



Education Procedure Manual 3/45

INTERIM PARENT COUNCIL FOR DEVELOPMENT OF NEW-BUILD SCHOOLS

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

Effective from: July 2025

Education, People & Business



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Contents

Version Control History.....	3
GDPR Statement.....	3
Policy Review Statement.....	3
1.0 Purpose	4
2.0 Scope.....	4
3.0 References & Related Documentation	4
4.0 Establishment of Interim Parent council for PSIP School Projects.....	4
4.1 The Role of an Interim Parent Council	4
4.2 Timeline and milestones in the development of a new build school.....	5
5.0 The Constitution of the Interim Parent Council	6
5.1 Membership of the Interim Parent Council	6
5.2 Rights and Duties of Head Teachers (Senior officer, prior to appointment)	7
5.3 Constitution.....	7
5.4 Office Bearers.....	8
5.5 Financial Arrangements	8
5.6 Involvement of Interim Parent Councils in the Appointment of Senior School Managers...	8
5.7 Role of Education Scotland.....	8
5.8 East Dunbartonshire Parent Council Forum.....	8
Appendix 1: Roles and Responsibilities of Office Bearers.....	9
A1.1 Duties of the Chair	9
A1.2 Duties of the Clerk	9

Version Control History

Version No.	Effective Date	Details of change from previous version	Date Approved	New version no.
-	Oct 2014	Update to new template Update terminology	13/06/2025	1.0

GDPR Statement

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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 This procedure outlines the roles and responsibilities of an interim parent council for new-build primary schools.

2.0 Scope

- 2.1 This procedure applies to all new-build primary schools within the East Dunbartonshire Council area.

3.0 References & Related Documentation

- 3.1 The following documents should be referenced when considering this procedure:
- [SNCT Handbook](#)
 - [Equalities Act 2010](#)
 - Parental Involvement Act
 - PM 3/45/F01 Interim Parent Council Constitution (Draft)
 - PM 3/45/F02 Interim Parent Council Nomination Form: Parent Members
 - PM 3/45/F03 Interim Parent Council Nomination Form: Staff Members

4.0 Establishment of Interim Parent council for PSIP School Projects

As part of East Dunbartonshire Council's strategy for parental engagement, the Council strongly supports parental representation through parent councils. The Council believes that parents should have the opportunity to express their views and have these taken into account on matters affecting the education of their child, the school's arrangements for promoting parent involvement and other matters or issues of interest to parents.

At present, almost all schools in East Dunbartonshire have a parent council, which represents the views of the parent forum. The roles, rights and duties of the parent council and its office bearers are described in the Councils' parental engagement strategy, and in the parent council's constitution. Under the PSIP, as schools are proposed for closure, and new schools established, it will be necessary for parent councils in existing schools to run in parallel with a new interim parent council to be established to represent the parent forum of the new school. In order to support this process, an interim parent council should be formed to represent parents throughout the process of design and build, the appointment of senior staff and the creation of a new parent council in the newly established school. This interim Parent Council will operate until the new school opened when a new parent council will be established.

4.1 The Role of an Interim Parent Council

4.1.1 The role of an interim parent council is to:

- Support the school and the Council in the development of a new school
- Represent the views of all parents from both schools involved
- Encourage the involvement of parents, pupils, pre-school groups and the wider community in the development of the new school, and

- Report back to the Parent Forum and existing school's parent councils.

4.1.2 The interim parent council will be a consultative body in the development of the new school and will support the transition to the new school. The interim parent council will run in parallel with the existing parent councils of existing schools, which will continue their role in the management of the schools for the 2-3 year period of the development of a new school.

Activities of the parent council will include to:

- Represent parents in the recruitment of senior staff
- Lead consultation with school communities on the name, uniform and insignia of the new school
- Work with head teacher and senior staff to describe the vision, aims and values of the new school
- Provide a platform for communication and liaison with parents and the wider community
- Act as a consultee in the design and development process;
- Receive updates on the design and development process
- Act as a consultee on the transition process, with regard to curricular and operational issues
- Represent parents in the development of policies which will affect the new school, for example travel planning, and
- Support the Council in the execution of its statutory duties under the Schools (Consultation) (Scotland) Act 2010, including the discharge of any conditions.

4.2 Timeline and milestones in the development of a new build school

New build school development under the PSIP can be expected to take place over 2-2.5 years from a council decision to proceed. A high-level timeline laying out some of the key milestones and activities of the interim parent council is provided below:

4.2.1 First Meeting

- Led by the Chief Education Officer
- Senior EDC officer to take the role of the Head Teacher until the new school head teacher is appointed
- Selection of interim parent council members
- Appointment of Chair, Vice-Chair, Clerk
- Agreement of frequency of meetings, with regard to balancing with existing parent council meetings, and
- Agreement of format of agenda and proposed standing items – e.g., communications, travel planning, curriculum, transition.

4.2.2 Phase one of development of new school (Month 1-6)

- Establishment of interim parent council and first meeting
- Consultation on initial design and development
- Review of travel planning
- Comment on curriculum transition plans

- Comment on alignment of collegiate calendar
- Agreement of communications strategy for parents and stakeholder, and
- Any other business required by the project.

4.2.3 Phase two of development of new school (Month 7-12)

- Training for members on EDC senior staff recruitment process
- Agree school profile to support recruitment
- Agree timeline for Head Teacher recruitment (subject to LNCT discussions)
- Engagement on detailed design work and planning consultation
- Engagement in planning
- Standing items, and
- Any other business required by the project.

4.2.4 Phase three of development of new school (Month 13-18)

- Preparation for recruitment of senior staff (subject to LNCT discussions)
- Building commences
- Engagement work and site visits for parents, staff, pupils
- Declutter and preparation for move to new school
- Identification of legacy work and heritable items
- Consultation on school name, uniform, etc.
- Standing items, and
- Any other business required by the project.

4.2.5 Phase four of development of new school (Month 19-24)

- Further development of arrangements for move to new school
- Identification of requirements for additional in-service and/or holiday days to support move
- Identification of arrangements for the establishment of a new parent council in the new school
- Decommissioning of existing building, and
- Opening of new building.

5.0 The Constitution of the Interim Parent Council

5.1 Membership of the Interim Parent Council

5.1.1 Members of Interim Parent Councils must be drawn from the parents, carers and guardians of pupils who make up the Parent Forum. A nomination form for parent members (PM/3/45/F02) is available from schools.

5.1.2 A senior EDC officer will take the role of head teacher at interim parent council meetings until a head teacher is appointed. The head teachers of the existing schools have a right to attend meetings of the interim parent council, and the interim parent council may also request that they do so when required.

5.1.3 Where an Interim Parent Council is established in respect of a denominational school, its constitution must allow for at least one of its members to be co-opted. The Interim

Parent Council must invite the relevant church or denominational body to nominate a representative to be part of its membership.

- 5.1.4 Both teaching and school support staff can be invited to join the Interim Parent Council. Where school staff agree to participate in the Parent Council, they may decide to nominate representatives. There could also be an agreed rotation among staff members. A nomination form for staff members (PM 3/45/F03) is available in school.
- 5.1.5 Issues discussed by Interim Parent Councils will necessarily focus on the interests of children and young people who may, themselves, have views on what is being discussed. Parent Councils in East Dunbartonshire should be open to engaging with pupils via Pupil Councils and other bodies. Pupils can be invited to serve as members of Parent Councils.
- 5.1.6 The Parent Forum can decide to co-opt others in addition to teachers, pupils and support staff onto the Parent Council. If the Parent Forum decides to invite co-opted members to join the Interim Parent Council, the arrangements for their involvement should be set out in the Parent Council's Constitution.
- 5.2 Rights and Duties of Head Teachers (Senior officer, prior to appointment)
 - 5.2.1 Head teachers may take part in Council discussions and offer their advice and expertise on any matter falling within their area of responsibility; this can include all aspects of the work of the school, such as matters relating to the school curriculum, policies on uniform, discipline *etc.*
 - 5.2.2 Once appointed, head teachers of new schools have both a right and a duty to attend, or to be represented at, meetings of the Interim Parent Council. They are expected to take part in Council discussions and offer their advice and expertise on any matter falling within their area of responsibility; this can include all aspects of the work of the school, such as matters relating to the school curriculum, policies on uniform, discipline *etc.* Until a Head Teacher is appointed, the role of head teacher in absentia will be fulfilled by a senior council officer.
- 5.3 Constitution
 - 5.3.1 Previously, the Education Service worked with schools, PTAs, Parent Councils and other parent groups on the development of draft Parent Council constitutions. Parents in all schools were consulted on the draft constitutions.
 - 5.3.2 Parent Councils may amend or replace their constitutions. Any major change to the constitution requires the requisite consent of the Parent Forum and must reflect the majority view of those who respond within an agreed timescale. Copies of amended constitutions must be given to the school's Head Teacher and the Education Service.
 - 5.3.3 Based on existing guidance for parent council constitutions, a draft Interim Parent Council constitution (PM 3/45/F01) is available for Interim Councils to adopt.

5.4 Office Bearers

- 5.4.1 Under the Parental Involvement Act, Parent Councils have considerable flexibility in deciding how they should carry out their various tasks. Where Interim Parent Councils decide to appoint office bearers (e.g. a Chair, Vice-Chair, Clerk,), these roles should be detailed in the Council's constitution. Appendix 1 details the responsibilities of the Chair and Clerk.

5.5 Financial Arrangements

- 5.5.1 It is not expected that Interim Parent Councils will require a budget, as the current parent council of existing schools will continue to operate until the closure of these schools.

5.6 Involvement of Interim Parent Councils in the Appointment of Senior School Managers

- 5.6.1 In line with the Act, Parent Councils have a right to be involved in the appointment of senior school managers. Further detailed guidance on this issue is set out in 'Procedure Manual 2/02: The Appointment of Senior Promoted Staff in Primary, Secondary and Special Schools (2007)'.

5.7 Role of Education Scotland

- 5.7.1 The Act does allow a Parent Council to make representations to Education Scotland on matters of interest or concern to members of the Parent Forum. The Council must, in the first instance, have made such representations to the Head Teacher (or relevant council officer), where appropriate, and the Education Service. However, the expectation is that most issues will be resolved at a local level. Education Scotland must take account of representations received and may use them to inform future education authority and school inspections. In all cases, Education Scotland must reply to the Parent Council.

5.8 East Dunbartonshire Parent Council Forum

- 5.8.1 The aims of East Dunbartonshire Parent Council Forum are to:

- Promote strong parental partnership between East Dunbartonshire Council and Parent Councils throughout the Local Authority area
- Work in conjunction with East Dunbartonshire Council to continually raise the standard and quality of education within East Dunbartonshire, and
- Act as a formal consultative body to East Dunbartonshire Council and other agencies on issues relating to the provision of education.

- 5.8.2 It is proposed that a motion is put to the Parent Council Forum to invite representatives of Interim Parent Councils to attend the Forum.

Appendix 1: Roles and Responsibilities of Office Bearers

A1.1 Duties of the Chair

It is the responsibility of the Chair to:

- Agree the agenda with the Head Teacher/relevant council officer
- Consider additional business that is competent, relevant and urgent
- Decide on matters of conduct, order competence and relevance
- Ensure equality of opportunity so that representatives can express their views
- Decide which representative may speak first by calling on the representative who has first caught his/her eye
- Ensure all members conduct themselves in an appropriate manner through showing respect and due consideration
- Preserve order through the exclusion of any representative or member of the public obstructing the business of the meeting, and
- Adjourn the meeting in the event of general disturbance.

A1.2 Duties of the Clerk

It is the responsibility of the Clerk to:

- Convene meetings
- Prepare the agenda in consultation with the Chair
- Issue written notices of meetings with agenda and papers that inform the agenda 7 days prior to meetings
- At meetings, record attendance and minute the decisions and actions to be taken
- Send the draft minutes to the Chair for checking within 15 days of the meeting, and
- Send the draft minutes 'approved' by the chair out to all representatives within 30 days of the meeting.