

Approved June 2025 – [Copy for review June 2026](#)

CONSTITUTION

DALBEATTIE PRIMARY SCHOOL AND NURSERY PARENT COUNCIL

Aims

It is important that parents can get involved in the life and work of the School. Parental involvement includes activities such as parental representation in the development of policies, improvement plans and key decisions. Much of this work is undertaken in partnership with the Parent Council or through whole school parental surveys.

Our key aims are:

1. Support the endeavours of the Headteacher and staff in improving the standards of education and developing pupils to their fullest potential
2. Make representations to the Headteacher and Education Authority to promote the involvement of parents in the education of pupils
3. Promote contact between the school, the Parent Forum, parents of prospective pupils, pupils, the local community and other stakeholders.
4. To undertake fundraising to support the school to promote the education and wellbeing of pupils.

Powers

The Parent Council has the power to do anything they consider to be in furtherance of their aims with due regard for their role in representing the views of the Parent Forum.

Members

The membership will consist of:

- parents / carers of children attending Dalbeattie Primary School and Dalbeattie Nursery
- the Headteacher or his/her representative(s) including representative of Dalbeattie Nursery staff
- any other persons who can help the Council carry out its functions

Parents shall always form the majority of the Parent Council.

Members of the parent council and regular helpers at parent council fundraising events will have in place PVGs associated with the parent council as required.

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Any parent / carer of a child at the school and nursery can become a member of the Parent Council and/or any sub-groups which may be required. There is no set limit on the number of Parent Council members. Limits may be considered if a significant number of parents / carers wish to attend and that makes decision making difficult.

Each parent / carer who is member of the Parent Council has one vote at meetings and resolutions shall be passed by a simple majority vote of those present at the relevant meeting.

The Headteacher or their representative(s) and other co-opted members will attend meetings in an advisory capacity and do not have voting rights unless these are given by the Parent Council / Parent Forum.

The Annual General Meeting (AGM) shall be held in **final term 4 each year**. Notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

Commented [VW1]: Consider if still want to have in June - is helpful to allow new members to get PVG if having turnover.

The business shall include:

1. a report on the work of the Parent Council – Chairperson report
2. approval of the accounts (and appointment of an auditor) – Treasure report
3. any resolutions submitted by the Parent Forum
4. election of Office Bearers

At all general meetings, voting shall be on the basis of one vote per parent / carer present at the meeting. The quorum shall consist of 5 parents / carers.

The Parent Council or 5 parents / carers of the Parent Forum shall have power to call an Extraordinary General Meeting at any time.

[New members will be able to join the Parent Council during the year](#)

Office Bearers

Commented [VW2]: Proposed amendment if keeping AGM in June to enable new members to join particularly at the start of the year.

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Office Bearers will be elected by those parents / carers present at the Parent Council AGM. The roles to be filled will include Chairperson, Secretary and Treasurer.

Consideration will also to be given to any other roles that may be required. Office Bearers will serve for a period of 1 year between AGMs and responsibilities can be shared if necessary, for example with co-Chairs or alternating Secretaries..

The Chairperson will lead meetings and shall also have a deliberative and casting vote on resolutions as required - one vote as a Parent Council member and one vote as Chair. This casting vote shall be used only in the event of a tie.

The Secretary shall be responsible for keeping accurate minutes of all meetings, including the AGM, and shall make these available via the school website and upon request to any member of the Parent Forum.

The Treasurer will manage a bank or building society account on behalf of the Parent Council and keep an accurate record of all income and expenditure. The Treasurer will provide updates on this at Parent Council meetings as well as being required to present a detailed overview of account activity over the course of the year at the AGM.

The Treasurer will also ensure appropriate reporting to Dumfries and Galloway Council on an annual basis with regard to the funds they have allocated to the Parent Council.

Ordinary Meetings

Meetings of the Parent Council shall be held as required, at least once a term if possible. 5 shall form a quorum at all meetings of the Parent Council.

All Parent Council meetings shall be open to the public, any member of the Parent Forum attending will have voting rights.

The funds of the Parent Council will be lodged in a bank or building society account in the name of the Parent Council. The Parent Council shall be responsible for ensuring

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

Cheques can only be drawn / withdrawals can only be made against the signatures of at least two named Parent Council members, including the Treasurer.

Accounts shall be reviewed / audited as required by an independent individual appointed by the Parent Council.

In the event that the Parent Council ceases to exist then any remaining funds passes to the Local Education Authority to use for the benefit of the school.