

# **Woodlands Primary School**

## **Parent Council Constitution**

**Adopted November 2007**

### **Aims**

The aims of Woodlands Primary School Parent Council are to:

- work in partnership with the school to create a welcoming school which is inclusive to all parents;
- support the school in its work with pupils;
- promote partnership between the school, its pupils and all its parents;
- encourage links between the school, parents, pupils, pre-school group and the wider community;
- identify and represent the views of parents on the education provided by the school and other matters affecting the education and welfare of the pupils.

### **Membership**

The membership will be from a minimum of five parents of children attending the school up to a maximum of twenty parents. The Parent Council may co-opt other members as it sees fit, including members of staff.

Any parent of a child at the school can volunteer to be a member of the Parent Council. The Parent Council will be selected for a period of two years, after which they may put themselves forward for re-selection if they wish. In the event that the number of volunteers exceeds the maximum number of places set out in the constitution then there will be an election to select the twenty parent members.

The number of parent members on the Parent Council must always be greater than the co-opted members.

Co-opted members will be invited to serve until the next *AGM*, after which the Parent Council will review and consider requirements for co-opted membership. The Head Teacher will have a right and a duty to attend meetings of the Parent Council, or to be represented if absent. The Head Teacher's role will be to advise the Parent Council on all issues relating to the work of the school and what it does to involve parents, as well as general education matters of interest to the Parent Council. The Head Teacher has a right to vote within the Parent Council.

### **Office Bearers**

The Chair, Vice-Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation. The Secretary and Treasurer of the Council may be co-opted members. If the Secretary is paid then he/she will not be a Council member.

Office bearers will be re-selected by the Parent Council on an annual basis.

The Parent Council will be chaired by a parent of a child attending Woodlands Primary School. If the child ceases to be a pupil at the school then a new chair will be appointed at the next meeting.

### **Meetings**

The Parent Council will meet at least once in every school term. The quorum for any meeting will comprise of at least one half of the members of the Council, to be fully quorate, at least half of these attending must be parent members of the Council.

Should a vote be necessary to make a decision, then each member of the Council will have one vote, with the Chair having a casting vote in the event of a tie. Any three members of the Parent Council can request that an additional meeting be held, and all members of the Parent Council will be given at least one week's notice of date, time and place of meeting.

Meetings of the Parent Council shall be open to the public, unless the Parent Council is discussing an issue which it considers should be dealt

with on a confidential basis. In such circumstances, only members of the Parent Council and the Head Teacher, or his/her representative, can attend.

The Director of Education and local Councillor(s) representing the ward(s) in which Woodlands Primary School's delineated area is located have a right to attend any Council meeting and to speak at that meeting.

The Parent Council is accountable to the Parent Forum for Woodlands Primary School and will make a report at least once a year on its activities on behalf of the parents, ideally in writing.

### **Special Meetings**

If twenty five members at the Parent Forum request a special general meeting to discuss issues falling within the Council's remit, the Parent Council shall arrange this. The Parent Council shall give all members of this Forum at least a fortnight's notice of the meeting, along with the agenda.

### **Annual General Meeting**

The Annual Meeting will be held around April/May of each year. A notice of the meeting including date, time and place will be sent to all members of the Parent Forum at least a fortnight in advance. The meeting will include:

- a report on the work of the Parent Council;
- discussion of issues that members of the Parent Forum may wish to raise;
- approval of the accounts;
- and appointment of the auditor;
- elections of Council Members if required

## **Minutes of Meetings**

Copies of the minutes of all meetings will be available to all parents of children at Woodlands Primary School and to all staff of the school i.e. on School Notice Board and School Website.

## **Change in Constitution**

The Parent Council may change its constitution after consulting with members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given reasonable time to respond to the proposal.

## **Finance**

The Treasurer will open a bank or building society account in the name of the Parent Council for all Parent Council funds. All office bearers will be authorised signatories, however, withdrawals will require the signature of the treasurer and one other office bearer.

The Treasurer will keep an accurate record of all income and expenditure and will provide a summary of this for each Parent Council meeting with a full account for the Annual Meeting.

The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.

Should the Parent Council cease to exist, any remaining funds will be passed to the Education Authority for use in the school.