



Georgetown Primary School Parent Council - Constitution

Helpful Definitions: (taken from Scottish Schools Parent Involvement Act 2006)

Parent Forum: *All parents who have a child attending the school are automatically as member of the Parent Forum for the school.*

Parent Council: *The statutory body responsible for representing parents' views. Members of the parent council must be members of the school's Parent Forum. That is, they must have a child attending the school. Only a member of the Parent Forum can chair the Parent Council.*

1. This is the constitution for Georgetown Primary School Parent Council. Any parent/guardian of a child at the school can volunteer to be a member of the Parent Council.
2. The objectives of the Parent Council are:
 - a. to work in partnership with the school to create a welcoming school which is inclusive for all parents/guardians.
 - b. to promote partnership between the school, its pupils and all its parents/guardians
 - c. to develop and engage in activities which support the education and welfare of the pupils
 - d. to identify and represent the views of parents/guardians on the education provided by the school and other matters affecting the education and welfare of the pupils.
3. The membership will be a minimum of 6 parents/guardians of children attending the school. The maximum size is 30, five-sixths of which should be parents of children attending the school.
4. The Parent Council will be selected for a period of 2 years, after which members may put themselves forward for re-selection if they wish, if they still have a child attending the school. If the number of volunteers exceeds the number of places set out in the constitution, members will be selected by drawing names out of a hat. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any subgroups set up by the Council. Parents/guardians will have 2 weeks to select their representatives.
5. The Parent Council will decide upon Elected Representatives at the yearly Annual General Meeting in the last term of the year, for the following year. This will include a Chairperson, Vice-Chair, Secretary and Treasurer. These roles may be shared. An Elected Representative can serve in the same role for a maximum of two years. The position then becomes vacant and open to re-election.
6. In the event of the Parent Council running with minimum members, or in the event of no member available or willing to fulfil all of the roles above, the existing membership will review this constitution and amend the elected representative roles to best serve the needs of the Parent Council.
7. The Parent Council may co-opt up to 5 members, within the upper limit of 30 to assist it with carrying out its functions. Five-sixths of the Parent Council should be made up of Parent Forum members and one-fifth of the membership will be reserved for co-opted members including teaching and support staff in the school, local councillors, pupils, community leaders or businesspeople and others.
8. Co-opted Parent Council members will be invited to serve for a period of 2 years, after which time the Parent Council will review and consider requirements for membership. Those who have served time are welcome to stay on after the two years, undertaking different roles with Parent Council or Parent Forum.
9. An up to date list of members of the Parent Council, including Elected Representatives and Co-Opted Members will be maintained and updated yearly at the AGM. New members will be added by the secretary when necessary.

10. If the Parent Council choose to set up subgroups, they should each involve at least one member of the Parent Council. Other members of the Parent Forum and school community may be co-opted to subgroups. Subgroups will last as long as required to carry out their tasks. Membership should be reviewed annually. The Parent Council members on the subgroup will be responsible for liaison with the parent council.
11. The Parent Council is accountable to the Parent Forum for Georgetown School and will make a report to it at least once each year on its activities on behalf of all the parents.
12. If a third of members of 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 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.
13. The Annual General Meeting (AGM) will be held during the last term of the school year. A notice of the meeting including date, time, and place will be sent to all parents/guardians at least 2 weeks in advance. The meeting will include:
 - a. a report on the work of the Parent Council and its committee(s)
 - b. selection of the new Parent Council, if required.
 - c. discussion of issues that members of the Parent Forum may wish to raise
 - d. approval of the accounts and appointment of the auditor.
14. The Parent Council will meet at least once every school term. Prior to each meeting, an agenda will be shared, and members are invited to add to this.
15. Should a vote be necessary to make a decision, each parent member at the meeting will have one vote, with the Chair(s) having a casting vote in the event of a tie.
16. Any two 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 the meeting.
17. Copies of the minutes of all meetings will be available, in a timely manner, to all parents/guardians of children at Georgetown School and to all teachers at the school. Copies will be available from the Secretary of the Parent Council and from the school office. Electronic copies will also be shared via several media outlets.
18. Meetings of the Parent Council shall be open to everyone 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, the headteacher, or his or her representative, and anyone specifically invited to the meeting such as the director of education services.
19. The Treasurer will maintain bank or building society account(s) in the name of the Parent Council for all Parent Council funds. Withdrawals will require the signature of the Treasurer and one other Parent Council member.
20. The Treasurer will keep an accurate record of all income and expenditure, and will provide a summary of this for each Parent Council meeting and a full account for the Annual Meeting. Detailed accounts of transactions, including bank statements will be available to read at Annual Meeting and included in minutes of meeting. The Parent Council accounts will be audited by an independent person appointed at the AGM.
21. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
22. The Parent Council may change its constitution after obtaining consent from members of the Parent Forum. Members of the Parent Forum will be sent a copy of any proposed amendment and given two weeks to respond to the proposal. Members of the Parent Forum will be asked to sign the constitution, on reading it.

23. 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 in the case of joint councils). If the school is closing or amalgamating the funds will be passed to the schools which pupils will attend.

24. Useful sections of the Parent Council Toolkit (Available from www.connect.scot)

Email and password to be shared with all newly elected representatives

- Checklist on Supporting Parents to set up a Parent Council toolkit P81.
- Points to think about in developing a Parent Council toolkit P88.

Constitution reviewed: October 2022.

Future review date: October 2024

Elected Representatives for 2022 – 2023

Co-Chairs: Carly Anderson & Tracey Boyd

Vice-Chair: Rachael Thomson

Treasurer: Kerry Sommerville

Secretary: Laura MacKenzie

Members of the Parent Council for 2022 – 2023

	<u>2022-2023</u>	<u>2023-2024</u>
1.	<u>Carly Anderson</u>	
2.	<u>Tracey Boyd</u>	
3.	<u>Rachael Thomson</u>	
4.	<u>Kerry Sommerville</u>	
5.	<u>Laura MacKenzie</u>	
6.	<u>Charlotte Dickson</u>	
7.	<u>Jenna McCrone</u>	
8.	<u>Susan Knox</u>	
9.	<u>Fiona Campbell</u>	
10.	<u>Laura Hart</u>	
11.	<u>Shiree McCrone</u>	
12.	<u>Tracy Mills</u>	
13.	<u>Julie Stephen</u>	
14.	<u>Colin Gordon</u>	
15.	<u>Susan Coates</u>	
16.	<u>Rachael Dickson</u>	
17.	<u>Susan Irving</u>	
18.	<u>Laura Proudlock</u>	
19.	<u>Vanessa Tweedie</u>	
20.	<u>Lorelei Lynn</u>	
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