

# **BEARSDEN PRIMARY SCHOOL PARENT COUNCIL CONSTITUTION**

## **1. Introduction**

The following detail, as provided for by the Scottish Schools (Parental Involvement) Act 2006, provides the constitution for Bearsden Primary School Council, as agreed by the Bearsden Primary School Board, session 2006/2007.

## **2. Definitions**

- (a) Parent Forum - all parents and guardians of children attending Bearsden Primary School
- (b) Parent Council - a group of parents selected by members of the Parent Forum to represent all the parents of Bearsden Primary School
- (c) School Board - a group of elected parent representatives, co-opted community members, a teacher representative and the Head Teacher - current structure winding up in June 2007

## **3. Objectives**

The objectives of the Parent Council are to:

- Support Bearsden Primary School in its work with pupils
- Represent the views of parents
- Promote contact between Bearsden Primary School, parents, pupils, providers of local pre-school and secondary education and the community
- Report to the Parent Forum

## **4. Membership**

The membership of Bearsden Primary School Parent Council will be no less than 8 and no greater than 14 persons and should comprise of:

- A minimum of 4, up to a maximum of 7, members of the Parent Forum. The Chairperson and the Clerk of the Parent Council must be selected from this group.
- The Head Teacher and one representative each from both the teaching and the support staff.
- A minimum of 2 and maximum of 4 local community representatives.

The quorum shall be not less than 3, including the appointed Chairperson, and if a quorum is not present 15 minutes after the appointed time, the meeting shall be adjourned and no business conducted.

## **5. Selection of Members**

Membership of the Parent Council, should in the first instance, be drawn from parents and guardians of pupils at the School. The Head Teacher has a right and duty to attend and one other member of staff and a support staff member, where possible, should be invited onto the Council. Additionally, local community representatives may be selected by Parent Council members, which will allow for a broad based partnership across representative community bodies.

Parents and guardians may nominate themselves for appointment to the Parent Council and this self nomination for session 2007/2008 should be submitted, in writing, to the Chair of the School Board for session 2006/2007, and for future sessions to the Chair of the Parent Council. Where there are more nominations than places available, a ballot for session 2007/2008 will be held by the School Board for session 2006/2007, and for future sessions by the Parent Council.

Membership of the Parent Council shall be for a period of 2 years, with the option to extend, where a majority agreement is reached within the existing Parent Council. A member's term of office will be terminated in the event that their child ceases to attend Bearsden Primary School.

A representative from the Fundraising Group will be free to attend all meetings of the Parent Council. The opportunity will also exist for a representative of the Pupil Council to attend a meeting of the Parent Council, at any time, should the requirement to do so arise.

## **6. Office Bearers**

The Parent Council will have a Chair and Clerk who will be regarded as the Parent Council Office Bearers. The initial appointment of Parent Council Office Bearers will be agreed by the out-going School Board.

Thereafter, all subsequent appointments will be selected by the Parent Council on an annual basis and during the Annual General Meeting of the Bearsden Primary Parent Council.

The Parent Council will be Chaired by a member of the Parent Forum and in the event that the Chairperson's child ceases to attend Bearsden Primary School that person's term of office will be terminated.

## **7. General Meetings / Annual General Meetings / Special General Meetings**

The Parent Council will hold an Annual General Meeting (AGM) within 12 months of inauguration and thereafter once every year, as determined by the Parent Council members. A report will be

prepared, for the information of all Parent Forum members following the AGM.

A notice of intimation of the meeting stating date, time, place and an invitation for Agenda items will be sent to all members of the Parent Forum at least two weeks prior to the meeting date.

The meeting will include:

- (i) A report on the work of the Parent Council.
- (ii) Selection of the new Parent Council, where required.
- (iii) Any business the Parent Forum may wish to raise.

In the event that 15 members of the Parent Forum request a Special General Meeting of the Parent Council, this must be arranged within 2 weeks of the request being made. Any request for such a meeting must be submitted in writing to the Chair of the Parent Council, and must also detail the circumstances relating to the request.

The Parent Council will provide at least one week's notice to members of the Parent Forum, of any Special General Meeting. This notice will contain details of the venue, time of the meeting and notice of the topic/s to be discussed.

## **8. Responsibilities / Duties**

The Parent Council will meet at least once in every school term, with members of the Parent Forum being advised of meeting dates, in advance.

In the event that a vote is necessary in regard to a decision making process, each parent member at the meeting will have one vote, with the Chair having a casting vote, in the event of a tie.

Any member of the Parent Forum can request that a subject be discussed at a meeting of the Parent Council. This request must, however, be submitted to the Chair of the Parent Council or the Head Teacher of the school.

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 their representative may attend.

It is expected that all Parent Council representatives conduct themselves in an appropriate manner showing respect and due consideration towards all members of the school community. If these expectations are not fulfilled, the appropriateness of membership would be discussed and advice sought from the local authority.

## **9. Notes of Meetings**

Copies of the minutes relating to all meetings will be available to all teachers and members of the Parent Forum. These will be displayed on the school notice boards, on the school website and copies will be held in the local library.

## **10. Confidentiality**

It is imperative that the work of the Parent Council is open and transparent, however there may be occasions where matters of a confidential nature require to be discussed and in such circumstances it is acceptable for that element of the meeting to be closed to the Parent Forum. Matters relating to issues of a confidential nature should not be recorded in an 'open' minute, but should be recorded and retained in a 'closed' minute by the Chairperson and Head Teacher. In such circumstances, the 'closed' minute should carry an appropriate protective marking.

Matters relating to individual teachers and children must not be the subject of discussion at Parent Council meetings.

## **11. Changing the Constitution**

The Parent Council session 2007/2008 will review the constitution 12 months after its inception. The Parent Council may change its constitution after obtaining consent from the majority of parent members of the Parent Council. Members of the Parent Forum will be advised of any proposed amendment and given reasonable time to respond to the proposal.

## **12. Signatories**

**School Board**  
**Session 2006/2007**

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