**Parent Forum Member** – Every parent/carer with children attending Ferryhill Primary School is a member of the Parent Forum.

**Parent Council Member** – Parents who wish to be a member of the Parent Council must be elected from the Parent Forum body at the AGM for a one year term. There will be a maximum of 20 parent/carers representing a range of ages and stages in school and nursery.

**AIMS of our Parent Council**

* To promote partnership between the school, its pupils and all parents/carers.
* To develop and engage in activities which support the education and wellbeing of the pupils
* To identify and represent the views of parents/carers on the education provided by the school and any other matters affecting the education and wellbeing of the pupils.
* To provide parent representatives for interview panels for the selection of promoted staff.

**GENERAL MEETINGS (AGM/EGM)**

The Annual General Meeting (AGM) shall be held in June each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance. The business shall include:-

a) the work of the Parent Council

b) approval of the accounts

c) appointment of an individual who will review the annual accounts

d) any resolutions submitted by the Parent Forum

e) election of members to serve on the Parent Council and all office bearers

At all general meetings voting shall be on the basis of one vote per attendee.

At all general meetings the quorum shall consist of 6.

The Parent Council or 10 of the Parent Forum shall have the power to call an Extraordinary General Meeting.

**PARENT COUNCIL MEMBERSHIP**

Parents shall always form the majority of the Parent Council. Members of the Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election thereafter. The office bearers will be elected by the Parent Council at the AGM. The office bearers will be chairperson, vice chairperson, secretary, treasurer and others as may be required.

The Parent Council may co-opt any other member to fill a vacancy occurring between AGMs. The co-opted members shall retire at each AGM but shall be eligible for election. The Head teacher or his/her representative will attend meetings of the Parent Council in an advisory capacity. The Parent Council may co-opt members as required to help carry out its functions for an agreed time-scale, but they shall be eligible to be co-opted for a further term.

Each member of the Parent Council shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson’s casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings and make them available to the Parent Forum through various methods so all can access the information. The minutes shall be sent electronically to [ECSPCmeetingminutes@aberdeencity.gov.uk](mailto:ECSPCmeetingminutes@aberdeencity.gov.uk)

If a member is unable to attend a meeting, they should submit apologies directly to the secretary prior to the meeting. A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council.

**MEETINGS**

Meetings of the Parent Council shall be held a minimum of once a term. At all meetings of the Parent Council, 3 parent/carer members and 1 teaching representative will form the quorum. A quorum is only valid if all the Parent Council members have been informed of the meeting, and sent notice of the items of business, in advance. All Parent Council meetings shall be open and any member of the Parent Forum may attend however, only Parent Council members are able to vote.

**FINANCE**

The funds of the Parent Council shall be lodged in a bank, building society or other account in the name of the Parent Council. Cheques shall be drawn or withdrawals made against the signatures of at least two named Parent Council members.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum. The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be used for working towards the aims of the Parent Council.

**CHANGES TO THE CONSTITUTION**

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

**DISSOLUTION**

In the event that the Parent Council ceases to exist any remaining funds should be distributed for the benefit of the children at the school and/or given to local authority to be redirected to school per capita budget.