

Parent council member role description

Parent council members are an important link between the board of directors (aka trustees) and each school within the Trust. They have a valued role within the Trust governance to help and support the Trust board to fulfil its duties.

In academy trusts, the purpose of governance is to provide:

- strategic leadership
- accountability and assurance
- strategic engagement

The **Trust board** has overall, collective accountability and strategic responsibility for the trust. It focusses on ensuring the Trust delivers an excellent education to pupils while maintaining effective financial management. In doing so, the Trust board is assisted by the governance hub boards who oversee the education and pupil experience of a group of schools.

Hub boards help with the connection and communication between schools, their communities and the Trust board. They share local information, escalate issues to the Trust board, and help to ensure that board decisions are informed by the local context.

Each parent council member is a **member of the hub board** for their school.

Parent council member role expectations	
✓	✗
<ul style="list-style-type: none"> • well placed to understand parents' views 	<ul style="list-style-type: none"> • not expected to gather the views of other parents and take these to the hub board
<ul style="list-style-type: none"> • in a good position to remind the hub board of how matters discussed are affecting parents & pupils 	<ul style="list-style-type: none"> • not expected to simply represent the interests of parents
<ul style="list-style-type: none"> • help the Trust and schools to communicate effectively with parents 	<ul style="list-style-type: none"> • not a link between parents and the hub board
<ul style="list-style-type: none"> • represent the interests of all pupils and help improve outcomes for them 	<ul style="list-style-type: none"> • not there to promote the interests of their own child(ren)
<ul style="list-style-type: none"> • with the hub board, help ensure Trust leaders are held accountable 	<ul style="list-style-type: none"> • do not hold school leaders accountable (school leaders are held accountable by Trust leaders)
<ul style="list-style-type: none"> • maintain confidentiality of all governance matters and discussion 	<ul style="list-style-type: none"> • do not share matters discussed with other parents or the school community without prior agreement

You do not need to be an expert in the field of education for this role. What you do need is an interest in children's education, the Trust, as well as the time and willingness to get involved and the curiosity to ask questions. Training and support will be provided.

Parent Council Member Role FAQs

In practice, what will I be expected to do?

The Trust parent council member will:

- Get to know and understand the strengths and areas of development of their child(ren)'s school.
- Visit their child(ren)'s school at least once a term for a pre-arranged visit during the school day. The visit will include:
 - taking part in a learning walk with a member of the school leadership focusing on the Trust priorities and/or the school improvement plan,
 - talking to staff and children,
 - receiving an update on events to promote parental engagement and links with the local community.
- After each visit, send a report, using the agreed template, to the hub clerk within 10 working days of the visit so it can be shared ahead of the next hub board meeting.
- Regularly attend the governance hub board meetings (currently six a year, held every half term, virtually via Teams) and prepare for those meetings by reading the information provided beforehand.
- Respect the **confidentiality** of all matters discussed and do not share information with other parents or the school community without prior agreement.
- Aim to attend the annual governance conference (normally held in September on a Saturday morning).
- Attend training as necessary and take responsibility for your own learning.
- Join the parent council member meetings (these are held virtually via Teams).

What does the role offer?

- A chance to develop your own personal skills.
- Access to free training and resources in respect of education and governance matters.
- A sense of achievement in helping to make a difference to children's education and contributing to your local community.

Are you looking for people with particular skills?

We would be delighted to hear from anyone who:

- Is interested in children's education and the performance of a group of schools.
- Has an enquiring mind and has the confidence to ask questions and debate issues that have an impact on the quality of education we provide.
- Can consider matters strategically, objectively and make informed judgements.
- Has an enthusiastic and proactive attitude.
- Is able to work well as part of a team.

Can I talk to someone informally to help me decide whether to take on the role?

If you are interested in the role, our Trust lead governance professional, Isabelle Candy, would be happy to have a "no obligation" chat to discuss the role in more details to help you decide whether this is the role for you.

Where can I find more information about the Trust governance? And about academy trust governance in general?

More information about the governance structure of the First Federation can be found on the Trust website: [Governance | First Federation](#)

More information about academy trust governance is available in the [Academy Trust Governance Guide](#).