

# Terms of Reference – Locality Meetings *(additional information for Special Schools)*

<b>CHAired BY:</b>	Senior Education Officers: Education and Children’s Services	<b>TOR AUTHORISED BY/WHEN:</b>	Locality Meetings September 2021		
<b>DEPUTY CHAIR:</b>	Delegate for Senior Education Officers	<b>TOR ANNUAL REVIEW DUE:</b>	First Locality Meeting of each school year (c. September)		
<b>MINUTE TAKER:</b>	Provided by City of Edinburgh Council	<b>FREQUENCY AND DURATION:</b>	Four times a year, for 2 hours Prior to next scheduled Consultative Committee with Parents		
<b>PURPOSE:</b>	To let Parent Councils get together to discuss common issues and have their views on local and citywide issues heard: <ul style="list-style-type: none"> <li>• To receive presentations from Council officials on topics of mutual interest</li> <li>• To identify and share areas of best practice between Parent Councils</li> <li>• To provide input to the setting of the agenda for the Consultative Committee with Parents (CCwP)</li> <li>• To escalate items to CCwP, where appropriate and raise to the Education Committee if required</li> </ul>	<b>KEY RESPONSIBILITIES AND DECISIONS:</b>	<ul style="list-style-type: none"> <li>• Appoint 3 members to attend the next Consultative Committee with Parents (CCwP) meeting</li> <li>• Agree key issues and topics to be escalated to the CCwP</li> <li>• Identify topics for future discussion at Locality Meetings and/or CCwP</li> </ul>		
<b>MEMBERSHIP:</b>	<b>MEMBERS:</b> <ul style="list-style-type: none"> <li>• Senior Education Officers or Quality Improvement Manager (Special School: Communities and Families)</li> <li>• Parent Council Chair (or delegate) from each Parent Council in the Locality</li> <li>• <i>Head of Children's Services</i></li> <li>• <i>Service Manager for Special Schools</i></li> </ul>		<b>ATTENDEES:</b> <ul style="list-style-type: none"> <li>• Parent Representative to Education Children and Families Committee</li> <li>• Head Teacher representative from both primary and secondary schools / <i>special schools</i> (by rotation)</li> <li>• Elected member representative for a Council ward within the Locality (by rotation)</li> </ul>		
<b>INPUTS:</b>	The Senior Education Officer: <ul style="list-style-type: none"> <li>• Contacts all Parent Council chairs to notify them of the timing / TOR for Locality Meetings</li> <li>• Issues the Agenda and any Supporting Papers (sent out one week before the meeting)</li> </ul>	<b>OUTPUTS:</b>	<ul style="list-style-type: none"> <li>• Items for escalation to CCwP</li> <li>• Minutes and action tracker</li> </ul>	<b>ESCALATION MECHANISM:</b>	Consultative Committee with Parents (and then to Education Children and Families Committee)