute to discussion at CCWP meetings.
 - ii Communicate the work of the CCWP to the Parent Council Chairs of the schools they represent.
 - iii Propose agenda items from the schools they represent, initially through the Parental Involvement Unit.
 - iv Encourage Parent Councils to include CCWP business as a regular agenda item on Parent Council agendas.
 - v Secondary school representatives should report to all the secondary Parent Council Chairs in their Neighbourhood.
 - vi Special school representatives should report to all Parent Council Chairs of special school.
 - vii Nursery school representatives should report to all Nursery Parent Council Chairs.
 - viii Primary school representatives should report to all Primary Parent Council Chairs within their cluster.

Support Needs

- g) Meetings are held in accessible venues. Anyone attending with specific support needs should contact the Parental Involvement Unit to enable any additional requirements to be met.

4 Proposed Structure

The purpose of the CCWP is to provide a forum for discussion and consultation with parents on educational issues as part of the ongoing Children and Families parents in partnership strategy.

The continuing success of the Committee relies on a common understanding of appropriate and relevant business for the CCWP.

Revised Content

It is proposed that a planned annual calendar be prepared for each academic year. The agenda at each meeting would include at least one item of educational significance as identified by the Department. It is recommended that there be only one presentation per meeting.

The Director and Convenor would provide an update at the beginning of each CCWP meeting.

Key items of interest would be identified at Heads of Service meetings and brought forward for wider discussion at CCWP, as appropriate.

CCWP members would continue to propose agenda items in advance of meetings thereby enabling attendance of appropriate Officers to address the items.

It would be useful for any agreed arrangements to be reviewed, possibly after the first year.

Format and Frequency

a) Focus Group Structure

The main CCWP would continue with the current representation (subject to consultation).

Focus groups of up to 12 members would be identified with specific topics in mind and take into account parental views on key subjects e.g. Curriculum for Excellence.

The timing of these groups would enable wider consultation and the opportunity for further discussion at the next CCWP meeting.

The December meeting would be an all Parent Council Chair meeting and outwith the remit of the CCWP.

Suggested Timetable of Meetings

Early September	CCWP	Sample agenda:- Service Plan Attainment
October	Focus Group	Topic to be confirmed
Early November	CCWP	Sample agenda:- School Session Dates
Late December	All Parent Councils	Revenue Budget Consultation
Late February	CCWP	Budget Settlement Report
March	Focus Group	Topic to be confirmed
Early April	CCWP	Agenda items to be confirmed
Late May	CCWP	Agenda items to be confirmed

b) Remit of Members

The remit and terms of office would remain the same as the current arrangements.

Financial Implications

- 5 Committee Services will continue to provide a venue, catering and facilitation for these meetings with the exception of the December meeting. This meeting would not be classed as a CCWP meeting and therefore would not fall within the area of responsibility of Committee Services.
- 6 There would be a relatively small cost to Children and Families in respect of the catering costs for the December meeting.

Environmental Impact

- 7 None.

Recommendations

- 8 The Committee are asked to consult with the Parent Councils and Forums they represent and to provide feedback on the proposed new format to Audrey Palmer (audrey.palmer@edinburgh.gov.uk) by 24 April 2009.
- 9 Feedback will be prepared for discussion at the May CCWP.

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Appendices	None
Contact/tel/Email	Audrey Palmer 0131 469 3138 audrey.palmer@edinburgh.gov.uk
Wards affected	All
Single Outcome Agreement	
Background Papers	CCWP Minute, 15 January 2008