

1. This is the constitution for **Portpatrick Primary School Parent Council**.
2. The objectives of the Parent Council are:
 - to work in partnership with the school to create a welcoming school which is inclusive for all parents
 - to promote partnership between the school, its pupils and all its parents
 - to develop and engage in activities which support the education and welfare of the pupils
 - to identify and represent the views of parents 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 3 parents of children attending the school. The maximum size is 15, two thirds 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, as long as they still have a child attending the school.
5. Any parent of a child at the school can volunteer to be a member of the Parent Council. In the event that 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 will have 2 weeks to select their representatives.
6. The Parent Council may co-opt up to 6 members, within the upper limit of 8, to assist it with carrying out its functions. (It is suggested that two-thirds of the Parent Council should be made up of the Parent Forum members and one-third of the membership will be reserved for co-opted members including teaching and support staff in the school, local councillors, pupils, community leaders, or business people and others. In respect of a denominational school add, "of which at least one must be a member of the church or denominational body whose interest the school is conducted.")
7. Co-opted members will be invited to serve for a period of 3 years, after which time the Parent Council will review and consider requirements for co-opted membership.
8. If the Parent Council choose to set up sub groups, 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 sub groups. Sub groups will last as long as required to carry out their tasks. Membership should be reviewed annually. The Parent Council members of the sub group will be responsible for liaison with the Parent Council.
9. The Chair and other office bearers of the Council will be agreed by the Parent Council members immediately following its formation. Office bearers will be re-selected by the Parent Council on an annual basis. The Parent Council will be chaired by a parent of a child attending the Portpatrick Primary School. If the child ceases to be a pupil, a new chair will be agreed at the next meeting.
10. The Parent Council is accountable to the Parent Forum for Portpatrick Primary School and will make a report to it at least once each year on its activities on behalf of all the parents.
11. If 30 or 33% (whichever is the lesser) 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.

12. The annual meeting will be held in spring each year. A notice of the meeting including date, time, and place will be sent to all members of the Parent Forum at least 2 weeks in advance. The meeting will include:
 - a report on the work of that Parent Council and its committee(s)
 - a 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
13. The Parent Council will meet at least once in every school term
14. 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.
15. 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
16. Copies of the minutes of all meetings will be available to all parents of children at Portpatrick Primary School and to all teachers at the school. Copies will be available from the Secretary of the Parent Council/Clerk to the Parent Council and from the school office.
17. Meetings of the Parent Council shall be open to the public, 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 and community services can attend.
18. The treasurer will open a bank or building society account 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.
19. 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. The Parent Council accounts will be audited by the auditor appointed at the previous Annual Meeting.
20. The Parent Council shall be responsible for ensuring that all monies are used in accordance with the objectives of the Parent Council.
21. 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 reasonable time to respond to the proposal.
22. 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.