



We Need your help



Our Parent Council has been hugely successful over the past few years. Now, we are looking for a new Chair person to take the parent council forward following the departure of our outgoing Chair person.

If you are interested in working with the school and parents to improve outcomes or learners and for parents/families please

contact the parent council at

parent_council_woodlands_school@yahoo.com

Please see below for details about the role.

The Chairperson



The Parent Council should always be chaired by a member of the Parent Forum.

The success of a meeting can depend upon how it is chaired but remember, the Chairperson is the person who makes sure things get done; not the person who does everything.

There are two basic jobs the Chairperson should do:

- a) Guide the Parent Council to achieve its aims**
- b) Chair the meetings of the Parent Council** Some of the duties of the Chairperson are as follows:

Liaise with the Secretary on the agenda and meeting arrangements.

Welcome members and introduce guests.

Ensure fair discussion and that everyone gets a chance to have their say.

Stop anyone taking over or dominating discussions.

Get through the agenda on time.

Sum up issues, points and decisions.

Ensure decisions are carried out.

Work with the Treasurer to ensure that proper financial accounts are prepared for meetings, including the Annual General Meeting.