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## **APPOINTING NEW TEACHER AND PARENT REPRESENTATIVES FOR EDUCATION EXECUTIVE**

**Report by Depute Chief Executive People**

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### **EXECUTIVE (Education)**

**20 January 2015**

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#### **1 PURPOSE AND SUMMARY**

- 1.1 **This report seeks to update the Executive on the arrangements to elect new teacher and parent representatives for the Executive (Education) and asks members to consider introducing new arrangements to enable a pupil representative to be elected to the Executive.**
- 1.2 The current regulations state that there should be 2 teacher representatives on the Executive, however there is only one existing representative. An expression of interest has been received to fill the other appointment and it would therefore be appropriate to commence the process for seeking nominations for the second teacher representative. Under the existing arrangements parent representatives are elected to the Executive for a period of 2 years. Both of the current parent representatives have now completed this term and the process for seeking nominations for new representatives requires to be commenced.
- 1.3 There is currently no pupil representation on the Executive and consideration should be given to whether it is appropriate to introduce a process to seek nominations for this role.

#### **2 RECOMMENDATIONS**

- 2.1 **I recommend that the Executive:-**
  - (a) **Notes the arrangements for electing new parent and teacher representatives for the Executive (Education).**
  - (b) **Approves the proposal that a new process be introduced to allow a pupil representative to be sought for the Executive.**

### **3 ELECTING TEACHER AND PARENT REPRESENTATIVES**

- 3.1 The existing regulations for the election of teacher representatives state the process should normally commence following the Council elections in May. There should be 2 teacher representatives (one Primary and one Secondary) on the Executive. A teacher has expressed an interest in being nominated for the vacant slot and so it would be appropriate to invite expressions from other teachers who meet the nomination requirements at this time. Both teacher representatives would then sit on the Executive until the next Council elections in 2017. If nominations for other teachers are received and a full election requires to be undertaken, the election process could be completed in time for the next Education Executive meeting on the 26 of May 2015.
- 3.2 Once elected, parent representatives are entitled to sit on the Executive for a term of 2 years and the process of seeking expressions of interest from parents to become a representative has previously commenced in the Autumn with the process being completed by the end of the calendar year with the new representatives attending their first Executive (previously Education Committee) meeting in January. Both parent representatives have now served the full 2 year term. Due to the changes to the Committee meetings structure, it was decided to delay the start the process of seeking nominations for new representatives until there was clarity around the new meeting structure. It is proposed to commence this process immediately with new representatives being in place in time for the next Education Executive meeting on the 26 of May 2015.
- 3.3 There is currently no pupil representation on the Executive. With the introduction of the new meeting structure, this would seem an opportune time to address this and the views of pupils could add value to the discussions of the Executive and would be supportive of best practice. It would seem beneficial to create 2 pupil representatives as this would enable better representation of the pupil body and this would be more supportive for the individual representatives. The process for electing a pupil representative requires to be defined, however all secondary schools could be asked to identify a pupil (most likely a 4 year pupil) with an election process being conducted following this, with the elected representatives serving a term of 2 years. If the Executive agree to extend the membership to include a pupil representative, the process could be completed in time for the next Executive meeting. To ensure that the pupil representatives can fully participate in the Executive discussions, it is likely that the individual would require some support in terms of induction to the role and preparation for the meetings and this would be provided by the Senior Policy, Planning and Performance Officer (People Department). Should the Executive agree to extend the membership, there would be discussion with Committee Services on updating the current Scheme of Administration.
- 3.4 The process for seeking nominations to the roles described above along with elections if required would be co-ordinated by the Senior Policy, Planning and Performance Officer within the People Department, where appropriate this would be in conjunction with Committee Services.

- 3.5 In addition to the teacher and parent representatives there is also representation from individuals interested in the promotion of religious education on the Executive. Appointments to these roles are governed through the Local Government (Scotland) Act 1994 and this is overseen by Committee Services and there are no proposed changes to this arrangement made by this report.

## **4 IMPLICATIONS**

### **4.1 Financial**

There are no financial implications in connection with the elections of teacher and parent representatives.

### **4.2 Risk and Mitigations**

Through seeking to re-elect new teacher and parent representatives for the Executive, any risks which may arise through lack of engagement with these groups on the business discussed at Executive will be minimised.

### **4.3 Equalities**

All schools and a large number of teachers will have the opportunity to vote in the elections which should ensure a representative view on the Executive.

### **4.4 Acting Sustainably**

There are no impacts on the economy, community or environment arising from the proposals contained in this report.

### **4.5 Carbon Management**

There are no significant effects on carbon emissions arising from the proposals contained in this report.

### **4.6 Rural Proofing**

All schools will be involved in the election of a parent representative and this will ensure that local points of view can be included within discussions.

### **4.7 Changes to Scheme of Administration or Scheme of Delegation**

There will be discussions with Committee Services on whether changes are required to the Scheme of Administration as a result of the proposals contained in this report. There are no changes to the Scheme of Delegation.

**5 CONSULTATION**

5.1 The Chief Financial Officer, the Monitoring Officer, the Chief Legal Officer, the Service Director Strategy and Policy, the Chief Officer Audit and Risk, the Chief Officer HR, and the Clerk to the Council will be consulted and their comments will be incorporated into the final report.

**Approved by**

**Jeanette McDiarmid**  
**Deputy Chief Executive - People**

**Signature .....**

**Author(s)**

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**Background Papers:** None  
**Previous Minute Reference:** None

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