

Dear Parent Council Chair

As you will be aware, I have represented Renfrewshire parents on the National Parent Forum of Scotland (NPFS) for many years now however, my youngest child is leaving school this June and therefore it is time for someone else to take over this role.

There are 2 positions available.

**Renfrewshire representative** and  
**Deputy Renfrewshire representative**

It would be most helpful if we could fill both of these roles by June 2019 to allow an easy transition and give support to each other.

The process is fairly straight forward.

1. Every parent needs to be made aware of this role and have the opportunity to apply for a position either as Renfrewshire representative or in a deputy role to the representative.
2. It is the role of the Parent Council Chair to share this information with their Parent Councils and the wider Parent Forum in each school.
3. You do not need to be a member of the Parent Council to become the NPFS representative or deputy..... you just need to be the parent of a child attending school in Renfrewshire.
4. **Anyone interested in applying for either position must write a small paragraph about themselves and why they think they are suitable for the role. It would be helpful if this could include what they could bring to the role.**
5. All application paragraphs should be emailed to [renfrewshire@npfs.org.uk](mailto:renfrewshire@npfs.org.uk)
6. Once the applications have been received, they will be emailed to all Parent Council (PC) Chairs to allow each PC to vote on which candidate they prefer for each role.
7. The votes will be sent to [renfrewshire@npfs.org.uk](mailto:renfrewshire@npfs.org.uk)
8. The votes will then be shared and verified by 2 independent PC Chairs.
9. The candidates will then be notified of the results.

**This is the process decided by PC Chairs when the original nominations were made in 2011 and therefore, I have kept to this format.**

To allow time for this to be discussed with Parent Councils and Parent Forums, the applications should be emailed to [renfrewshire@npfs.org.uk](mailto:renfrewshire@npfs.org.uk) by **Wednesday 27<sup>th</sup> February 2019**.

Applications will be emailed to PC Chairs by Wednesday 6<sup>th</sup> March

Votes from PC's will be accepted between Wednesday 6<sup>th</sup> March and Wednesday 20<sup>th</sup> March

Verification will take place after this date and candidates will be advised.

Please note that I am available to attend any PC meetings you may have to discuss this with your Parent Forums and can be contacted at [renfrewshire@npfs.org.uk](mailto:renfrewshire@npfs.org.uk) to arrange this. I am also available if anyone has any questions that they would like to ask either individually or as a group.

Kind regards  
Debbie Newlands  
NPFS Renfrewshire

***Below is an extract from our new NPFS Volunteer Handbook and gives an indication of what is required by an NPFS Representative.***

## **Volunteer Role**

### ***Form a link between the Forum and the Parent Forum in your local authorities.***

For the Forum to be truly effective it must be representative of a wide body of parents. It is important that the Forum has effective two-way communication with Parents Councils throughout the country.

It is important to communicate to Parents Councils the:

- Activity of the Forum
- Forum position on various key issues

It is important to glean from Parents Councils:

- Topics that are of interest in your area especially when there are national implications
- Information requested from the office and/or Chair / Vice Chair to inform policy positions

You should liaise with your Parental Involvement Officer and Director of Education to ensure parents are represented at your Local Authority level. NPFS experience indicates that the best way to do this is to ensure there is a Local Authority umbrella group in place, where PC chairs or PC representatives from across the authority can meet with the LA representative (as often as appropriate).

Two way communication varies between authorities at present. Ideally it is helpful for the volunteer rep to have a full mailing list of all parent councils in their area. In some authorities mail outs go through the parental involvement office.

Other methods of ensuring two way communication takes place are:

- Attending parent council meetings (your own school and others in the authority)
- Local authority parent forum website
- Organising local events such as focus groups
- Encouraging attendance at Forum national events – such as the Annual Conference
- Local social media
- Distribute newsletters
- feeding back on Forum activity

### ***To contribute to the operation of the Forum***

- The main role is to attend quarterly full forum meetings normally held in rotation between Edinburgh and Glasgow. They are attended by all members (and/or deputies)
- At the meetings represent parents in your area in any discussions
- Following the meeting feedback to your parent councils on anything that might be relevant
- Undertake any training that is required, or you feel would be helpful
- Where appropriate and available represent NPFS at external events such as conferences
- provide details of holidays, personal leave or illness which will impact on this.

### ***To represent parents' views on any external committee and other places***

-You may choose to attend meetings and other events. This can be very important as it may involve meetings with National Government representatives and officials, local government bodies such as Parental Involvement officers and other bodies such as teachers' unions etc

- If you volunteer to attend meetings you must feedback following meetings and pass on papers. Usually a meeting record to the office within a week is sufficient but for anything more controversial feedback to chair or vice chair asap.

### ***To put in place a deputy who will deputise for you if required. It may be that person will become your eventual replacement.***

It is sensible to have a deputy to help with your work in the local authority, attend quarterly Forum meetings if you are not available, and to ensure that your succession is straightforward.