

## Muckhart Primary School Parent Council Constitution

### 1. Name

The Parent Council shall be known as Muckhart Primary School Parent Council (also referred to as Parent Council or PC).

### 2. Aims

- Promoting close co-operation and communication between parents and school staff
- Promoting equality and fairness
- The study and discussion of matters of mutual interest relating to the education and welfare of pupils
- Engaging in activities which support and advance the education of pupils attending the school

The Parent Council is set up in accordance with the provisions of the Scottish Schools (Parental Involvement) Act 2006 which details the functions required of the Parent Council and which are more fully explained in the Guidance to the Act at <https://education.gov.scot/parentzone/Documents/parental-involvement-act-guidance.pdf>

### 3. Powers

The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum (parents/carers of children at Muckhart Primary School).

### 4. Membership

The membership of the Parent Council consists of parents/carers of children attending Muckhart Primary School as selected by the Parent Forum. The minimum membership is 5 members of the Parent Forum and there will be no maximum membership.

### 5. General Meetings

The Annual General Meeting (AGM) shall be held in the Winter term each year (October/November). The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance. Meetings may take place online and/or in person, but the notice period and AGM procedures remain the same.

The business shall include:

- the work of the Parent Council - reports from the Chair, the Treasurer and Headteacher. • approval of the accounts
- appointment of an individual who will review the annual accounts
- any resolutions submitted by the Parent Forum
- appointment of members to serve on the Parent Council, office bearers and members.

At all general meetings, voting shall be on the basis of one vote per parent/carer present at the meeting. Co - opted members on Parent Councils do not have a vote nor does the headteacher, staff members, councillors or local authority staff in attendance.

At all general meetings, the quorum shall consist of 5 members of the Parent Forum.

The Parent Council or 20 members of the Parent Forum shall have power to call an Extraordinary General Meeting.

### 6. Parent Council Membership

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. Parents shall always form the majority of the Parent Council.

The Office Bearers will be Chairperson, Secretary, Treasurer, and such others as may be required. The office bearers

will be elected by the Parent Council at the AGM. Office bearers may stand down during the year, replacements will be co-opted to the office bearer role.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council,

The Parent Council may co-opt up to 3 persons to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term. Co-opted members do not have a vote.

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 shall have both a deliberative and casting vote – one vote as a PC committee member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary/PC Clerk shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum.

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.

### **7. Ordinary Meetings**

Meetings of the Parent Council shall be held as required. Meetings may take place virtually and/or in person. At all

meetings of the Parent Council 5 committee members shall form a quorum.

All Parent Council ordinary meetings shall be open to members of the Parent Forum although they will not have voting rights.

### **8. 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. For electronic banking, make sure transactions are carefully recorded and shared at meetings. Invoices and expenses repayments should be signed off by two people.

The Treasurer shall be responsible for keeping accurate records of the financial transactions of the Parent Council. The books shall be brought to balance before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum. The Treasurer should report on finances at every meeting.

The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council.

### **9. 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 all parents/carers present.

### **10. Dissolution**

In the event that the Parent Council ceases to exist, any remaining funds pass to Muckhart Primary School.

This document is based on a template produced by Connect, Mansfield Traquair Centre, 15 Mansfield Place, Edinburgh, EH3 6BB and Muckhart Primary School Parent Council acknowledge Connect as the original author of this template.

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