



## **Suffolk Parent Carer Network**

### **Requests from Professionals, Committees and Groups**

Thank you for your request for parent representation.

To help in the decision making process for parent representation, please provide the following information:

**Name of Partnership/Committee or Group:**

**The Group's purpose and terms of reference – or please return form with a copy:**

**History and/or anticipated duration of the Group:**

**Meeting arrangements: how often, when, where, parking, etc.**

**What the Group hopes parent representatives will bring to discussions:**

**Any particular experience/s, knowledge, skills it would be useful for parent representative to have:**

**How Parent Representative/s will be inducted onto the group:**

### **Practical considerations:**

- Wherever possible two or more parent representatives are invited onto any planning or decision-making group. This provides parents with support and is more likely to ensure consistent parent representation.
- Parent Representatives are volunteers and have many family and or other work commitments. It is important for meetings involving parents start after 10am and finish by 2.15pm to fit in with school journeys and transport.
- Parent Reps are generally unable to attend meetings taking place during school holidays.
- Expenses to cover time and travel are paid.
- For any queries about the above and to return this form, please contact SPCN via email at [admin@spcn.org.uk](mailto:admin@spcn.org.uk)

### **What Parent Representatives expect from a Chair:**

An induction which would include:

- A written description of others on the group and their roles and responsibilities.
- A chance to meet with any out-going Parent Representative
- A meeting with the Chair of the group beforehand where Parent Representatives' responsibilities are outlined and information is given about the current issues being raised at the group
- Copies of previous minutes

For meetings:

- Being given the same courtesy as professionals on the group
- Being given the same information as professionals on the group
- An explanation of any jargon or terminology
- Given opportunity to raise any concerns about the role or place of the Parent Representatives on the group
- Appreciation that Parent Representatives have other commitments and timetables

### **What the Chair can expect from Parent Representatives:**

- An awareness of other parents' views
- An ability to represent the views of other Parents when they might not be their own
- A willingness to contribute to discussions
- Regular attendance at meetings and sending apologies if unable to attend
- An understanding of meeting etiquette/protocols



- Coming prepared, eg. Having read minutes and documents