**Fenwick Primary School & Early Childhood Centre**

**Parent Council**

**New Member-Welcome Pack**



**Welcome**

Welcome to Fenwick Primary School and Early Childhood Centre Parent Council. Thank you for actively supporting the school and becoming a member of the Parent Council.

The group consist of parents from across the school year groups, meeting together at least once every term to deliver activities that support the school improvement plan. This can be through applications for funding, volunteering in school with activities like the paired reading scheme, school garden club or by raising funds to support the teachers in delivery of high-quality learning and teaching.

We try to ensure that all year groups are represented on the council, and therefore we may review membership throughout the year. We expect members to attend as many meetings as possible but if unable to attend, then please forward apologies and any questions regarding the agenda on to the Chair at least two weeks before the meeting. Please use the Chair email address FenwickPCChair@gmail.com. *You will be classed as an inactive member and will be asked to step down should you fail to attend the minimum of two meetings a year (unless otherwise agreed with members due to unforeseen circumstances). The Chair will contact you and offer the opportunity to remain as parent helper at events.*

The parent council use Facebook and the school website to keep in touch with the wider parent community. We encourage members to introduce themselves to any new families and ensure that the parents of members’ year group/s know that they are a member of the parent council.

We also have an informal social media chat area where we can catch up with other members when working on specific activities.

We have an excellent record of delivering funding and physical support to the school and are proud of the activities we have been able to offer over the year.

Over the last couple of years, the parent council were instrumental in creating the outdoor learning facilities that every child can now access. Members raised funding to create a wonderful learning area for the pupils, including insect hotel, bird feeder, tyres snake, plants & flowers, fruit & veg planting, willow dome and a mud kitchen. Parent council members also fundraised and secured Tesco grant and Community grants towards playground equipment.

In 2019 Fenwick Primary were able to purchase 35 compact computers and iPads following a hugely successful initiative led by the parent council.

The parent council members support; Discos, Halloween/Sports parties, Race/Psychic Nights, Annual Christmas Fayre, Gala Day stall, Danceathon and lots more. The money raised through fundraising events and grants secured by the parent council has contributed hugely to the school and pupil experience over the years.

Thanks to all the hard work of those involved in the parent council and all parent helpers that support the work we do.

**Contact List**

Donna Vivers FenwickPCChair@gmail.com

*Chairperson*

 *P1/2*

*Carol Brown*

*Treasurer*

*P4/5*

*Rebecca Batchelor*

*Secretary*

 *P2/3 & 6*

*Jennifer Chalmers*

*ECC & P3*

*Kirsty Fleming*

*P1/2 & P3/4*

*Beverley White*

*P7*

*Patricia McMillan*

*P7, P4/5 & P3/4*

*Jill McDevitt*

*ECC & P1/2*

*Claire Hynds*

*ECC & P2*

*Gemma Goudie*

*P2 & P5*

**Strategic Plan**

*The purpose of a Parent Council is to help the school operate as a successful school. This includes:*

* *Improving links between parents and the school*
* *Making sure the parents get the information they need and that the school gets feedback on the parents’ views.*
* *Discussing issues of interest to parents including school policies on such things as bullying, school uniforms, drugs and sex education.*
* *Working jointly with the school to set up extra-curricular activities and after school clubs.*
* *Encouraging parental involvement in their children’s education, recognised by the CfE as very important.*
* *Representing parent’s views to the education authority.*
* *Fundraising and social activities.*

(Scottish Parent Teacher Council leaflet Nov 2010)

**Strategic Plan of Fenwick Primary School & Early Childhood Centre**

**Parent Council 2020-21**

**Aim**: Enhance the educational, social and cultural experience for pupils at Fenwick Primary School

**Objectives**:

1. Contribute to the school’s resources and environment including maintenance of the school garden
2. Represent the Parent Forum (all parents) and ensure strong and interactive engagement/communication between the Parent Forum and the School
3. Work closely with the School to enhance its implementation of the School Improvement Plan (*new plan to follow*)
	1. Link to 2019/20 Improvement plan <https://tinyurl.com/y78xvtvm>

**Mission Statement**: We undertake to plan, organise and deliver a range of activities each year. Every activity will meet one or more of our objectives either directly or indirectly through fundraising.

**Meeting Guidelines**

 **Fenwick Primary School & ECC Parent Council**

1. The purpose of the meeting is to support the school and the parent forum and as such it should be used to discuss issues and concerns as well as recognising achievements and pursuing fund raising.
2. Parental issues should only be discussed at Parent Council meetings after they have been raised, in writing with the school and the school has had time to respond. The parent council must be notified of the issue two weeks before the meeting. The item should then be included on the agenda. The only exception would be an urgent issue that the Parent Council should be aware of immediately.
3. No significant issue should be raised at a meeting that was not issued on the agenda unless it has only just arisen and requires urgent discussion and then, only after the school has been informed.
4. Where a significant issue arises after communication of the agenda, information on the issue should be shared with all members and the school as soon as possible.
5. Issues from members should only be raised through communication in writing with the Chair for inclusion in the agenda or for urgent discussion. The member can then elect whether they wish to raise the issue or hand over to the Chair for discussion.
6. Issues from parents should be raised by the member advised of the issue through the method above.
7. All members and guests at a Council meeting should discuss matters in a respectful manner.
8. Only general matters should be discussed at meetings and not those relating to an individual child.
9. The agenda should be forwarded to the school at least a week prior to the meeting to allow the head teacher / school time to gather facts and respond to any issues requiring their comments.
10. All issues discussed at Parent Council meetings should be maintained on a rolling action list until such time as they are resolved.
11. Once approved, meeting minutes should be shared with EAC.

**Constitution**

1. This is the constitution for Fenwick Primary School & ECC Parent Council.
2. The objectives of the Parent Council are:
	1. To work in partnership with the school to create a welcoming school which is inclusive for all parents
	2. To promote partnership between the school, its pupils and all its parents
	3. To develop and engage in activities which support the education and welfare of the pupils
	4. 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 7 parents of children attending the school. The maximum size is 20.
4. Any parents 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 informal draw. Anyone not selected to be a member of the Parent Council may be offered the opportunity to be part of any sub-groups set up by the Council.
5. The Parent Council may co-opt up to 3 members to assist it with carrying out its functions. Co-opted members will be invited to serve for a period of 3 years. Co-opted members can include teaching and support staff in the school.
6. The number of parent members on the Parent Council must always be greater than co-opted members.
7. The Head Teacher (or his or her representative) although not a member of the Parent Council, has a right to attend and to act as an adviser to the Council.
8. The meeting will be quorate with 50% of the current membership attending.
9. The Chair and Treasurer of the Council will be agreed by the Parent Council on an annual basis (at the Annual General Meeting (“AGM”) of the Parent Forum). The Chair of the Council must always be a parent member. If the child of the Chair ceases to be a pupil, the role of the chair will be rotated around the parent members of the Parent Council until a new Chair is appointed at the AGM.
10. The Parent Council is accountable to the Parent Forum (all parents) for Fenwick Primary School & ECC and will make a report to it at least once a year on its activities on behalf of all the parents. If 20% 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(s) to be discussed at the meeting.
11. The Annual General Meeting will be held in August of 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:
	1. A report on the work of the Parent Council and its committee(s)
	2. Selection of the new Parent Council (if applicable)
	3. Discussion of issues that members of the Parent Forum may wish to raise *(please see meeting guideline b*)
	4. Approval of the income and expenditure as reviewed by the Independent Examiner
12. The Parent Council will meet at least once in every school term. Should a vote be necessary to make a decision, each parent member / co-opted member at the meeting will have one vote, with the Chair having the casting vote in the event of a tie.
13. 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 the date, time and place of the meeting.
14. Should the head teacher or any other interested person request a meeting of the Parent Council be convened, the Parent Council members should be given at least one week’s notice of the intended meeting date. The meeting should not proceed without a quorum presence. If such a meeting is convened, all members of the Parent Council should be informed of the subjects to be discussed when given notice of the meeting.
15. 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 agree. Termination of membership must be confirmed in writing to the member.
16. The Chair of the education Committee or a representative and the local Elected Member(s) for the ward(s) of the school’s catchment area have the right to attend and speak at any Parent Council or Parent Forum meeting.
17. Copies of the minutes of all meetings will be available to all parents of children at Fenwick Primary School & ECC and to all teachers at the school. Copies will be available from the Secretary to the Parent Council and from the school office.
18. 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 and the head teacher, or his or her representative, can attend.
19. All items discussed at meetings should be noted unless there is agreement between a quorum of the Parent Council and the Head Teacher that the subject should remain confidential. Minutes should only include high level information when dealing with confidential matters. If sensitive matters are presented, they should remain confidential unless required to be disclosed for legal reasons. Members of the Council involved with the issue should understand that they must not be shared with wider parties.
20. Any matters dealt with between the school and the Parent Council should be dealt with professionally and promptly by both parties and distance should be maintained from any specific parental involvement. The Parent Council and the school recognise that Parent Council members act for the good of the whole school and that on occasion the issue being addressed could directly affect a member’s child(ren). There should never be any concern on the part of a parent member, that there will be any impact on their child(ren) from the fact that the Parent Council has been asked to act by the Parent Forum.
21. If appropriate, 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.
22. 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 AGM. The Parent Council income and expenditure will be reviewed by an Independent Examiner in advance of the AGM.
23. The Parent Council act as a whole and not as individuals. Any decision made in a meeting or out-with must have quorum agreement (the Chair has a casting vote where needed).
24. Where the Chair represents the Parent Council, the Chair speaks as the voice of the Parent Council and does not represent the Chair’s personal views.
25. 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.
26. 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, where this continues.

Link to Parent Council area of School website: <https://tinyurl.com/y7etp3jv>