

Cross Arthurlie Primary School Parent Council

Model Three

Constitution

Amended in September 2018

1. The name of the association shall be the Cross Arthurlie Primary School Parent Council, hereinafter called the Parent Council.

2. The council is established in accordance with the Scottish Schools (Parental Involvement) Act. Its functions are as described in the Act and are, in brief, to:

- a) Support school management to improve the quality of education which the school provides, and develop to their fullest potential the personality, talents and both 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) Promote contact between the school, the Parent Forum, prospective parents and the community.
- d) Report on the council activities to the Parent Forum at least annually.
- e) Identify and represent the views of the Parent Forum.
- f) 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

Please note that 'parent' includes carers.

Full Membership shall include:

- a) Self nominated members of the parent forum on an annual basis.
- b) A maximum of 3 co-opted members who shall be co-opted annually by the current members of the Parent Council.
- c) A maximum of 3 teacher members to include one member of the management team who shall be co-opted annually by the current members of the Parent Council.
- d) A maximum of 24 members, including co-opted members.
- e) No parent shall be excluded from membership of the Parent Council on the grounds of Race, Disability or religious beliefs.
- f) The right of membership shall terminate when a parent's youngest child leaves the school.

Additional Members can include:

- a) Local Councillors are able to attend the Parent Council at any time.
- b) Pupils from the School Council can attend the Parent Council by invitation.

Each full member of the Parent Council shall be required to sign a 'Code of Conduct' to ensure that all members are working in the interests of the school and the Parent Forum.

If a Parent Council member acts in a way that is considered by other members to undermine the objectives of the Parent Council, their membership of the Parent Council shall be terminated if the majority of full members agree. Termination of membership would be confirmed in writing to the member.

4. Officers

- a) The Parent Council shall have 5 Office Bearers – Chair, Vice Chair, Treasurer, Clerk/minute taker and Fundraising Convener.
- b) Only a parent member of the Parent Forum can chair a Parent Council meeting.
- c) The Office Bearers will be elected at the AGM. They will have an opportunity to stand for one further year. Parent members should indicate interest in the post in writing to the Head Teacher one week in advance of the AGM. A reminder will be sent out for the AGM and Parent Council membership guidelines, to the Parent Forum in May each year.

5. Committees

The Council may appoint such special or standing committees as it deems necessary and shall determine their terms of reference, powers, duration and composition. All committees must consult fully with the Parent Council and decisions must be made through the Chair of the council and in consultation with the Head Teacher. No more than 3 committees shall run simultaneously.

6. Meetings of the Council

- a) All meetings of the Council are open to all members of the Parent Forum. However, the Council and Head Teacher have the right to meet in private during discussion of any matter which the Council considers should be dealt with on a confidential basis.
- b) Individual cases relating to pupils, teachers or parents at the school are not matters for direct Parent Council involvement.
- c) The Head Teacher has both a right and a duty to attend council meetings or to be represented at a council meeting.
- d) There will be an Annual General Meeting of the council in June.
- e) Notice of all meetings must be made at the beginning of the session and with regular reminders in newsletters/text messaging to all members and to the Parent Forum.

- f) 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.
- g) Should a vote be necessary to make a decision, each full council member at the meeting shall have one vote, with the Chair having the casting vote in the event of a tie.
- h) The Parent Council will meet a minimum of eight times a year, including the AGM.
- i) Copies of minutes of all meetings will be available to the Parent Forum and Teachers of Cross Arthurlie Primary School. Minutes will be posted on the school website or on request.
- j) Where possible, the agenda and minutes of the previous meeting should be distributed to all Parent Council members one week in advance of the next meeting.

7. Finance

- a) The Council may raise funds by any legal means, other than borrowing, and may spend these sums to carry out its functions at its discretion and in line with appropriate legislation.
- b) The Council may receive gifts.
- c) The treasurer will ensure that proper accounts are kept.
- d) An auditor, who should be independent of the Parent Council, shall be identified at the AGM.
- e) An annual report of accounts shall be made by the Treasurer at the AGM.
- f) An audited annual statement of accounts shall be presented at the first meeting of the new session and will be available to the Parent Forum.
- g) Should the Parent Council cease to operate all funds in the bank account shall be transferred to Cross Arthurlie Primary School and be used under guidance of the Head Teacher.

8. This constitution will require to be reviewed annually by the Parent Council and in consultation with the Parent Forum.

Cross Arthurlie Primary School

Parent Council

Code of Conduct

In order to become a member of the Parent Council, I will agree to:

- **Uphold the constitution of Cross Arthurlie Parent Council**
- **Work in the interest of the Parent Council at all times**
- **Respect the views of others, allowing for a variety of opinion**
- **Direct all discussion through the Parent Council Chair**
- **Work towards the agreed agenda and timings for meetings**
- **Resolve any disagreement as a member of the Parent Council not as an individual – this shall be done through discussion and voting.**
- **Ensure that my behaviour shall be appropriate to the meeting at all times.**

Name: _____

Signature: _____

Date: _____