



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 2006¹, 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 Forum², 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 groups³ within the school who will be nominated by the special interest group.
- (c) members co-opted by the current members of the Parent Council.

¹ <https://www.legislation.gov.uk/asp/2006/8/crossheading/parent-forums-and-parent-councils>

² The parents of the pupils in attendance at a public school constitute (and are collectively to be known as) the "Parent Forum" of the school.

³ A special interest group is a group of parents, which has an established role in the school and meets regularly.

Parent Council member will be appointed to represent a year group (P1 – P7) in which they have a child. There can be a maximum of three Parent Council members per year group. Co-opted members are additional members and do not represent a year group. Parents shall always form the majority of the Parent Council.

Members will be appointed at the Annual General Meeting by a majority.

Membership will terminate when the member's child leaves the school, or when a member gives notice of resigning position.

In the event of a vacancy arising during a school year, a temporary member could be appointed until the next Annual General Meeting.

The Chair of the Parent Council reserves the right to terminate membership following a prolonged period of non-attendance/ non-involvement such as repeated failure to attend meetings without giving apologies or repeated failure to complete meeting actions. Membership can also be terminated if a member is found to have acted in breach of the code of conduct or other Parent Council policies.

4. Office Bearers

Only a person who is a member of the school's Parent Forum may Chair the Parent Council.

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. Sub-committees

The Parent Council may appoint such sub-committees, as it deems necessary and shall determine their terms of reference, powers, duration and composition e.g. a Fundraising & Social Committee. A report of the recent work of such sub-committees shall be reported to the Parent Council at each meeting.

6. Meetings of the Parent Council

General meetings

- There will be an Annual General Meeting (AGM) of the Parent Council in September.
- The Parent Forum will be notified of the date of the AGM at least two weeks in advance.
- Meetings may take place online and/or in person but the notice period and AGM procedures remain the same.
- The AGM will include a report of the work of the Parent Council in the previous session, approval of accounts, appointment of new PC members and office bearers and any resolutions raised by the Parent Forum.
- The quorum for a general meeting is 10 members.
- The Parent Council or 30 members of the Parent Forum shall have the power to call an Extraordinary General Meeting.

Other meetings

- Meetings of the Parent Council shall be held as required.
- All meetings of the Parent Council are open to all members of the Parent Forum and members of the public to attend and observe, though not directly contribute. Any matters that they wish to raise should be brought to the Chair in advance of the meeting who will consider whether the matter should be added to the agenda.
- Individual cases relating to pupils, teachers or parents at the school are not matters for direct Parent Council involvement.
- The Head Teacher has both a right and a duty to attend Parent Council meetings or to be represented at a Parent Council meeting.
- The quorum for other Parent Council meetings is 8 members.
- 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.
- The Parent Council will meet at least once in every school term.

7. Finance

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.

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.

The treasurer will ensure that proper accounts are kept.

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 including sub-committees, or a relative.

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 subject to approval by majority at a General Meeting.

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.