**Mauchline Primary School and Early Childhood Centre**

**Parent Council Constitution (Revised August 2019)**

*For the purposes of this document the term “school” will be used as reference for the Primary School and Early Childhood Centre (ECC) and the term “parents” will refer to parents, carers, guardians or adults who have parental rights.*

***INTRODUCTION***

1. This is the constitution for Mauchline Primary School and Early Childhood Centre Parent Council.
2. The Parent Council and Parent Forum will consist of parents with children in attendance at Mauchline Primary School and Early Childhood Centre.

***AIMS***

1. To provide and support effective communication between the parent forum and the school to benefit and enhance the children and young people’s education.

***OBJECTIVES***

1. The objectives of the Parent Council are:
   1. To promote partnership and communication between the school, the children and young people, the parent forum and the wider community.
   2. To support the school in its pursuit to maximize every child and young persons’ potential.
   3. To provide a voice for parents in the school and in their local authority on issues that is important to them and their children
   4. To work in partnership to create a welcoming school which is inclusive for all.
   5. To promote and encourage equality and fairness throughout the school for all.
   6. To ensure confidentiality is respected in relation to the individual child and young person, staff and parents.

***ROLE OF THE PARENT COUNCIL***

1. To ensure the group work towards achieving the objectives of the parent council.
2. The Parent Council is accountable to the Parent Forum for Mauchline Primary School and Early Childhood Centre and will report to it at least once each school session and at the Annual General Meeting (AGM).
3. To review the constitution if and when required and ensure any changes are in consultation with the parent forum.
4. Should the Parent Council cease to exist, any remaining funds will be passed to East Ayrshire Council to be used for the benefit of the school, where this continues.

***MEMBERSHIP***

1. The Parent Council will be in place by the end of June each year.
2. There will be a minimum of six parents of children attending the school.
3. There will be a maximum number of 22 members of the Parent Council in total. These 22 members will consist of the following individuals who have rights:
   1. A maximum number of 16 parent members
   2. A maximum number of 4 employees from throughout the school (this is a voluntary role)
   3. A maximum number of 2 cohort members. These members will have the same voting rights as parent members however do not have children within the school

1. The Head Teacher (or her or his representative), although not a member of the Parent Council, has a duty and a right to attend and to act as Adviser to the Council (although a meeting of the Parent Council can continue if the HT cannot attend).
2. The Education Spokesperson 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.
3. The Deputy Chief Executive of Economy & Skills or a representative has the right to attend and speak at any Parent Council or Parent Forum meeting.
4. The process of election to the Parent council will be:
   1. Proposal by an existing member
   2. Seconding by a further two existing members
5. The process of the election can take place at the annual AGM or at any Parent Council Meeting throughout the year, pending available space and due process of election is followed. If the number of nominations exceeds the number of vacancies then voting will be by a show of hands.
6. Every elected member will retain their membership on the Parent Council for the maximum of two years after which they will be required to resign and thereafter stand for re-election at the AGM if they so wish.
7. Members of the parent council must resign if their child no longer attends the school.
8. Parent Council Members may resign at any time however if this is outwith the AGM written resignation is required.

**OFFICE BEARERS**

1. The parent council office bearers will consist of:
   1. Chair
   2. Vice Chair
   3. Secretary
   4. Treasurer
2. The Parent Council will be chaired by a parent of a child attending Mauchline Primary School and Early Childhood Centre. If the child ceases to be a pupil, a new Chair will be agreed at the next meeting.
3. Office Bearers should read, agree and adhere to the following Roles of Office Bearers:
   1. Chair

* Make sure PC meetings run smoothly and effectively; are on time and are run in an inclusive and friendly way.
* Listen carefully at PC meetings and pull together points people have made and ensure a vote is carried out where required. In the event of a tie the chair will have the casting vote.
* Delegates tasks and makes sure these are completed.
* Make sure that Parent Council Members know they are there to represent all parents in the school.
* Is the spokesperson for the group and liaises with the Head Teacher, school and local authority.
* Gives an annual report to the Parent Forum usually at the AGM.
* Work with the treasurer to ensure that proper financial accounts are prepared for meetings, including the Annual General Meeting.
* Role of Chair is that of coordination, liaison and effective communication. The chair is accountable to the parent council and the parent council is accountable to the parent forum thus any decisions made must be made by the parent council in a democratic manner not by the Chair in isolation.
* Connect Guidelines in relation to this role will be available within the PC folder and will be distributed to new office bearers at the start of the year.
  1. Vice Chair
* Chair the meeting in the absence of the chairperson.
* Support the chair in their role and in liaison with members, parents, Head Teacher and school.
  1. Secretary
* Support the Chair / Vice Chair in effective communication with committee members and between the Parent Council and the school.
* Send out call for agenda items 2 weeks before meeting date and ensure these are passed to the chair for consideration and approval.
* Send out agenda, note of last meeting and any papers for the next meeting 1 week before the meeting date.
* Keep a record of attendance & apologies in the minutes of the meetings.
* Ensure minutes are clear and concise including a summary of each agenda item showing the gist of different opinions without feelings that may have been expressed, recording also decisions and actions taken and by whom.
* Minutes are an official record of the meeting and should be passed to the chair for review no later than 2 weeks after the meeting. These will be drafted at the next available meeting for approval.
* Records including previous approved minutes should be kept in a file to be handed onto the next secretary if required.
* Connect Guidelines in relation to this role will be available within the PC folder and will be distributed to new office bearers at the start of the year.
  1. Treasurer
* Have a clear & accurate book-keeping system that records any money received and how money is spent. Ensure that time is set aside to make sure these are up to date on a regular basis.
* Maintain the bank account, hold the cheque book and bank monies regularly.
* Give a report at each meeting, stating monies in & out and the bank balance.
* Ensure that a copy of the statements is available at all meetings for any parent to review.
* Prior to the AGM the treasurer should arrange for the year’s accounts to be independently checked (audited) and agreed with the Chair. The Treasurer should present the audited financial statement at the AGM and answer any questions.
* Connect Guidelines in relation to this role will be available within the PC folder and will be distributed to new office bearers at the start of the year.

1. If for any reason an office bearer requires to step down during the school session an extraordinary meeting must be called.

**RESPONSIBILITES OF PARENT COUNCIL MEMBERS**

1. It is compulsory for Parent Council members to have an awareness of the role of the parent council and what is expected of their membership within it.
2. Parent Council members should read, agree and adhere to the Mauchline PS & ECC Parent Council Code of Practice.
3. 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 will be confirmed in writing to the member.

**PARENT COUNCIL MEETINGS**

1. The parent council will meet at least bi-monthly during the school session.
2. Parent Council Members must be able to attend at least one meeting per term and should submit apologies prior to the meetings if unable to attend. Failure to submit apologies on more than two occasions or adhere to the minimum attendance will result in termination of Parent Council Membership.
3. Should a vote be necessary to make a decision, each member at the meeting will have one vote, with the Chair having a casting vote in the event of a tie.
4. Copies of the minutes of all meetings will be available to all parents of children at Mauchline Primary School and ECC, to all staff at the school, and the local authority. Copies will be available on the Parent Council page on the school blog and on the school reception notice board.
5. Meetings of the Parent Council shall normally be open to the Parent Forum. A closed meeting should be called if there is a confidential issue to be discussed amongst the parent council members. Only members of the parent council and the Head Teacher, and his or her representative, can attend.
6. An extraordinary meeting can be called at any time by any two members of the parent council or parent forum to discuss issues falling within the parent council’s role. At least two weeks’ notice of date, time, place and reason for the meeting must be provided to all Parent Council and Parent Forum Members.

**SUB GROUPS**

1. Sub-groups may be formed to work on projects agreed by the parent council. The sub group lead must be a parent council member. Sub-group meetings may take place at a time and place which is convenient to the sub group members.

1. The sub-group lead must update the parent council at each parent council meeting whereby any decisions which have financial or reputational impact should be discussed and approved. The Chairperson must be kept fully informed of any decisions made by the sub-groups on behalf of the Parent Council.

**COMMUNICATION**

1. Written and verbal communication with the school and Head Teacher on behalf of the Parent Council will be via the Chair or Vice-Chair of the Parent Council and should be approved by them beforehand.
2. The Parent Council is responsible for
3. Communication from the Officer Bearers to the Parent Council should be via email. When a reply is required from members it should be sent to the individual office bearer not the whole parent council. Reply to all should not be used.
4. The agreed method of communication with the parent forum through social media will be Twitter. This allows for the school to share posts to the school app and through the schools twitter page. No other social media outlets should be used.
5. A designated Parent Council Member will be responsible for maintaining and updating the twitter page. This will be agreed at the first meeting of school session and only this person or the chair should use this account. Should the agreed Parent Council Member resign from the Parent Council the login username and password should be passed on to the new designated member through the Chair.
6. The Head Teacher of the school is responsible for ensuring that the parent council information on twitter is shared through the school app.

**ANNUAL GENERAL MEETING**

1. The annual meeting will be held before the end of every school session.
2. Members of the Parent Forum will be informed of the details of the AGM at least two weeks in advance. At this point the parent forum will be asked to inform the Chair of any matters arising for the Annual meeting agenda. The meeting will include:
   1. A report of the work of the Parent Council and its committee(s)
   2. Head Teacher’s Report
   3. Re-election/confirmation of office bearers as appropriate
   4. Where appropriate, the election of the new Parent Council members as required
   5. Agenda discussion of issues raised by the Parent Forum
   6. Approval of the accounts
3. The Chair, Vice-Chair, Secretary and Treasurer of the Council will be agreed by the Parent Council members immediately following its formation at the AGM.
4. The process of election of Office Bearer Roles will be:
   1. Proposal by an existing member
   2. Seconding by a further two existing members
5. Should there be more than one nominee for any office bearer role then a vote will take place between Parent Council members.
6. Office bearers will resign from their roles at the end of each school year.

CODE OF PRACTICE FOR PARENT COUNCIL MEMBERS

All Parent Council Members should read, agree and adhere to the following Mauchline PS & ECC Parent Council Code of Practice:

* Members should be honest and transparent.
* Members should support the group and always work as a team.
* Members should demonstrate responsibility, respect, dignity and fairness.
* Members should not intentionally cause harms to others through words or deeds, treat others fairly, courteously, with dignity and without prejudice or discrimination.
* Members should aim towards constructive discussions and try not to get ‘personal’. If you disagree with someone make clear it is their point of view you disagree with rather than them as an individual.
* Ensure the protection and integrity of confidential information. Do not use personal information for personal gain.
* If a committee member is unhappy with committee business and or decisions made they should raise this with the chair, or at a meeting, and respectfully encourage further discussion.
* Contact with the Head Teacher in relation to Parent Council issues should be made through the chair.
* Don’t be afraid to ask what something means you are probably not the only one who needs clarification.
* Discussions in relation to Parent Council business should take place at Parent Council Meetings only, not on Social Media sites or through email.
* Outwith meetings information in relation to Parent Council Business can be distributed to members via email. Language and content should be appropriate and professional in all correspondence. When replying to an email from an office bearer “reply to all” should not be used.
* Apologies for absence should be given to the secretary prior to all meetings with any thoughts and suggestions in relation to the agenda.
* Every member should have the opportunity to be involved in all PC activities.
* Committee members should not bring the PC into disrepute in any way.

Where committee members are not following this code of practice they may be asked to stand down.