SDA & PARENT LEADERS | MANDATE WORKSHEET

Set boundaries before adding work

A role map that helps parent leaders contribute without becoming the school's care team.

USE THIS RESOURCE

Use with school leadership to agree local responsibilities. Existing school policy, safeguarding processes and the association's formal mandate take precedence.

Clarify the boundary

1. What is our association authorised to decide?
2. What requires the head's, board's or members' approval?
3. What must be referred to an appropriate school or professional role?

Map five responsibilities

1. Parent information: who drafts, checks and sends general messages?
2. Listening: who receives general feedback, and where do individual concerns go?
3. Participation: who invites parents, through which approved channel?
4. Resources: who approves spending and records agreed contributions?
5. Review: who checks completed actions and reports back to parents?

Your working notes

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

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Write a manageable commitment

For each activity record the accountable role, the time available, the help needed and the limit of the task. “Coordinate a parent briefing” is a different commitment from “handle every family concern”. Assign neither by implication.

Agree a handover rule

If a request falls outside the committee’s role, acknowledge it and direct the person to the established school or professional route. Do not circulate case details in a committee chat to find a solution.

KEEP IN VIEW

An effective association can make access clearer while keeping responsibility with the people authorised and equipped to act.

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-mandate-map

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.