

Mount Carmel Primary Parent Council

This is the Constitution and Terms of Reference for Mount Carmel Primary School Parent Council which is named 'Parents and Friends of Mount Carmel'. The Parents and Friends of Mount Carmel acts as both the Parent Council and fundraising group for the school.

Aims

- to promote close co-operation and communication between parents/carers, school staff and pupils.
- to work in partnership with the school to create and promote equality and fairness for all pupils.
- to engage and develop activities which support the education & welfare of all pupils.
- to engage in fundraising activities which benefit pupils of the school.

Membership and Meetings

The Parent Council will meet, as a minimum, once per school term.

Any parent/carer of a pupil in the school can be a part of the Group. There is no maximum number of members on the Group, and it is encouraged that participation of parent/carers of each class group is present.

There may also be additional attendees from local community/Parish/elected representatives who attend the scheduled meetings.

Quorum for meetings should be 3 parents/carers.

The Headteacher attends meetings in an advisory/informative capacity and does not have voting rights unless these are given by the Group.

In the requirement of a vote, each member shall have one vote and resolutions shall be passed by a simple majority vote of those present. The Chairperson shall have both a deliberative and casting vote - one vote as a member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

In the absence of a secretary, a note taker shall be nominated at each meeting and will be responsible for keeping accurate minutes of the meeting. Copies of minutes will be available to all parents /carers /school staff via School Webpage.

Annual General Meetings

The Annual General Meeting (AGM) shall be held in September each year. The notice calling the meeting shall be sent to the Parent Forum at least two weeks in advance.

The AGM will cover:

- an overview of the work of the group and activities over the previous academic year
- review and approval of any accounts
- any resolutions submitted by the Parent Forum
- election of members

Members shall be appointed at the AGM. They shall be elected for a one-year term and be eligible for re-election.

The Office Bearers can be Chairperson, Secretary, Treasurer and such others as may be required. The office bearers will be elected by the group at AGM.

Any review/changes or additions to this constitution must be made at an AGM and should be approved by not less than two thirds of those present.

Finance

The funds of the group shall be lodged in a bank, building society or other account in the name of the group – *Parents and Friends of Mount Carmel*. There will be a minimum of 2 signatories on the account to withdraw and deposit funds, as required.

The Treasurer/Chair shall be responsible for keeping accurate records of the financial transactions and present these as requested.

A summary of income/expenditure will be provided at each meeting.

The Group shall be responsible for ensuring that all property/money received by/for the Parent and Friends of Mount Carmel shall be applied for the aims of the group.

The Group has the powers to accept grants and donations in relation to the aims.

In the event that the group ceases to exist any remaining funds should be distributed for the benefit of the children at the school.