

## **Constitution for Sunnyside Parent Council**

### **OBJECTIVES**

The objectives of the Sunnyside Parent Council (SPC) are to:

- Promote partnership between the pupils, their parents and the school, making it easier for parents to be involved
- Develop activities which support the education and welfare of the pupils, which will include fundraising, engaging the parents at every opportunity
- Identify and represent the views of pupils and their parents on the work of the school and the welfare of the pupils

### **MEMBERSHIP OF SPC**

The SPC is accountable to the Sunnyside Parent Forum (SPF) which is made up of all parents/carers with a child at Sunnyside School or Nursery. The SPC is made up as follows:

- At least 4 parents/carers from the SPF
- At least 1 staff member from the school/nursery

The minimum term for membership on the SPC is 1 year. SPC membership is open to all members of the Sunnyside Parent Forum who are openly invited to join the SPC at the AGM. Membership cannot be refused without good reason. All appointments and extensions will be approved by the SPF. We will endeavour to ensure members will be selected so as to ensure the widest representation across the school.

If an SPC member acts in a way that is considered to undermine the objectives of the SPC, their membership will be terminated if the majority of members recommend this. The member will hold the right to be heard prior to a final decision being made. Termination of membership, with explanation, will be confirmed in writing.

### **ROLES WITHIN THE SPC**

The following Office Bearer appointments will be made, selected from the SPC members and reviewed each year at the Annual General Meeting (AGM):

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

Deputies can be appointed as required. Office bearers will serve a minimum of 1 year and a maximum of 3 years in the role.

The Chairperson must be a member of the SPF. Should they leave this role before the AGM, the SPC must appoint an interim Chairperson, from the SPF.

## **Working Groups**

Working Groups may be set up to support the SPC objectives, for example:

- *Events & Fundraising*
- *Health & Wellbeing*
- *Arts*
- *School/ Parent Communication*
- *Eco schools*
- *Sports/Active Schools*

Each working group will be made up as follows:

- at least 1 member of the SPC, appointed by the SPC
- volunteers from the SPF, giving regard to their preferred areas of interest/expertise
- interested staff members may be co-opted

The desirable minimum period for membership of a Working Group is one school term.

The SPC or the Working Groups can seek support from individuals of the SPF or from the wider community, as is appropriate to fulfilling their objectives. Working Groups will be reviewed in line with needs of the school, pupils and Parent Forum. Any changes will be approved by the SPF.

## **Role of the Headteacher**

The Headteacher will advise the SPC on all issues relating to the work of the school as well as general education matters of interest to the SPC. This will be facilitated by their, or their representative's attendance at SPC, SPF and/or Working Group meetings.

## **SPC MEETINGS & REPORTS**

### **Regular SPC Meetings**

The SPC will meet at least once every school term to discuss the activities of the SPC and Working Groups. Any two members of the SPC can request an additional meeting be held. SPC members will be given at least 1 week's notice of date, time, place and agenda.

Should a vote be necessary to make a decision, each SPC member present at the meeting will have 1 vote, with the Chairperson having a casting vote in the event of a tie.

Full minutes of each meeting will be documented and made available to all members of the SPF and staff, via information boards, the school office, or school website. A copy will also be sent to the Education Authority.

These meetings will be open to everyone to attend, unless the SPC considers the issue(s) being discussed should be dealt with on a confidential basis. In these circumstances, which should be rare, attendance will be restricted to the SPC and the Headteacher/their representative.

A meeting of the SPC shall be quorate if 60% of the parent members are present.

### **Annual report**

The SPC will make a report to the SPF at least once each year, covering its activities carried out on behalf of the SPF. The annual report will be made available at the AGM.

### **Annual General Meeting**

The SPC will hold an Annual General Meeting in June each year. At least 2 weeks in advance of the AGM a notice will be sent to all members of the SPF advising them of the AGM and including, but not limited to, the following:

- time, date, place of meeting and agenda
- a report of the work of the Parent Council and its Working Groups
- invitation for new Parent Council members
- discussion of issues raised by members of the SPF
- approval of the accounts and appointment of the external auditor
- review of the Constitution

### **Special General Meeting**

If a minimum of 20 members of the SPF request a special general meeting to discuss issues within the remit of the SPC, the SPC will arrange this meeting within 6 weeks of the request. The SPC will follow the same practice as the Annual General Meeting for notification of time, place and agenda.

## **MANAGEMENT OF SPC FINANCES**

The SPC will be responsible for ensuring that all monies are used in accordance with the objectives of the SPC. Such funds are not regarded as School Funds.

The Treasurer will open a bank or building society account in the name of the SPC. This will be the main account for holding SPC funds. Where it is deemed necessary, additional accounts may be operated, subject to agreement by the SPC.

Withdrawals from SPC accounts will require 2 signatories. These accounts shall not be overdrawn.

The Treasurer will keep an accurate record of all income and expenditure on each account and provide a summary for each SPC meeting. Full accounts will be provided for the AGM. The accounts will be inspected by an independent competent person, agreed by the SPC. Any member of the SPC can inspect the accounts provided 1 week's notice has been given to the Treasurer.

The financial year of the SPC will run from 1<sup>st</sup> April in any year to 31<sup>st</sup> March of the following year.

Clackmannanshire Council, through its Internal Audit Service, can have access to the SPC financial records. No notice period is required for such access.

Should the SPC wind up, any funds remaining that were allocated from the Education Authority will be returned to the Authority. Any funds remaining which were raised through SPC, must be used for the benefit of the school and pupils, prior to the SPC winding up.

## **ALTERATIONS TO THE SPC CONSTITUTION**

The Constitution will be reviewed yearly, as part of the report prepared by the SPC prior to the AGM. The SPC may change its Constitution at any time, with the consent of the SPF. The SPC will send the SPF members a copy of the proposed amendment and give 2 weeks notice to respond to any changes.