

# Bruntsfield Primary School Parent Council Committee Structure

## Overview of the Council structure and operation

### The Hub and Executive

CHAIR  
VICE CHAIR  
TREASURER  
SECRETARY  
CLUBS ORG.  
NOMINATED REPRESENTATIVE FROM EACH OF THE SUB GROUPS

### Finance and Fund Raising Sub-group

Overall financial control of the Parent Council, offering guidance and support to its sub groups particularly Clubs and actively promote new ways of securing funds.

### School Management Support Sub-group

To support the school management team in its business function, e.g. staffing, property, information systems and procedures. Providing crucial Head Teacher tactical support and liaison function via the Senior Management Team to the wider staff group.

### Events Sub-group

Identify and support key people to co-ordinate specific events. Enabling parental involvement, and liaison with Finance Sub Group. Fund raising is an important function when running Events, however the value of prompting the school, developing community spirit, getting know and be involved in the school, and as well as having fun enhances understanding, and enhances the experience open to the pupils.

### Clubs and Disclosure Sub-group

To co-ordinate and organise the club activities. Liaise with school staff, tutors and parents. Responsible for the continued good practice, Disclosure responsibility, and promoting the diverse range of activities, quality and value of the added services available to parents via the clubs.

### Parental involvement and links to community Sub-group

Enabling greater parental involvement. Links with the Community, cluster schools & initiatives, Businesses, Church and strong sense to embrace the principles of the Parent Involvement Act.

### Parent Forum

All parent and guardians of pupils at Bruntsfield Primary School are members of the Forum

### Parent Council

Members of the Parent Forum who volunteer and are adopted as Council representatives at AGM, or co-opted under the Parent Forum Constitution.

### Office Bearers of the Parent Council

Office Bearers are members of the Council elected to undertake key functions to enable the running the Parent Council and its subgroups;

**Bruntsfield Primary School Parent Council  
Committee Structure**

**Concept diagram  
Parent Council role**

