



## **CROOKFUR PRIMARY SCHOOL PARENT COUNCIL CONSTITUTION**

### **1. Name**

The name of the association will be the Crookfur 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. Its functions are as described in the Act and are, in brief, to:

- (a) support school management to raise standards of education in the school, 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.
- (b) develop and engage in activities which support the education and welfare of pupils.
- (c) to make representations to the school's headteacher and to the education authority about the arrangements for promoting the involvement of parents in education of those parents' own children
- (d) promote contact between the school, the Parent Forum, prospective parents, pupils in the school and the community.
- (e) report on the council activities to the Parent Forum at least annually.
- (f) identify and represent the views of the Parent Forum.
- (g) 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**

Full membership of the Parent Council will be open to:

- (a) members of the Parent Forum.
- (b) representatives of special interest parent groups<sup>1</sup> within the school who will be nominated by the special interest group.
- (c) members co-opted by the current members of the Parent Council.

There will be a maximum of 3 members per year group represented on the Parent Council. Parents shall always form the majority of the Parent Council.

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<sup>1</sup> A special interest group is a group of parents, which has an established role in the school and meets regularly.

Membership will terminate when a parent's youngest child leaves the school, or when a member gives notice of resigning position. In the event of a vacancy arising during a full member's term, an election will be held to fill the vacancy. The Parent Council reserves the right to terminate membership following a prolonged period of non-attendance/ non-involvement.

#### **4. Officers**

- (a) Only a person who is a member of the school's Parent Forum may Chair the Parent Council.
- (b) The Chair, Vice Chair, Treasurer and Secretary will be elected at the Annual General Meeting and when elected should hold office until the next Annual General Meeting

#### **5. Committees**

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

#### **6. Meetings of the Parent Council**

- (a) Meetings of the Parent Council shall be held as required.
- (b) 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.
- (c) Individual cases relating to pupils, teachers or parents at the school are not matters for direct Parent Council involvement.
- (d) The Head Teacher has both a right and a duty to attend Parent Council meetings or to be represented at a Parent Council meeting.
- (e) There will be an annual general meeting of the Parent Council in September.
- (f) Notice of all meetings must be made at least two weeks in advance of the meeting to all members and to the Parent Forum.
- (g) The quorum will be one quarter of the membership, providing that the number of co-opted members in the quorum does not exceed the number of members of the Parent Forum.
- (h) Should a vote be necessary to make a decision, each full member at the meeting will have one vote, with the Chair having the casting vote in the event of a tie.
- (i) The Parent Council will meet at least once in every school term.

## **7. Finance**

- (a) The Parent Council may raise funds by any legal means, other than borrowing, and may expend these sums to carry out its functions at its discretion and in line with appropriate legislation.
- (b) The Parent Council may receive gifts – these could be gifts in kind, financial in nature, etc. Any gifts received will be declared and recorded in the minute at the subsequent meeting of the Parent Council to ensure propriety and transparency.
- (c) The treasurer will ensure that proper accounts are kept.
- (d) Prior to the AGM, the accounts shall be reviewed by an independent examiner. The independent examiner should not be a member of the Parent Council, or a relative.
- (e) 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.

## **8. Changes to the constitution**

The Parent Council may review and amend its constitution with the consent of a majority.

## **9. Dissolution of the Parent Council**

Should the Parent Council cease to exist, any remaining funds will be passed to the education authority to be used for the benefit of the school.