

PARENT TEACHER ASSOCIATION (PTA) MEETING



PARENT TEACHER ASSOCIATION (PTA) MEETING FACILITATION TOOLKIT

Agenda, talking points and activities for structured parent conversations on CSE

Your role as facilitator

Whether you are the PTA chairperson, a teacher, or another trusted parent, your role in this meeting is not to defend CSE or “win” parents over. It is to act as a convenor and to create a space where parents can raise their concerns, be heard, and work through the issues together. Parents are far more likely to accept something they have helped think through rather than something they have simply been told.

As with all other resources throughout this Toolkit, lead with the values parents already hold:

- **Protecting** their children,
- Raising them with **dignity**, and
- Preparing them to make informed and **responsible** choices.

Ensure to co-create rules with the room for what process will be followed should the discussion heat up or members are unable to agree so that this isn't a problem during the meeting.

What to bring

- Copies of the Parent FAQ (one per parent or per small group).
- CSE explainer cards for Activity 2 (printed from the FAQ questions).
- The myth-busting poster, to display in the room and leave on the notice board afterwards.
- Flip chart or board, marker pens, index cards.



Sample agenda for a 60-minute meeting

Time	Item	Purpose
0–5 min	Welcome and purpose	The facilitator should set a calm and respectful tone for the room. Then explain why the meeting is happening.
5–15 min	Ground rules and shared values	Co-create rules with the room for how difficult conversations will be handled or disagreements. The facilitator may then explain the shared values approach and explain this broadly as “how do we help our children grow up safe, healthy and well-prepared?”
15–35 min	Activity 1: Values circle, then open floor	Surface parents’ own hopes and concerns before presenting any information.
35–45 min	Activity 2: CSE explained	Work through understanding CSE together and the common claims made for or against it, using the Parent FAQ as the evidence base.
45–55 min	Activity 3: One takeaway, one question	Close the loop on unresolved questions and identify what to follow up on.
55–60 min	Agree next steps and close	Summarise agreement, identify parent champions and encourage ongoing learning.

Talking points for the facilitator

While explaining the shared values, make sure to explain that everyone in the room wants the same thing: children who grow up safe, healthy, and ready to make responsible choices. CSE is about protection, it is not a threat to culture or family values. CSE supports the role of parents and faith leaders, it does not replace it.

Silence, not information, is what leaves children exposed and unable to protect themselves or ask for help. You don’t need to have every answer during the meeting. “Let’s find out together and follow up” is always a fair response. However, every parent’s concern deserves to be heard, whether or not it is resolved in this meeting.

Structured activities

Activity 1: Values circle

Time: 10–15 minutes

Materials: An object to pass around the circle while talking such as a small ball.

01. Ask each parent or participant, in turn, to complete one sentence: *“One thing I hope for my child/learner’s future is...”*
02. Note the recurring values on a flip chart as they come up (safety, health, respect, responsibility, faith).
03. Reflect them back to the room: *“This is exactly what tonight’s conversation is about, how we get our children to that future, together.”*

Activity 2: CSE explained

Time: 10 minutes

Materials: FAQ print outs

01. Split parents into small groups of 4–6.
02. Give each group the FAQ print out to discuss together.
03. Bring the room back together and go through each question, using the Parent FAQ answers to guide the discussion. It is important that the facilitator acknowledge the value behind each concern before responding.

Activity 3: One takeaway, one question

Time: 10 minutes

Materials: Index cards or paper slips

01. Ask each parent to write down one thing they are taking away from tonight’s conversation, and one question they still have.
02. Collect the cards. Read out two or three takeaways to close on a positive note.
03. Commit publicly to following up on the unanswered questions and say how and when you will do so.

Facilitator tips: How to recognise the following:

Honest concern: is specific, about the parent's own child, and the parent can say what would reassure them.

Organised opposition: sounds like repeated talking points aimed at the room, not at you, and is rarely satisfied by an answer. If this happens, thank the parent, note the point, and offer to follow up one-to-one rather than letting it dominate the room.

Safeguarding: If a safeguarding disclosure arises such as abuse, child marriage and or violence, stop treating it as a discussion topic immediately and follow your school's child protection procedure if there is one or report to the national authorities such as the police.

The aim is not to win the discussion, but to strengthen trust and create space for continued dialogue.