



## Colgrain Primary and Pre-5 Unit PTC Chairperson Role

### The main roles of a Chairperson

- Makes sure PTC meetings run smoothly and efficiently; are on time and are run in an inclusive and friendly way.
- Delegates tasks to other members of the group and makes sure these are completed.
- Should make sure all PTC members know they are there to represent all the parents in the school.
- Is the spokesperson for the group and liaises with the headteacher/school/local authority.
- Has an important role in the school inspection. (See *SPTC leaflet "School Inspections"*)
- Give an annual report to the Parent Forum – usually at the AGM.

### How do you prepare for a meeting?

The Chair needs to start by asking themselves the following questions:

- Have I invited parents and school staff to suggest items for the agenda?
- What are the targets for the meetings? What end result do I want from it?
- Are there any outstanding items from the last meeting?
- Do I need to get more information for any discussion?
- Do I want to distribute any information in advance of the meeting?
- Is there a nominated person to welcome any people attending the meeting for the first time?

The Chair shouldn't be expected to figure this out on their own but in consultation with other office bearers and committee members.

### Getting through the business

It is frustrating for everyone if a meeting doesn't deal with all the business it needs to or it drags on too long. It might put parents off attending in the future. Here are a few tips:

- Have a clear agenda – a list of things to be discussed – and time each item. This helps the Chair keep the meeting on track.
- Don't assume everyone understands what is being discussed.
- Always keep an eye on the time and move items on if necessary. Make sure a watch and/or clock is visible.
- Stick to the agenda and if someone tries to raise other issues, acknowledge them and ask if they would like the item added to the agenda for the next meeting.
- Stop private conversations as soon as they start.
- The Chair is there to facilitate the meeting, not to dominate it. They should not use their position as an opportunity to impose their own views.
- The Chair should not be afraid to delegate or to speak out.
- Draw discussions to a close by reviewing the main points and, if a decision is required then ask for a vote.
- Make sure that all views are heard.

## **Involving everyone**

- If lots of people want to speak, keep a note of whose turn it is to speak next. Make sure they know you have noticed them.
- Stop people from talking too long. Be firm but not aggressive by saying something like “thank you for your comments; you’ve raised some interesting points. I’m going to stop you there for the moment so other people can comment”.
- Give preference to people who haven’t spoken before.
- Give opportunities for everyone to put their point of view and draw out the quiet/reluctant ones or anyone who hasn’t spoken yet by asking questions like “Is there anyone else who would like to say something?”
- Try going around everyone in turn to get their views on a topic.
- Don’t ignore people with their hands up in favour of those who are interrupting.
- Make sure that those with unpopular or minority views get heard properly.

## **Reaching Decisions**

It is the Chair’s responsibility to help the committee to reach decisions:

- Listen carefully to the discussion and jot down key points – get the secretary/clerk to do the same.
- At the start of a discussion, remind parents of how much time they have and what decisions they need to make.
- Pull together points people have made and ask for a vote/agreement. Make sure this is written in the minutes.
- If a decision can’t be made, then ask for a vote. In the event of a tie, the Chair should have the casting vote.
- If action is needed, decide who will carry it out.