**CAROLSIDE PRIMARY SCHOOL**

**PARENT COUNCIL CONSTITUTION as at September 2019 (changes approved AGM June 2019)**

1. **Name**

The name of the association will be the Carolside Primary School Parent Council, hereinafter called the Parent Council.

**2. Functions**

The Parent Council is established in accordance with the Scottish Schools (Parental Involvement) Act 2006, hereinafter called the Act. The functions of the Parent Council are as described in the Act and are, in brief, to:

* Support school management to improve the quality of education which the school provides, and develop to their fullest potential the personality, talents and mental and physical abilities of the pupils attending the school
* Develop and engage in activities which support the education and welfare of pupils
* Promote contact between the school, the Parent Forum, prospective parents and the community
* Report on the Parent Council activities to the Parent Forum at least annually
* Identify and represent the views of the Parent Forum
* Comply with any reasonable request made to it by the Head Teacher of the school or by the Education Authority for information relating to its exercise of those functions.

**3. Membership**

Membership of the Parent Council will be open to:

* Elected members of the Parent Forum
* Representatives of special interest groups within the school who will be nominated by the special interest group (a special interest group is a group of parents which has an established role in the school and meets regularly)
* Members co-opted by the current members of the Parent Council.

Co-opted members may represent denominational groups, however, the Parent Council will have due regard to the cultural and religious diversity of the school population in co-opting such members.

Membership will be for 2 years from appointment. A member may stand for re-election for a further 2 year period. Membership will terminate when a parent member’s youngest child leaves the school, or when a member gives notice to the Chair in writing of resigning position.

When a vacancy arises, the Parent Council will seek to fill the vacancy by inviting nominations from the Parent Forum. If more nominations than vacancies are received, the Parent Council will determine the membership by conducting an election via a random ballot.

**4.** **Structure of the Parent Council**

The Parent Council will be structured as follows:

* Two parents will represent each year group and the parents will have a child in the year group they are representing
* Two parents will represent the Nursery (one from the morning and one from the afternoon sessions)
* Two members of the PTA will be co-opted onto the Parent Council
* Three office bearers – Chair, Vice Chair and Minute Secretary
* A minimum of two teachers will be co-opted onto the Parent Council via nomination by the Head Teacher
* Members of the wider local community may be co-opted onto the Parent Council by invitation by the Parent Council
* The Head Teacher has both a right and a duty to attend Parent Council meetings or to be represented at a Parent Council Meeting.

**5. Officers**

The Officers of the Parent Council will comprise a Chair, Vice Chair and a Minute Secretary. Only a person who is a member of the Parent Forum may be an Officer.

The Officers will be appointed or confirmed by the Parent Council at the first Parent Council meeting of each school year and those Officers appointed will serve for a period of two years. Where a vacancy arises among the Officer posts during the school year, the Parent Council will appoint new Officers at the next Parent Council meeting.

**6. Committees**

The Parent Council may appoint such special or standing committees, as it deems necessary and will determine their terms of reference, powers, duration and composition. All proceedings of such special committees will be reported to the Parent Council.

**7. Meetings of the Parent Council**

All meetings of the Parent Council are open to all members of the Parent Forum and to the public, however, the Parent Council, including the Head Teacher, has the right to meet in private during discussion of any matter which the Parent Council considers should be dealt with on a confidential basis.

Individual cases relating to pupils, teachers or parents at the school are not matters for direct Parent Council involvement.

The local elected members of East Renfrewshire Council will be invited to Parent Council meetings, at the discretion of the Parent Council.

There will be a joint Annual General Meeting of the Parent Council and PTA in June each year. The Parent Council will report on its’ activities during the past school year at the AGM.

Any specific issues highlighted by the Parent Forum at the AGM will be added to the Agenda for the first Parent Council meeting of the new school year, allowing the Parent Forum to directly influence the Parent Council activities.

Notice of all meetings must be made at least two weeks in advance of the meeting to all members of the Parent Council and to the Parent Forum.

The quorum for Parent Council meetings will be one quarter of the membership of the Parent Council, provided that the number of co-opted members in the quorum does not exceed the number of members of the Parent Council.

Should a vote be necessary to make a decision, each member of the Parent Council at the meeting will have one vote, with the Chair having the casting vote in the event of a tie.

The Parent Council will meet in September, October, November, January, February, March and May and hold an AGM in June.

In the event that a member does not attend three consecutive meetings, the member is required to write to the Chair to confirm the circumstances contributing to such absence and the likelihood of being able to attend future meetings. The matter will be discussed at the next Parent Council meeting when a decision will be taken as to whether or not the membership should continue or cease.

**8. Finance**

The Parent Council may receive funds by any legal means, other than borrowing, and may expend funds received to carry out its’ functions at its’ discretion and in line with appropriate legislation.

Where the Parent Council receives and expends funds the Parent Council will:

* Appoint a Treasurer who may be a member of the Parent Council but will in any event by a member of the Parent Forum and will ensure that proper accounts are kept
* Appoint an auditor, who is independent of the Parent Council
* Present to the AGM an audited annual statement of accounts, which will also be circulated to the Parent Forum.

The Parent Council may receive gifts in accordance with the Act.

**9. Review Constitution**

The Parent Council may review and amend its’ constitution at the AGM but only with the consent of two thirds of those members of the Parent Forum present at the AGM.

**10. Dissolution of the Council**

Should the Parent Council cease to exist, any remaining funds will be passed to the Education Authority for the benefit of the school.