

Caerlaverock Primary School Parent Council

Constitution

1. Objectives / Aims

The objectives of the Parent Council are:

- To work in partnership with the school to create a welcoming school and environment which is inclusive for all.
- To promote partnership between the school, its pupils, all its parents / carers and the local community.
- To develop and engage in activities which support the education and welfare of the pupils including fundraising.
- To identify and represent the views of parents / carers on the education provided by the school and other matters affecting the education and welfare of the pupils.
- To be involved in the appointment of senior staff.

2. Membership of Parent Council

3.1 The membership will be a minimum of four parents / carers of children attending the school.

3.2. The headteacher or their representative has a right and a duty to attend Parent Council meetings.

3.3 Members of the school staff, who are also parents / carers in the school, can be considered for either parent or staff membership but must indicate clearly which role they represent.

3.4 It would be desirable to have at least one parent representative from each class or stage in the school.

3.5 Pupil representation, i.e. members of the school's Pupil Council, may also be invited to attend certain meetings or parts thereof.

3.6 The Parent Council will be selected for a period of one year after which they may put themselves forward for re-selection if they wish. If, during this period, a Parent Member's child(ren) moves school, e.g. moves to a new town, then that Parent will no longer be a member.

3.8 Any parents / carers of a child at the school, and parents / carers of new enrolments, can volunteer to be a member of the Parent Council. Volunteers will be sought at the AGM.

3.9 The Parent Council may co-opt additional members to assist it with carrying out its functions. Co-opted members will be invited to serve for a period of one year, after which time the Parent Council will review and consider requirements for co-opted membership.

3.10 If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of parent members attending the EGM agree. In these circumstances advice and support would be sought from the Lead Officer Parental Involvement Education Services. Termination of membership would be confirmed in writing to the member.

4. Key People

4.1 The Chair, Vice Chair, Secretary, if appropriate, and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation.

4.2 Key People will be re-selected by the Parent Council on an annual basis at the annual general meeting.

4.3 The Parent Council will be chaired by a parent of a child attending Caerlaverock Primary. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.

5. Reporting to Parent Forum

The Parent Council is accountable to the Parent Forum for Caerlaverock Primary and will make a report on its activities on behalf of all the parents / carers at least once a year.

6. Special General Meetings

If 25% of members of the wider parent body (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 the Forum at least 2 weeks notice of the meeting and, at the same time, circulate notice of the matter, or matters, to be discussed at the meeting.

7. Annual General Meeting

7.1 The Annual General Meeting will be held in the September of each year. A notice of the meeting including date, time, and place will be sent to all members of the wider parent body at least 2 weeks in advance. The meeting will include:

- a report on the work of the Parent Council and its committee(s)
- selection of the new Parent Council
- discussion of issues that members of the Parent Forum may wish to raise
- approval of the accounts and appointment of the auditor.
- any changes to this Constitution as directed by the Authority and/or from its operation in the school

8. General Meetings

8.1 The Parent Council will meet as required but at least once in every school term. A quorum for the Parent Council should be at least 4 parent members.

8.2 Members of the Parent Council can call an additional meeting, as and when required, and all members of the Parent Council will be given at least one week's notice of date, time and place of the meeting.

8.3. Meetings of the Parent Council shall be open to the wider parent body, unless the Parent Council is discussing an issue which it considers should be dealt with on a confidential basis. In these circumstances advice would be sought from Education Services. In such circumstances only members of the Parent Council and the headteacher, or his or her representative, can attend.

9. Voting

Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.

10. Minutes

Copies of the minutes of all meetings will be sent to all parents / carers of children at Caerlaverock Primary School and to all teachers at the school. Copies will be available from the Clerk of the Parent Council, on the school website and from the school office. Proceedings of meetings, when approved, may be subject of a Press Release if agreed by the Parent Council.

11. Funds

12.1. A bank account will be set up in the name of the Parent Council. Withdrawals will require the 2 signatures that of the Treasurer and one other Parent Council.

12.2 The Treasurer will keep an accurate record of all income and expenditure for Parent Council funds, in accordance with the Authority guidelines, and will provide a summary of this for each Parent Council meeting and a full account for the Annual General Meeting. The Parent Council accounts will be audited by the auditor appointed at the previous Annual General Meeting.

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

13. Changes to Constitution

The Parent Council may change its constitution at an AGM or an EGM called for the purpose. The proposed change shall be clear in the notice calling the meeting and be approved by not less than two thirds of those who attend the meeting.

14. Winding Up of Parent Council

Should the Parent Council cease to exist, any remaining funds will be passed to the Education Authority to be used for the benefit of the school (or schools), where this continues.

15. Constitution

A copy of this Constitution is available on school website and, paper copies on request, to members of the Parent Forum, Parent Council and to members of the Authority.