

St Andrews Primary School and Early Childhood Centre

NAME St Andrews Primary School and Early Childhood Centre Parent Council

AIMS

- a) to promote close co-operation and communication between parents / careers and school staff
- b) to promote equality and fairness
- c) to study and discuss matters of mutual interest relating to the education and welfare of pupils
- d) to engage in activities which support and advance the education of pupils attending the school
- e) To ensure confidentiality is respected in relation to individual pupils, parents and staff members
- f) To encourage and support the promotion of Gospel Values

POWERS

The Parent Council shall have the power to do anything considered by them to be in furtherance of the aims but remembering that they are there to represent the views of the Parent Forum.

NUMBER OF MEMBERS

The membership consists of parents/carers of children attending Scottish School as selected by the Parent Forum.

Our Parent council will be made up of no more than 15 elected members in any academic session. All other parents are welcome to observe the discussions which take place at any meeting but will be unable to participate.

GENERAL MEETINGS

In order to facilitate the inclusion of parents of pupils just starting St. Andrew's, the annual meeting will be held in September 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. Any Parent Council vacancies will be notified at this time and new members invited to volunteer.

All parents of children at the school can take part in the selection process. Parents will offer their services on a voluntary rather than an elected basis. If, however, there are more volunteers than spaces available, an election may be required or an EGM (Extraordinary General Meeting) may be held to agree an increase in the membership levels for the Parent Council. The Parent Council will endeavor to ensure, where possible, that

parents from all year groups are represented. The meeting will also include:

- a) Selection of any vacant Office Bearer posts if required
- b) Re-selection of Co-opted members as required
- c) Appointment of auditor of Parent Council funds
- d) Formation of any new Committee(s)/sub groups as required eg. Fundraising group
- e) Discussion of issues that members of the Parent Forum may wish to raise
- f) Discussion/planning around proposed Parent Council activities for the year ahead

At all general meetings, voting shall be on the basis of one vote per parent/full Parent Council member present at the meeting.

At all general meetings the quorum shall consist of 5 parent members.

The Parent Council or 5 of the Parent Forum shall have power to call an Extraordinary General Meeting.

PARENT COUNCIL MEMBERSHIP

Members of the Parent Council shall be appointed at the AGM. They shall be elected for a one year term and be eligible for re-election. Parents shall always form the majority of the Parent Council.

The Office Bearers will be Chairperson, Vice Chair, Secretary and such others as may be required. The office bearers will be elected by the Parent Council at the first meeting after the AGM.

The Headteacher or his/her representative has a right and a duty to attend meetings of the Parent Council.

The Parent Council shall invite the church/denominational body to nominate a representative to be co-opted onto the Parent Council.

The Parent Council may co-opt up to 3 persons to help carry out its functions at any time. The co-opted members shall retire at the AGM but shall be eligible to be co-opted for a further term.

Each member of the Parent Council 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 PC member and one vote as Chair. The Chairperson's casting vote shall be used only in the event of a tie.

The Secretary/PC clerk shall be responsible for keeping accurate minutes of all meetings and shall make these available upon request to any member of the Parent Forum.

A member of the Parent Council failing to attend three consecutive meetings without reason/apologies may be deemed to have retired from the Parent Council. Any member of the Parent Council who acts in a way which is not within the aims/objectives of the Parent Council may be asked to step down from the Parent Council.

MEETINGS

Meetings of the Parent Council shall be held as required. At all meetings of the Parent Council 5 shall form a quorum.

All Parent Council meetings shall be open and any member of the Parent Forum may attend although they will not have voting rights.

FINANCE

The funds of the Parent Council shall be held with the school funds. The co-opted members of the fundraising sub group will be responsible to liaise with the school for access to these funds.

All financial decision related to fundraising will be discussed with Parent Council prior to any decisions being made.

Finances shall be brought to balance six weeks before the AGM and the accounts shall be reviewed by an individual appointed at the previous AGM by the Parent Forum.

The Parent Council shall be responsible for ensuring that all property/money received by/for the Parent Forum/Council shall be applied for the aims of the Parent Council.

CHANGES TO THE CONSTITUTION

Changes or additions must be made at an AGM or an EGM called for the purpose. The proposed change shall be specified in the notice calling the meeting and be approved by not less than two thirds of those present.

DISSOLUTION

In the event that the Parent Council ceases to exist any remaining funds passes to the Local Education Authority to use for the benefit of the school.

This Constitution has been written using the template provided by Connect.