

Guidance on responsibilities of School Council Officers

(As outlined in the constitution, all posts can be shared. It may be appropriate to divide up some of the tasks within each post too)

Officer Roles

Officers are expected to maximise attendance at School Council meetings and other meetings of the Officers.

Chair: chair the Parent Forum and School Council meetings; ensure representation of the parent body as needed, including with the headteacher, the city council, and with other schools; ensure that subgroups are operating according to remit and reporting regularly; convene regular meetings of officers and sub-group reps as needed for School Council business.

Vice-Chair: to work with the Chair in carrying out his/her duties, and take on specific tasks as agreed by School Council

Treasurer: operate the School Council's bank accounts, liaising with the City Council as necessary on financial matters; manage floats for events, check and pay school printing bills and other expense claims. Present regular reports to School Council and prepare annual accounts for School Council AGM.

Communications Officer: work to develop good communications between all School Council members, the school and the wider community, and all those with an interest in the school's work; ensure production of a regular JGHS Council Bulletin, and to ensure copy submitted regularly to the School Newsletter.

The Communications Officer convenes the Communications sub-group, which is working within the remit outlined above, with members sharing tasks and skills. Two distinct tasks for members of the group are:

- Database management and JGHS Council group email communication
- Webmaster: School Council website to be updated and managed

Secretary: be the first point of contact for those contacting the School Council via School office or email address council@jghs.org.uk, and pass on communications promptly to appropriate officer(s) and/or sub groups; call in to School office weekly to uplift mail; be responsible for taking minutes at School council meetings, type up and circulate as agreed; ensure that agendas and minutes are circulated well in advance of School Council meetings, via website, post and school notice board, and to others as agreed.

Proposed new Officer roles:

(Fundraising): work with other members interested, including in discussion with the JGHS Trust representatives and the Events group, to consider options for a School Council approach to fundraising; liaise with the Treasurer to identify specific anticipated costs in the coming financial year, and bring forward proposals if necessary to the School Council.

(Events): work with the Events sub-group in planning social events to enhance the life of the wider school community, and to assist with hospitality and other support to School events; liaise with the School Management Team on this.