



Registered Charity No. 1079761

SUPPORTIVE PARENTS

VOLUNTARY REPRESENTATIVES POLICY

Termly meetings are held between Parent Representatives from voluntary groups with an interest in special needs education and representatives from the Local Education Authority (LEA). Primary Care Trust meetings are held twice a year with Parent Representatives and Health professionals. These meetings have two functions, to enable parents to represent to the LEA issues and concerns arising at parent meetings, and to develop partnership which empowers parents.

1. Voluntary Group member attending the meetings

To further develop parent partnership, it is anticipated that all representatives will be parents of children with special educational needs.

A group will need to provide a parent representative who will:

- Meet with their group and discuss issues of a general nature (not individual cases)
- Attend pre-meeting
- Bring questions to the pre-meeting
- Attend meeting with the LEA
- Feed back information gathered to their group

It would be hoped that parent representatives would be prepared to have their names and addresses passed to the LEA and other interested groups.

If a group wished another person to attend, or wished to have more than one representative, then this would need to be agreed at the pre-meeting with other parent representatives.

It is hoped that all groups will be members of Supportive Parents.

A 'voluntary group' can be any group of parents who meet formally and regularly and may or may not be a registered charity. However, a group which existed for a one-off purpose, e.g. school closure, would not be regarded as a 'voluntary group' as there are legally laid down requirements for consultation which the LEA needs to follow if such actions are to be taken.

Supportive Parents' role is to take responsibility for:

- Convening both pre-meeting and the meeting with the LEA.
- Ensuring that notes are taken at both meetings and circulated thereafter.

Conduct of pre-meeting and LEA meeting

It is suggested that all meetings are chaired by a parent representative.

Questions from parent representatives and items submitted by the LEA for consideration will be put together at the pre-meeting to form an agenda for the subsequent meeting with the LEA. Any such items would be submitted by the LEA one week before the pre meeting.

The pre-meeting can also consider accepting agenda items from organisations not able to provide a parent representative.

2. Other Groups

Other groups with an interest in special educational needs and services for children who are unable to provide a parent representative can be placed on a mailing list to enable them to have notes of meetings for their information only.

Please contact the Supportive Parents' Local Co-ordinator in your area or the Development Co-ordinator if you require any further information.