SDA & PARENT LEADERS | DECISION BRIEF TEMPLATE

A parent partnership decision brief

A concise template for taking a proposed first step to the school and parent committee.

USE THIS RESOURCE

Complete with programme-level information. This is an illustrative approval aid; it is not a quotation or a booked service.

The issue and intended change

“Parents currently find [specific process or situation] difficult. The first step aims to make [information, preparation, participation or support route] clearer.” Include general evidence such as recurring process questions, not personal family stories.

The proposed scope

1. One priority and the parents it is intended to serve.
2. A defined activity, communication or planning output.
3. The school contact and association contact.
4. The preparation, volunteer time and delivery support needed.
5. The proposed timing and a review point, subject to agreement.

Your working notes

Keep this copy for your use. Do not add private cases to shared programme materials.

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Costs and responsibilities

Record the quoted amount and currency when available, what it includes, separate charges and the approval route. If the scope is not yet priced, write “quotation required before commitment”. Sponsorship or event proceeds should not be treated as confirmed funding without agreement.

The decision requested

Choose the actual decision: authorise a fact-finding conversation; request a scoped proposal; or approve a defined proposal after review. Record any conditions and who will follow up.

How usefulness will be reviewed

Check whether the agreed output was delivered, whether parents could use it and what follow-up is needed. Report participation and feedback honestly; do not equate them with a proven improvement in wellbeing or school performance.

KEEP IN VIEW

Keep the first decision small enough to explain, approve and deliver.

One next step to take

Keep this copy for your use. Do not add private cases to shared programme materials.

Read this guide online

https://behindthemarks.org/resources/sda-decision-brief

Programme enquiries: tapiwa@nojobsjustwork.com

Resources are free to use. An enquiry creates no obligation to purchase or participate. Keep personal cases out of programme enquiries.