

# Friends of Glaitness School

## COMMUNICATIONS POLICY

### *Objectives*

- To have clear guidance on how Friends of Glaitness School communicates with:
  - Parent Council Members
  - Parent Forum Members
  - Glaitness School Staff

### *Agenda Items for Meetings*

Any parent wishing to add an item to the agenda should either email the chair of Friends of Glaitness School (FoGS) at [fogs@glow.orkneyschools.org.uk](mailto:fogs@glow.orkneyschools.org.uk) or pass it along to a parent rep to pass it to the chair. The chair of FoGS will liaise with the secretary and the head teacher and deputy head about relevance and timing of items for the agenda to ensure it is appropriate to be included on the agenda.

### *Meetings*

Advertising meetings:

- Meetings should be advertised in advance, and all parent forum members should be invited.

At the meetings:

- Everyone should be given a chance to speak and to be heard, directed by the Chair.
- All speakers should address the Chair.
- Members should contribute constructively at meetings.
- Each contribution should be valued and respected.
- No-one should leave a meeting feeling belittled or excluded.
- Decisions will be made in the best interests of the whole school community.
- If a vote is required, members of the Parent Council will get a vote and decisions will be made on a majority basis (with the Chair having the casting vote, if necessary); the result should be respected by all Parent Council committee members. Members of the Parent Forum are allowed to attend all meetings, but only those on FoGS are allowed to vote.

### *Minutes*

Once approved at Parent Council meetings, approved minutes can be posted on Glaitness School website. Previous year's minutes should be archived but still available for parents to access on the School website.

Paper copies will be obtainable from:

- Glaitness School reception

Electronic copies will be obtainable from:

- School website

### *Social Media Communication*

As per FoGS Code of Conduct:

FoGS members should not:

- bring the reputation of the Parent Council into question by their actions at meetings or in the community
- undermine the decisions made at the Parent Council by expressing opposing views outwith meetings
- discuss personal issues relating to children, parents or school staff
- post content on social media or parent group chats that is negative or abusive towards the school or anyone in the school and local community

### ***Media Communication***

Members approached by the media, eg, Orcadian, Radio Orkney should not comment on any PC business without prior agreement.

Any communications should be directed to [fogs@glow.orkneyschools.org.uk](mailto:fogs@glow.orkneyschools.org.uk)

### ***Fellow Parent Communication***

If approached by parents, parent council members should direct parents and families to the head teacher to discuss any personal issues relating to children, parents or school staff.

### ***Complaints***

Any complaints about FoGS and/or how business is conducted by FoGS should be directed by email to [fogs@glow.orkneyschools.org.uk](mailto:fogs@glow.orkneyschools.org.uk)